

# FACTS Good Shepherd Scholarship Application Instructions

## What to Expect and Required Documents needed to apply for financial aid:

Please note that Preschool and Prekindergarten students are not eligible for Good Shepherd Scholarships.

There is an estimated **one-time non-refundable application fee of \$45.00 per household** to apply for financial aid. FACTS accepts all major credit cards. As you navigate through the application process, you will see your progress on the left (desktop) or top (mobile) of your screen. The status of each section is represented with the following icons show in the graphic below, either a green check mark for Complete OR a red exclamation mark for Errors that must be corrected. The form is automatically saved as you progress through by clicking the 'Previous', 'Save & Continue", or 'Save & Exit' buttons.

Depending on your application some or all of the following documents may be required:

- Copies of U.S. Individual Income Tax Return
  - 2023 IRS Federal Form 1040 and supporting schedules (Schedule 1, Schedule 3)
  - Dependent Statement if claiming more than 4 dependents
- Copies of W-2 Wage and Tax Statements.
- Copies of supporting documentation for household Nontaxable Income.

A complete list of required documents will be available once you have submitted your application along with instructions on how to upload your documents.

1. Click 'Sign in' to FACTS if you are a returning family OR click 'Create an Account' if you are a new user. <https://online.factsmgt.com/signIn.aspx>

## Welcome Grant & Aid Applicant



Have an account?

[Sign in](#)

New User

To begin applying for aid as a first time user to the new FACTS system

[Create an Account](#)

[Having difficulties? Check our FAQs.](#)

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## Sign In

### Sign In

All fields are required

Username or Email\*

Password\*



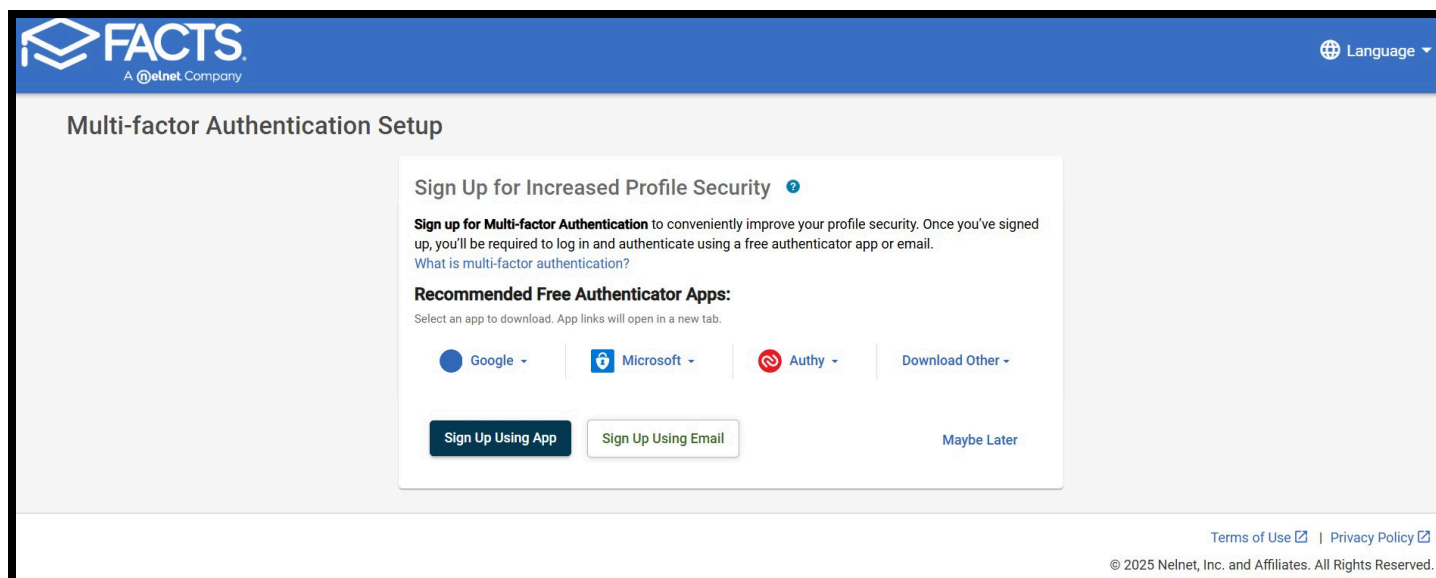
[Sign In](#)

