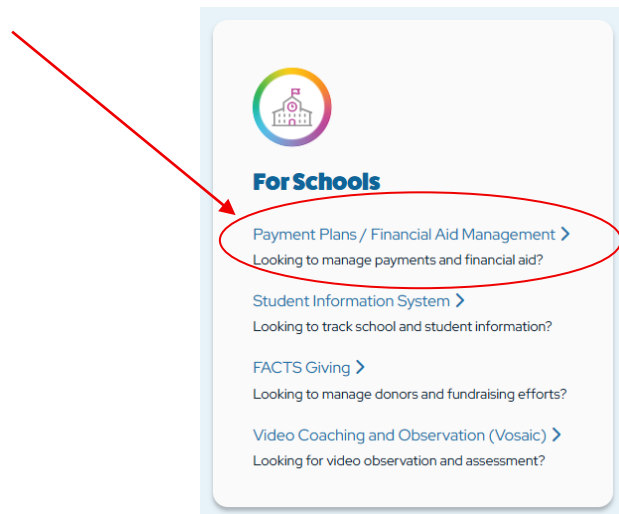




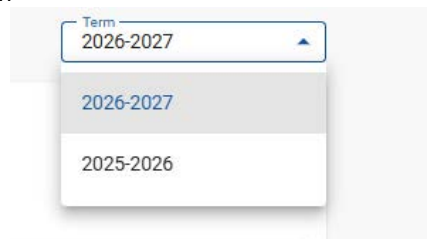
How to view a Shared Report

1. Log into FACTS Financial Aid Management

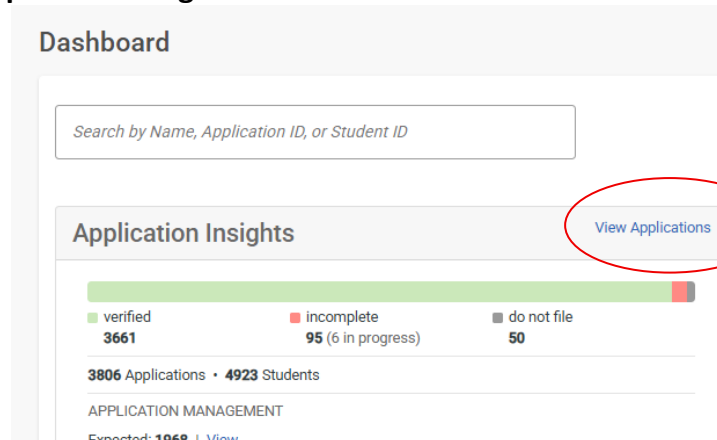


2. Once signed in you will be taken to the **Institution Dashboard**

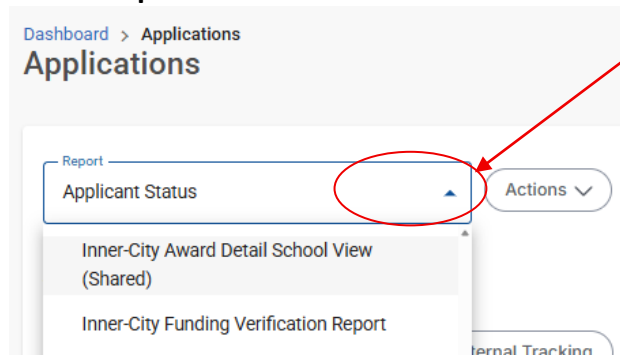
- o Make sure you are in the correct school year in top right corner for the award cycle you are looking for awards on



3. From the **Application Insights** area of the Dashboard click the link to **View Applications**.



4. Click drop down on the “report” menu



5. In the report menu drop down, scroll down to “Shared Reports” to see your Inner-City reports
- o **Inner-City Award Detail School View**
 - o This report provides a live view of all annual application statuses and awards throughout the FA cycle
 - o **Inner-City Funding Verification Report**
 - o This report provides a static view of awards being prepared for payment at a specified time and require your action to secure funding.
 - o **Inner-City ETA Awards School View**
 - o This report provides a live view of all Emergency Tuition Assistance awards

INNER-CITY AWARD DETAILS SCHOOL VIEW REPORT

Instructions

This report provides a live view of all applicants for your school.

