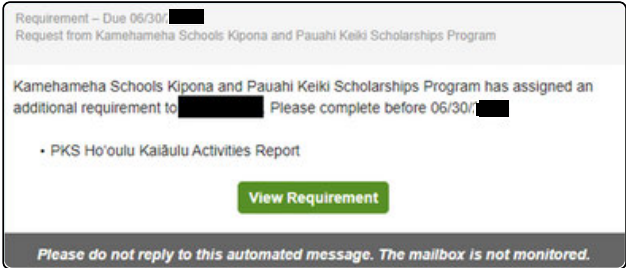# POST-AWARDING REQUIREMENTS

We have partnered with FACTS to provide ʻohana a digital space to submit community service information & attendance (PKS only) for <u>PKS</u> & <u>Kipona</u> recipients. This guide demonstrates how to submit your information online.
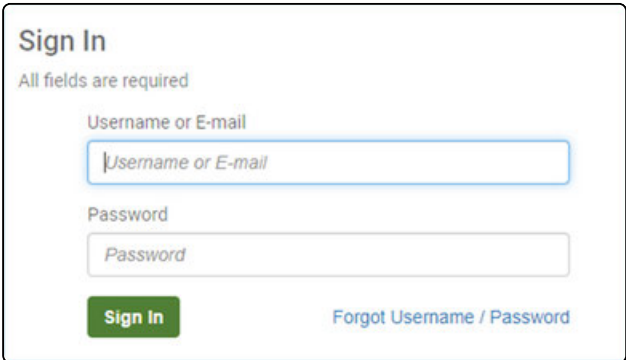
1 Access your portal using the emailed notification link or via the <u>FACTS website</u>. Log in with the same credentials used during our scholarship application process.

> Note: We recommend using Google Chrome or Mozilla Firefox to access your FACTS Award Requirements Portal

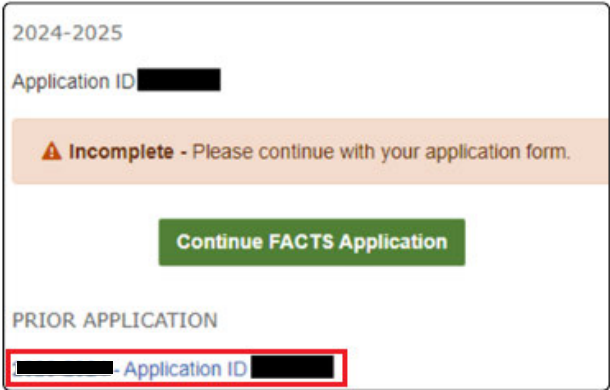<u>Access via email link (PKS shown for reference)</u>

Select "View Requirement"
in the email notification received
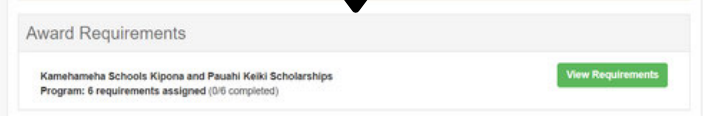

<u>Access via FACTS homepage log in</u>

Select "Home", then
Kamehameha Schools Kipona and Pauahi Keiki Scholarships Program

Select the link <u>under</u> PRIOR APPLICATION,
"[School Year] - Application ID"

Select the green button under "Award Requirements"

2

View the statuses of the existing requirement(s) for your keiki's scholarship award
(PKS shown for reference)

Under "Assigned Requirements", select the item that you wish to submit information for

3

Complete the Attendance Report Form
(PKS only ; Kipona recipients may move on to next step)

All fields with an asterisk* are required to be completed. Clicking "Save" submits your entry and returns you to the previous page

4 Access the Hoʻoulu Kaiāulu Activities Report page.
(PKS shown for reference)

Select the "+ Add Hours" button in the upper right to add service hours to the form.

5 Add your Community Service Hours and description and submit the form
(PKS and Kipona recipients)

All fields with an asterisk* are required. Clicking "Add" submits your entry onto the previous page.
Do not forget to click "Save" on the previous "Hoʻoulu Kaiāulu Activities Report" page

UA PAU KA HANA!

6 After clicking "Save" on your submission, you may review the status of your items on the "Assigned Requirements" page for completion.

Application Summary > Assigned Requirements

Assigned Requirements

All requirements must be completed by the specified due date.

Requirement	Institution	Assigned To	Start Date	Due Date	Status
			mm/dd/yyyy	mm/dd/yyyy	
PKS Q1 (Aug █-Oct █ Attendance Report	Kamehameha Schools Kipona and ...	████	11/01/██	11/30/██	✅ Complete
PKS Hoʻoulu Kaiāulu Activities Report	Kamehameha Schools Kipona and ...	████	11/01/██	06/30/██	✅ Complete

1 to 2 of 2 |< < Page 1 of 1 > >|

Note: The Hoʻoulu Kaiāulu Activities Report status will change to "Complete" when the total required number of hours for that given period has been accrued on the form.

For more information please consult the Terms and Conditions of your respective award.

Kamehameha Schools®

If you require kōkua please give us a call at
(808) 842-8800 or email ksrc@ksbe.edu