[Forgot Username / Password](#)

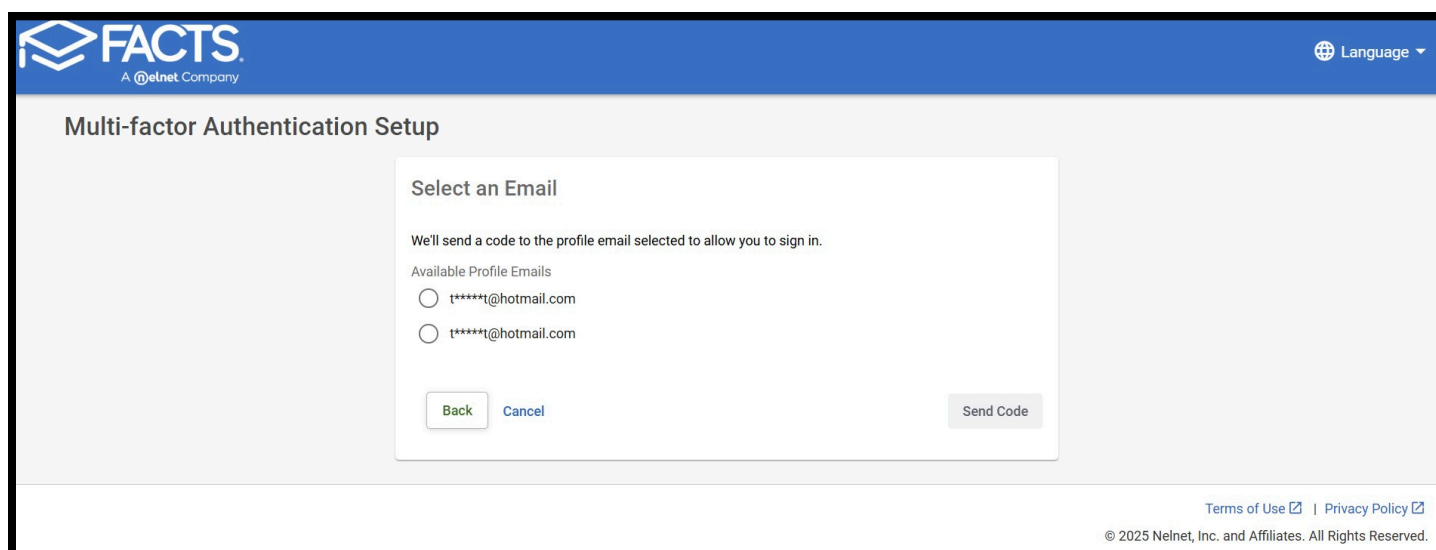
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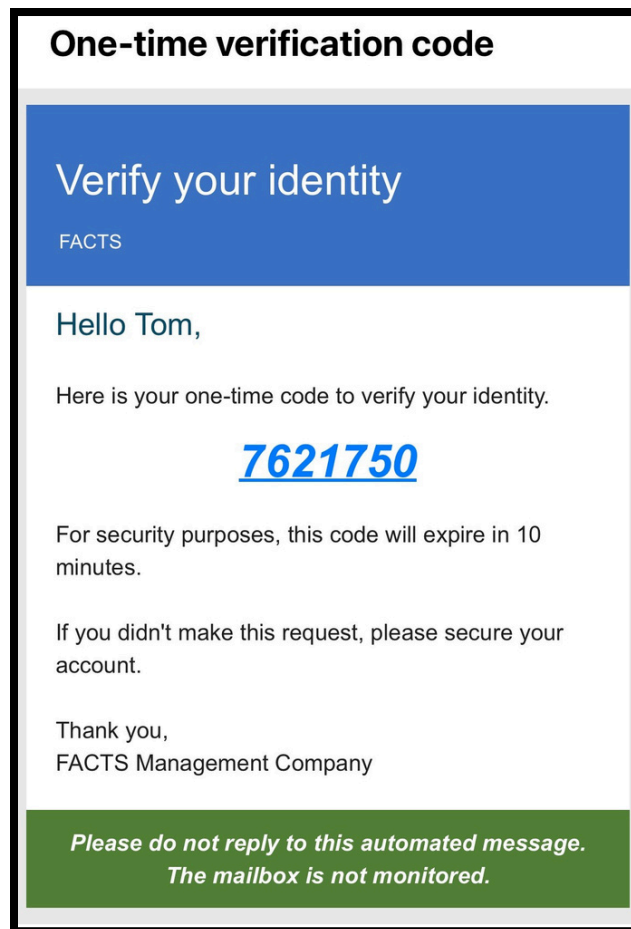
2. Multi-factor Authentication Setup. This is an extra security step to keep your information safe online. We recommend selecting 'Sign Up Using Email'. This will email you a number code that you will need to enter on the next page.