Glossary

Glossary of column headings:

- **Student Identifiable Information:**
 - o Student ID (tied to specific student)
 - o Student Name
 - o Grade
 - o App ID (tied to application/family)
- **Submit Date (Inst. Specific)**

This is the date that the applicant submitted their Inner-City Scholarship Fund application
- **App Status**

This will tell you where the application is in completion timeline

App Status: SBM = Submitted DOC = Documents in process DNF = Does not file VER = Verified

 - o **DOC** (Documents in Process) - Indicates documents have been received, but have yet to be processed/reviewed. It does NOT mean that ALL documentation has been submitted, just that something is submitted and in queue for review
 - o **DNF** (Does Not File) - Indicates the family noted that they do not file a tax return
 - o **SBM** (Submitted) - Indicates that an applicant has pressed “submit” but no documents are uploaded
 - o **VER** (Verified) - Indicates all required documents have been received, and the application is pending award decision review
- **Awardee Substatus**
 - o This is used by Inner-City identify discreet scholarship programs
 - o It also includes information on whether the student is renewing assistance or new to the program
- **Current Awards**
 - o Once a student receives funding, this column will populate with their program and award amount
 - o Some students may receive awards from multiple programs, and you will see a breakout of their awards here
- **Total Reserved & Finalized Awards**
 - o Once a student receives funding this column will populate with their total award
 - o Once this column is populated the tuition billing should be adjusted to reflect Inner-City funding

Please Note: Students receiving general aid MAY later be assigned to a merit based scholarship, if one becomes available and the student is eligible. This means the awardee substatus will change to new programs and the award may increase throughout the year.

- **Institution Name**
 - o This is your school. Your shared report will only show your institution
- **Parent/Guardian Identifiable Information:**
 - o Applicant name (name of parent/guardian who applied)
 - o Applicant email
- **Group ID**
 - o This is your school type/region used by Inner-City for reporting purposes

FUNDING VERIFICATION REPORT – Instructions

Before our semi-annual disbursement of funding, we ask schools to verify student status. Administrators are notified via email that the verification report is open for editing along with the deadline that the updates must be completed by the school to receive the funding. The earlier you complete verifications, the earlier we can prepare your disbursement of funds.

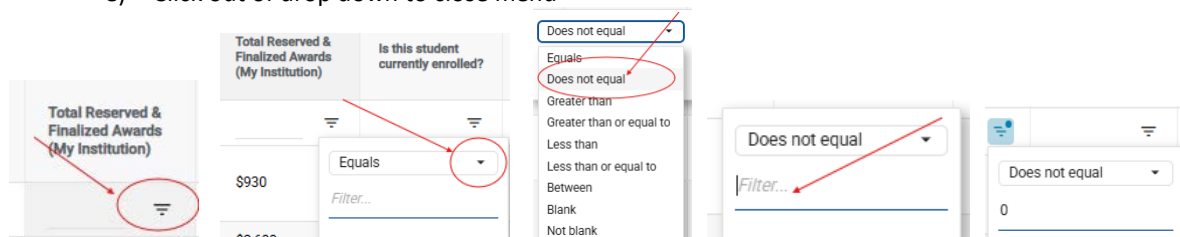
****NOTE**** All applicants for your school are included on the Funding Verification Report, including denied, ineligible, and students you previously notified us have exited. **Please make sure to follow all instructions below to filter to correct list.**

Open the “Inner-City Funding Verification Report”

- Follow instructions on page 1&2 of this guide to locate

You ONLY need to verify students with a scholarship award, who are NOT noted as "exit".

