

POST-AWARDING REPORTS

Private School Partnership Transition (PSPT)

This guide provides instructions for submitting service activity information for 'ohana whose keiki are participants in the Private School Partnership Transition (PSPT).



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1A LOGIN (EMAIL)

Access your portal using the emailed notification link sent from FACTS. Log in with the same credentials used during our application process.

Note: We recommend using Google Chrome or Mozilla Firefox web browsers

Access via email link

Requirement – Due 05/3 Request from I	31/2025 Private School Partnership Transition
requirement to Test S	Private School Partnership Transition has assigned an additional Student. Please complete before 05/31/2025.
• PSPT -	Service Report (Grade 6-12)
	View Requirement
Please do not re	ply to this automated message. The mailbox is not monitored.
Select "\	View Requirement" in the email notification received
	₩
Sign In	
All fields are requ	uired
Usernan	ne or E-mail
Usern	name or E-mail
Passwo	ord
Passv	vord



<u>1B</u> LOGIN (WEBSITE)

Access your portal via the FACTS website.

Log in with the same credentials used during our scholarship application process.

Note: We recommend using Google Chrome or Mozilla Firefox web browsers

Access via FACTS homepage



From the "Home" tab, select Pauahi Foundation Private School Partnership Transition

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		Private School Partnership Transition		Application ID
A Home	•	Select a Different Institution		
My Pp	rofile	Helle New Applicant		A Incomplete - Please continue with your application form.
E Financ	ncial Accounts	Helio New Applicant		
A Notifie	ications	FACTS Grant & Aid		Continue FACTS Application
		2025-2026	or	Continue PAC 13 Application
		Application ID Application Complete		
		Your application is complete. Please note that award decisions are not made by FACTS but the organization providing the scholarship.		PRIOR APPLICATION
		View FACTS Application		2023-2024 - Application ID

Depending on the time of the year, your homepage may appear as either of the above. Select the link <u>under</u> the appropriate school year application



Select the button under "Award Requirements"



<u>2</u> ACTIVITY REPORT STATUSES

View the statuses of the existing report(s) available to submit for your keiki's scholarship award

equirements		Institution	Assigned To	Start Date	End Date	Status
				Q mm/dd/yy.□	mm/dd/yyt □	
SPT - Service	Report (Grade 6-12)	Kamehameha (Test Student	02/19/2025	07/15/2025	8 Incomplet

Under "Assigned Requirements", select the report that you wish to complete

<u>3</u> SERVICE ACTIVITIES REPORT

Submit volunteer service information via the Service Activities Report page.

-3PT - 501VIG	ce Activities Report (Grade 6-12))	+ Add How
ssigned to:	[Student Name]		
tatus:	[Status]		
art Date:	July 14 2025		
e Date:	July 15 2026		
me Required:	20 hours		
he service activity I	hours requirement is recommended for PSPT Schol	arship recipients enrolled in the 2025-2026 school year.	
er the Terms and C	conditions of the award. Grade 6-12 recipients are re	commended to complete a total of 20 or more service hours between July 1.	2025 and June 30, 2026.
te deadline to repo	ort completed hours on FACTS is July 15th, 2026.	· · · · · · · · · · · · · · · · · · ·	
ervice/activities mu Parent(s)/Legal gui	ust meet the following criteria: ardian(s) cannot use the same service hours for my	one than one awarded child.	
Hours should be co	ompleted within the current scholarship year		
Hours should be pe	erformed with a non-profit organization or with your	child's school.	
Hours cannot bene	fit a KS student staff or program		
Hours cannot benef	fit political campaions, programs, or parties,		
Hours cannot bene Any service hours o	fit political campaigns, programs, or parties. completed must be unpaid.		
Hours cannot bene Any service hours o or further details, in	Aft political campaigns, programs, or parties. completed must be unpaid. Including examples of activities you can perform, se	e Section 5 of the Terms and Conditions linked on your child's award letter.	
Hours cannot bene Any service hours o or further details, in Entry Id Number	Art political campaigns, programs, or parties, completed must be unpaid. Including examples of activities you can perform, se Date of Service	e Section 5 of the Terms and Conditions linked on your child's award letter.	Delete
Hours cannot benel Any service hours o or further details, in Entry Id Number	Aft political campaigns, programs, or parties, completed must be unpaid. noluding examples of activities you can perform, se Date of Service	e Section 5 of the Terms and Conditions linked on your child's award letter. Hours	Delete
Hours cannot bene Any service hours o or further details, in Entry Id Number	Aft political campaigns, programs, or parties, completed must be unpaid. noluding examples of activities you can perform, se Date of Service	e Section 5 of the Terms and Conditions linked on your child's award letter.	Delete
Hours cannot bene Any service hours o or further details, in Entry Id Number	Aft political campaigns, programs, or parties. completed must be unpaid. noluding examples of activities you can perform, se Date of Service	e Section 5 of the Terms and Conditions linked on your child's award letter. Hours No Hours Added	Delete
Hours cannot bene Any service hours o or further details, in Entry Id Number	Aft political campaigns, programs, or parties. completed must be unpaid. noluding examples of activities you can perform, se Date of Service	e Section 5 of the Terms and Conditions linked on your child's award letter.	Delete
Hours cannot bene kny service hours o or further details, in Entry Id Number	off political campaigns, programs, or parties. completed must be unpaid. ncluding examples of activities you can perform, se Date of Service	e Section 5 of the Terms and Conditions linked on your child's award letter.	Delete
Hours cannot bene kny service hours o or further details, in Entry Id Number	off political campaigns, programs, or parties. completed must be unpaid. ncluding examples of activities you can perform, se Date of Service	e Section 5 of the Terms and Conditions linked on your child's award letter. Hours No Hours Added	Delete
Hours cannot bene kny service hours o or further details, in Entry Id Number	off political campaigns, programs, or parties. completed must be unpaid. noluding examples of activities you can perform, se	e Section 5 of the Terms and Conditions linked on your child's award letter.	Delete

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



<u>3</u> SERVICE ACTIVITIES REPORT

Add your Community Service Hours, complete the required (*) fields, and submit the form

Add Hours		
 Indicates required field Please select the option that best describes the activity performed * 		Name of the organization the activity was performed with/for *
hate the activity use norformed t		Name of the activity supervisor
pare die acumy was perioritieu -	1	
	J	Supervisor's phone number
# of hours *		
Time Required *		Supervisor's email address
Hours* 0 *		
]	Provide a brief description of the activity performed *
Name of the person performing the activity *		
]	
Relationship of the person performing the activity to the PKS recipient *		
·		Add Cancel

Clicking "Add" submits your entry onto the previous page. Do not forget to click "Save" on the "Service Activities Report" page

<u>4</u> REVIEWING YOUR SUBMISSION

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

quirements		Institution	Assigned To	Start Date	End Date	Status
				Q mm/dd/yy	mm/dd/yy:□	
PT -	Service Report (Grade 6-12)	Kamehameha (Test Student	02/19/2025	07/15/2025	🕑 Complete

The Service Activities Report status will change to "Complete" when the <u>total</u> recommended hours for the school year have been reported.

For information regarding recommended number of service hours & types of activities, consult the Terms & Conditions of your award.