3. Enter the email you would like your verification code sent to. If you are a returning FACTS family, your email might already populate on this page. Click 'Send Code'.



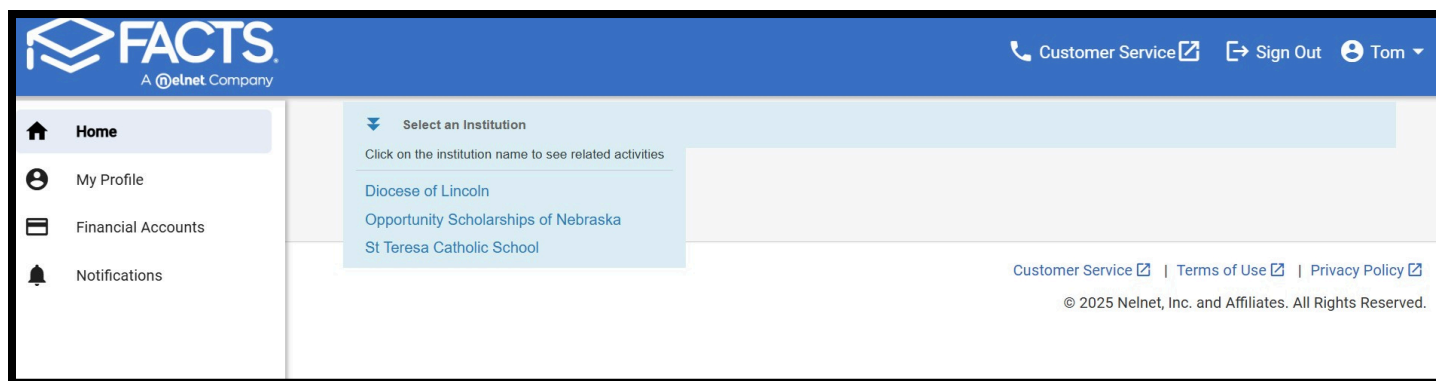
4. Open your email from FACTS and copy your one-time code to verify your identity. If you do not see this email in your inbox after a minute, be sure to check your junk/spam folders. It will look like this example below.