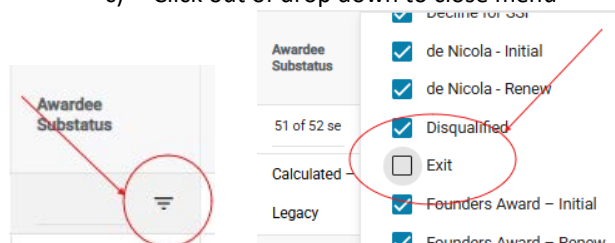
1. First, filter the report to show only students who have awards as follows:
 - a) In column Total Reserved & Finalized Awards (my institution) select lined arrow to open filters menu
 - b) Click filter arrow to open drop down options
 - c) Choose “does not equal”
 - d) Type “0” in the filter line
 - e) Click out of drop down to close menu



The report now shows only students who have a dollar amount assigned

Then, filter to also remove previously notified Exits

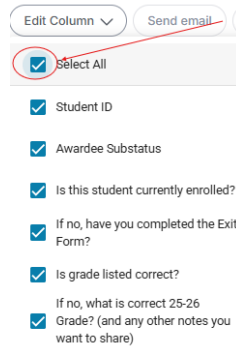
- a) In column Awardee Substatus select lined arrow to open filters menu
- b) Uncheck “Exit”
- c) Click out of drop down to close menu



The report now shows only students who need to be verified

Finally, in report headers select "Edit Column"

- a) Choose "select all" in drop down to open the columns for you to verify
- b) Click out of drop down to close menu

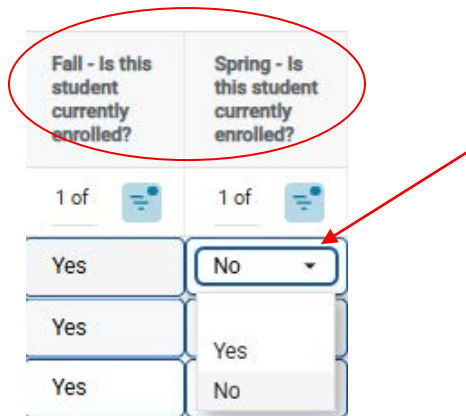


The screenshot shows a dropdown menu titled "Edit Column" with a "Send email" button. The "Select All" option is highlighted with a red circle. Below it, a list of columns to verify is shown, each with a checked checkbox:

- ☒ Student ID
- ☒ Awardee Substatus
- ☒ Is this student currently enrolled?
- ☒ If no, have you completed the Exit Form?
- ☒ Is grade listed correct?
- ☒ If no, what is correct 25-26 Grade? (and any other notes you want to share)

2. Verify students as follows:

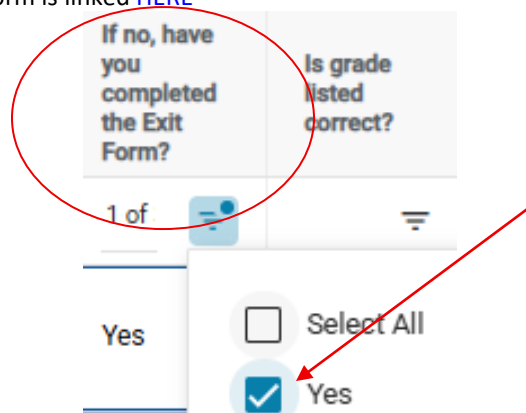
In Column, **"Is this student currently enrolled?"** (Fall or Spring pending time of year) select "yes" or "no"



The screenshot shows a table with two columns: "Fall - Is this student currently enrolled?" and "Spring - Is this student currently enrolled?". The "No" dropdown in the "Spring" column is highlighted with a red circle and a red arrow. Below the headers, there are three rows of data. The first row shows "Yes" for Fall and "No" for Spring. The second row shows "Yes" for both. The third row shows "Yes" for both.

In Column, **"If no, have you completed the Exit Form?"**

- a) For each student you select "No", you must complete our Exit Confirmation form.
- b) We have provided a reminder check box to ensure no students get missed.
- c) This column should state YES once you have completed the verification process as you have submitted an exit form for all students you stated are not enrolled in previous section
- d) The Exit Confirmation form is linked [HERE](#)



The screenshot shows a table with two columns: "If no, have you completed the Exit Form?" and "Is grade listed correct?". The "If no, have you completed the Exit Form?" column is highlighted with a red circle. Below the headers, there are three rows of data. The first row shows "Yes" for the first column and "Select All" for the second. The second row shows "Yes" for the first column and "Yes" for the second. The third row shows "Yes" for the first column and "Yes" for the second.

