



Good Shepherd Scholarship Application Instructions:

1. Go to www.goodshepherdscholarship.com.
2. Click on the Scholarship Application page.
3. Click on Start Application, you will be redirected to the FACTS Management page.
4. Click on Create Application.
5. Type in your email address & click Next.
6. Click on Create New FACTS account.
7. Fill in your contact & address information, click Next.
8. Create a User Name (this can be your email address), write it down.
9. Create a password, retype the password, write it down.
10. Create a 4 digit pin for phone verification, write it down.
11. Select verification question 1, and type answer, repeat the process for question 2, write the questions and your answers down. Click on Submit.
12. Select Term, if necessary – Click on Next school year.
13. Watch video on What to Expect, for more information.
14. Read instructions and information about the one time application fee (\$40), click Start Application.
15. Add the school by typing in the name of your preferred school and then click search. (ie. St. John) This will bring up several schools with that name, select your school from the list. Click Save & Continue.
16. Complete any information that is necessary, including a Social Security Number. This number can be any number, that hasn't been used before. FACTS does not verify this number. Click Save & Continue.
17. Add student information, one student at a time. You can add one student and then click New Student, to add another. Do not click Save & Continue until all students are entered. (You are not required to add Pre-K students as they are not eligible for the Good Shepherd Scholarship). Click on Save & Continue when all students are complete.
18. Complete the Financial information and click Save & Continue.
19. Complete Non-Taxable Financial information, if there is any, and click Save & Continue.
20. Complete Change of Income information, click Save & Continue.
21. Complete Additional Information and click Save & Continue.
22. Review information for accuracy and click Save & Continue.
23. Add payment method for the Application Fee. Click Submit Application.
24. The Application has been submitted. You will now be able to upload Tax Documents, click Submit Documents to get started.
25. Select the type of document in Step 1, click Ready to Upload and then in Step 2 select the type of document - PDF Document or an Image (picture). This will open the browser on your computer, search for the document, select it and then click Upload. Repeat this process for all required documents.
26. You are done when you have completed uploading your tax documents.
27. You will receive email notifications from FACTS about your application, including requests for any missing information or documents. Follow these instructions to finalize your application, if necessary.
28. If you need to return to the Application, you will need your User Name and Password to login.
29. All information and documents must be submitted by the deadline on March 31.
30. For questions you may contact FACTS at 866-412-4637 or call your school for help.