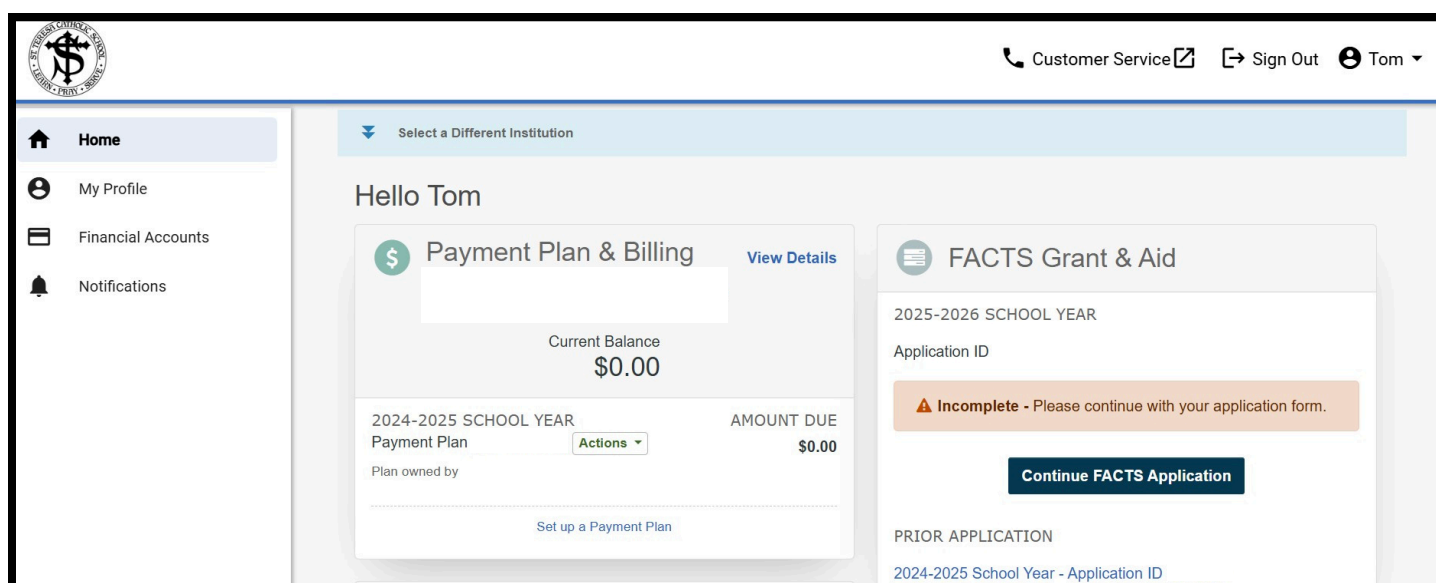
5. Go back to your FACTS account and enter your Verification code number that was emailed to you. Then click 'Submit'.

A screenshot of the "Multi-factor Authentication Setup" page on the FACTS website. The page has a blue header with the FACTS logo and a "Language" dropdown. The main content area is light gray. A white box in the center contains the "Select an Email" section. It says: "An email was sent to t\*\*\*\*\*@hotmail.com containing your verification code." Below this is a text input field labeled "Verification Code\*". Underneath the input field, it says: "Don't see your email? Please wait a few minutes, check your junk email file or select the 'Resend Code to Email' option below." There is a blue link "Resend Code to Email". At the bottom right of the white box are "Cancel" and "Submit" buttons. The footer of the page contains links for "Terms of Use" and "Privacy Policy", and a copyright notice: "© 2025 Nelnet, Inc. and Affiliates. All Rights Reserved."

6. Under 'Select an Institution', click on 'St. Teresa Catholic School'. For new families, click on 'Add School/Organization'.



7. On the right under ‘FACTS Grant & Aid’, for the 2025-2026 SCHOOL YEAR (or whichever school year you’re applying for), click on ‘FACTS Application’.



8. Now you will see the 10 step Application Form, starting with Schools. For returning families, St. Teresa Catholic School will automatically be checked. For new families, please click on ‘Add School/Organization’, and then it will ask you what City, State or Zip Code your school is in. Type in Lincoln, NE 68510 and St. Teresa Catholic School should pop up for you to select. Once you’ve selected our school, click ‘Save & Continue’.

The screenshot shows the 'Application Form' for the 2025-2026 school year. The left sidebar contains navigation links: Home, My Profile, Financial Accounts, and Notifications. The main content area is titled 'Application Form' and includes a progress bar with steps 1 through 10. Step 1, 'Schools', is currently selected and highlighted in blue. The 'Schools' section contains a list of schools and organizations where the user would like to apply for financial aid or pay tuition. The list includes 'St Teresa Catholic School' in Lincoln, NE 68510, and 'Diocese of Lincoln (required)'. Below the list are buttons for 'Save & Continue' and 'Save & Exit'. A 'Help' section is also visible at the bottom of the form.

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APPLICATION ID: 2025-2026

Home  
My Profile  
Financial Accounts  
Notifications

Application Form

1 Schools  
2 Applicant  
3 Co-Applicant  
4 Students  
5 Taxable Income  
6 Nontaxable Income  
7 Change of Income  
8 Additional Questions  
9 Review  
10 Submit

Schools

Please list all schools and organizations where you would like to apply for financial aid or will pay tuition in the 2025-2026 school year.

☒ St Teresa Catholic School  
Lincoln, NE 68510

Organizations

☒ Diocese of Lincoln (required)

Organization associated with St Teresa Catholic School

[Add School / Organization](#)

[Save & Continue](#) [Save & Exit](#)

[Help](#)

[What to Expect](#) [FAQ](#)

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9. Next you will enter your personal information like Name, Address, City, State, Zip Code, Phone Number etc. Enter your information in all the boxes until you reach the bottom, then click ‘Save & Continue’.