In Column, **“Is grade listed correct?”** confirm the grade information for each student as this information is often entered incorrectly by parents upon applying.

- If the grade listed is correct, select “yes”
- If the grade is incorrect, select “no”

In Column **“if no, what is correct 26-27 Grade? (and any other notes you want to share)”**

- For each student you select “no”, type the correct grade in the open text field in next column
- You may also use this text box for any other notes you want to share with Inner-City on this student
- Click outside of the text box to close it

Once you have completed the list for all students, click "Save" at bottom left of report.

INNER-CITY ETA AWARD DETAILS - SCHOOL VIEW REPORT

Instructions

Follow instructions on page 1&2 of this guide to locate “Inner-City ETA Award Details - School View Report”

This report provides a live view of all Emergency Tuition Assistance (ETA) applicants in your school.

Glossary

Glossary of column headings:

- Student Identifiable Information:
 - o Student ID
 - (tied to specific student)
 - o Student Name
 - o Grade

- Awardee Status

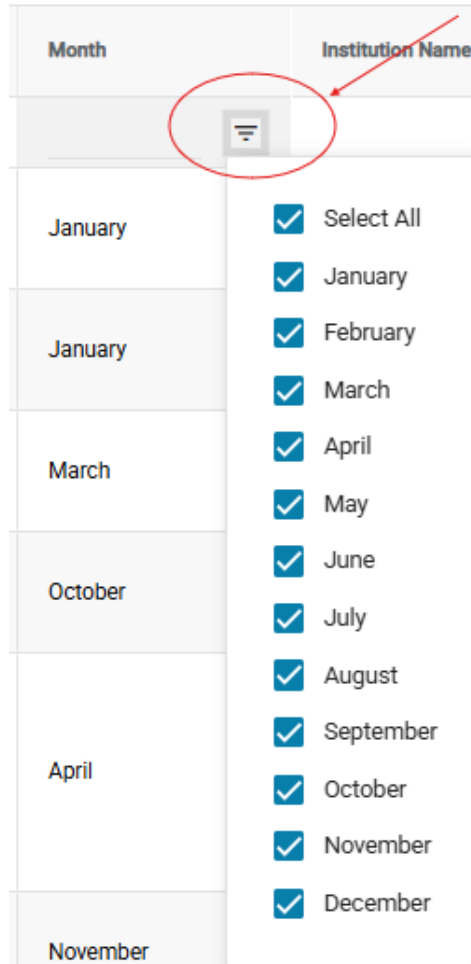
This will tell you where the application is in completion timeline

- o **Awarded** - Student approved for ETA and needs tuition billing adjusted for this one-time award
 - o **Denied** - Student did not meet program requirements and was denied funding
 - o **Increased Award** - A change was made to original award, and this is the new TOTAL amount (replacing original award)
 - o **Blanks** - Student has not yet been assessed for funding. This will change by end of monthly cycle
- Total Reserved & Finalized Awards
 - o Once a student receives funding this column will populate with their total award
 - o If a student has an awardee substatus of “increased award” the monetary value listed here is the new total award
 - o Once this column is populated the tuition billing should be adjusted to reflect the ETA funding

- **Month**

Inner-City awards on a rolling basis, monthly. This column allows you to filter for new awards assigned in each monthly cycle

- o Click the lined arrow to open drop down menu
- o Select all for full list of all ETA awards in your school
- o Deselect all and then choose specific month to your desired subset



- **Institution Name**

This is your school. Your shared report will only show your institution

- **Applicant Name**

This is the name of the primary parent/guardian noted on the application

- **Student Notes**

This will contain any notes regarding an award decision that Inner-City feels the school administrators should know (when applicable)

- **Group ID**

- o This is your school type/region used by Inner-City for reporting purposes