The screenshot shows the 'Application Form' for the 2025-2026 school year, specifically the 'Applicant' section. The left sidebar contains navigation links: Home, My Profile, Financial Accounts, and Notifications. The main content area is titled 'Application Form' and includes a progress bar with steps 1 through 10. Step 2, 'Applicant', is currently selected and highlighted in blue. The 'Applicant' section contains a form for entering personal information. The form includes fields for 'Legal First Name', 'Middle Name', 'Last Name', 'Suffix', 'Country', 'Address Line 1', and 'Address Line 2'. Required fields are marked with an asterisk (\*). The 'Country' field is set to 'United States' and the 'Suffix' field is set to 'Select...'. A 'Help' icon is visible next to the 'Applicant' title.

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APPLICATION ID: 2025-2026

Home  
My Profile  
Financial Accounts  
Notifications

Application Form

1 Schools  
2 Applicant  
3 Co-Applicant  
4 Students  
5 Taxable Income  
6 Nontaxable Income  
7 Change of Income  
8 Additional Questions  
9 Review  
10 Submit

Applicant

Required fields are marked with \*

\* Legal First Name

Middle Name

\* Last Name

Suffix

\* Country

\* Address Line 1

Address Line 2

10. If you checked the ‘Co-Applicant’ box on the previous page, this next page will pop up. Enter all personal information for your Co-Applicant, then click ‘Save & Continue’.

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Home My Profile Financial Accounts Notifications

Application Form APPLICATION ID: 2025-2026

Schools Applicant Co-Applicant Students Taxable Income Nontaxable Income Change of Income Additional Questions Review Submit

Co-Applicant

Required fields are marked with \*

\* Legal First Name

Middle Name

\* Last Name

Suffix

Select...

11. Next you will add your Students attending St. Teresa Catholic School. If you are a returning family, your students will automatically populate. If you are a new family OR are a returning family with new students to add, click 'Add Student' and enter their information.

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Application Form APPLICATION ID: 2025-2026

Schools Applicant Co-Applicant Students Taxable Income Nontaxable Income Change of Income Additional Questions Review Submit

Students

Required fields are marked with \*

> St Teresa Catholic School Delete

> St Teresa Catholic School Delete

> St Teresa Catholic School Delete

▼ New Student Delete

\* Legal First Name

Middle Name

\* Last Name

\* Social Security Number

12. Next you will add your Taxable Income. Once all areas are answered, click 'Save & Continue'.

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Application Form APPLICATION ID: 2025-2026

Schools Applicant Co-Applicant Students Taxable Income Nontaxable Income Change of Income Additional Questions Review Submit

Taxable Income

Required fields are marked with \*

Household

\* Number of adults living in this household? 0

Select...

\* Number of children living in this household?

Select...

Taxable Income

\* Does receive income reported on a W-2?

☐ Yes

☐ No

13. Next you can select any Nontaxable income that applies. When you're done, click 'Save & Continue'.

The screenshot shows the FACTS Application Form interface. The left sidebar contains navigation links: Home, My Profile, Financial Accounts, and Notifications. The main content area is titled "Application Form" and displays a progress bar with steps: Schools, Applicant, Co-Applicant, Students, Taxable Income, Nontaxable Income (current step), Change of Income, Additional Questions, Review, and Submit. The "Nontaxable Income" section includes a list of income types with checkboxes: Alimony Received, Child Support, Temporary assistance for needy families (TANF), Welfare, Supplemental Nutrition Assistance Program (SNAP), Tuition support from friends/relatives/employers, Workers' Compensation, Housing Allowance (Military, Religious, Parsonage, etc.), Tax-Exempt Interest, and Other Nontaxable Income (e.g. Foster Care Allowance, VA Benefits, etc.). A "Social Security" link is also visible. The top right corner shows the application ID: 2025-2026.

14. Next you will fill out any anticipated change of income. When you're done, click 'Save & Continue'.

The screenshot shows the FACTS Application Form interface, specifically the "Change of Income" section. The left sidebar and progress bar are the same as in the previous screenshot. The "Change of Income" section includes a question: "Do you anticipate a decrease in your annual income for 2025?" with radio button options for Yes and No. Below this, there are two text input fields for "What is your anticipated 2025 income?" and "What is the co-applicant's anticipated 2025 income?". A table follows, asking for reasons for reduced income, with columns for "Applicant" and "Co-Applicant". The reasons listed are: Unemployment or expected to be unemployed, Reduced hours, Reduced wages, Exiting the workforce, Legal separation or divorce, Plan to retire, Medical reasons, Death of a spouse, and Increase in family size. The top right corner shows the application ID: 2025-2026.

15. Next you will fill out the Additional Questions. When finished, click on 'Save & Continue'.



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**Application Form** APPLICATION ID: 2025-2026

- Schools
- Applicant
- Co-Applicant
- Students
- Taxable Income
- Nontaxable Income
- Change of Income
- 8 Additional Questions**
- 9 Review
- 10 Submit

**Additional Questions**

Required fields are marked with \*

Use the space below to add any information or comments which you feel might be helpful in determining your family's qualification for tuition assistance

**Diocese of Lincoln**

\* Name of Parish/Church:

\* Are you considered an active member of your parish or church?

\* Are you an active parent in your school(s)?

☐ Please note that Preschool and Prekindergarten students are not eligible for Good Shepherd Scholarships.

☐ I/We acknowledge that the information included in this application and supporting documents are true and factual.

16. Next you will review that all your application information is correct. When finished reviewing, click 'Save & Continue'.

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**Application Form** APPLICATION ID: 2025-2026

- Schools
- Applicant
- Co-Applicant
- Students
- Taxable Income
- Nontaxable Income
- Change of Income
- Additional Questions
- 9 Review**
- 10 Submit

**Review** [Print](#)

Before submitting the form, please review and check if all the details have been captured correctly.

**Schools**  
St Teresa Catholic School

**Organizations**  
Diocese of Lincoln

**Applicant**  
First:   
Middle:   
Last:   
Suffix:   
Country:   
Address Line 1:   
Address Line 2:   
City:   
State/Territory:   
Zip Code:   
Country of Residence:

17. Next you will Submit your Application and enter your method of payment for the \$45.00 FACTS enrollment fee. When finished entering your payment method, click 'Submit Application'.

The screenshot shows the 'Submit Application' page in the FACTS portal. On the left is a sidebar with navigation links: Home, My Profile, Financial Accounts, and Notifications. The main content area is titled 'Application Form' and includes a progress list on the left with steps: Schools, Applicant, Co-Applicant, Students, Taxable Income, Nontaxable Income, Change of Income, Additional Questions, Review, and Submit (highlighted with a blue circle and '10'). The 'Submit Application' section on the right shows a 'Total Amount' of \$45.00, broken down into an 'Application Fee' of \$45.00. Below this is a 'Payment Method Disclosure' box stating that card transactions are processed by FACTS Management Company, USA. A disclaimer states: 'By clicking "Submit Application", you are agreeing to the terms and conditions. View Terms and Conditions'. At the bottom of this section are buttons for 'Previous', 'Submit Application', and 'Exit'. A 'Help' section at the bottom of the main content area includes links for 'What to Expect' and 'FAQ'. The top right of the page features links for 'Customer Service', 'Sign Out', and a user profile icon labeled 'Tom'. The bottom right corner contains links for 'Customer Service', 'Terms of Use', and 'Privacy Policy', along with a copyright notice: '© 2025 Nelnet, Inc. and Affiliates. All Rights Reserved.'

18. After clicking on 'Submit Application', there will be a pop up window with an option to 'View Application'. **Please click on that!** People commonly think they're completely done with their application at this point when in fact they are not. Now you will need to upload all of your tax documentation. However, if you have closed out of FACTS at this point, it's okay, you will also get an email shortly reminding you to log back in and upload your tax documents.

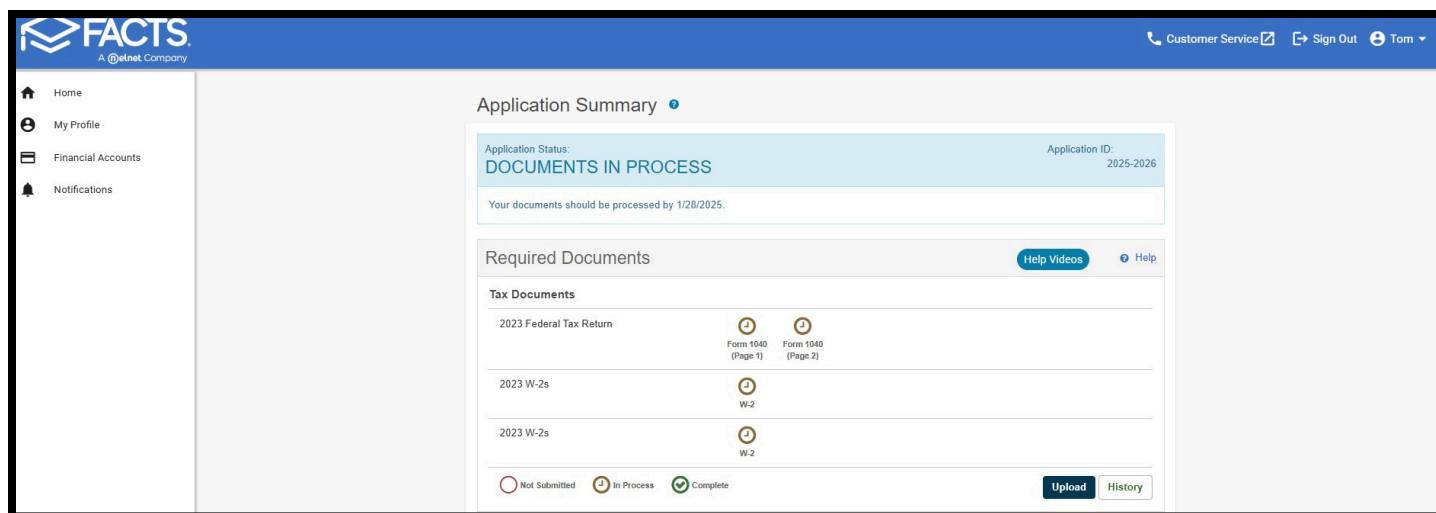
This page will show you exactly what tax documents you will need to upload. Click the blue 'Upload' button and upload the required documents. If you need help scanning your documents into a pdf file, please call the school office and we'd be happy to help you with that step.

The screenshot shows the 'Application Summary' page in the FACTS portal. The top section indicates the 'Application Status' is 'INCOMPLETE' and the 'Application ID' is '2025-2026'. Below this, a message states: 'The following step(s) are needed to complete your application:' followed by a blue arrow icon and the text 'Upload your required documents'. The 'Required Documents' section is divided into 'Tax Documents' and includes a table of required items:

Document Type	Status
2023 Federal Tax Return	Form 1040 (Page 1) - Not Submitted, Form 1040 (Page 2) - Not Submitted
2023 W-2s -	W-2 - Not Submitted
2023 W-2s -	W-2 - Not Submitted

At the bottom of the 'Required Documents' section, there is a legend: 'Not Submitted' (red circle), 'In Progress' (yellow circle with clock), and 'Complete' (green circle). An 'Upload' button is located at the bottom right of the document list. The top right of the page features links for 'Customer Service', 'Sign Out', and a user profile icon labeled 'Tom'. The bottom right corner contains links for 'Customer Service', 'Terms of Use', and 'Privacy Policy', along with a copyright notice: '© 2025 Nelnet, Inc. and Affiliates. All Rights Reserved.'

19. Once you've uploaded your documents in acceptable pdf or jpg format, you will then see on your Application Summary page that your Documents In Progress have a 'In Progress' clock symbol next to them. There will also be an estimated date near the top of when your documents will be processed by.



20. Once your documents have been approved, your application is complete. You should also receive an email like this shortly after submitting your documents.

# Supporting Documents

## FACTS Grant & Aid

Application ID:

Your documents have been received. Please allow 2 weeks for processing. If further documentation is needed, you will be notified.

Thank you,  
FACTS Grant & Aid

Si usted tiene preguntas sobre esta correspondencia,  
llame al Servicio al cliente 866-315-9262.

Please do not reply to this automated message. The mailbox is not  
monitored.