

#### WELINA MAI 'OUKOU!

# **POST-AWARDING REQUIREMENTS**

#### **Private School Partnership Transition (PSPT)**

This guide provides instructions for submitting Ho'oulu Kaiāulu 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 02/25/2025 Request from Kamehameha (I
Kamehameha ( <b>Annual State Constitution</b> ) has assigned an additional requirement to Test Student. Please complete before 02/25/2025.
PSPT - Ho'oulu Kaiāulu Service Report (Grade 6-12)
View Requirement
Please do not reply to this automated message. The mailbox is not monitored.
Select "View Requirement" in the email notification received
· · · · · · · · · · · · · · · · · · ·
Sign In
All fields are required
Username or E-mail
Username or E-mail
Password



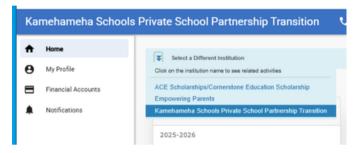
# **<u>1B</u> LOGIN (WEBSITE)**

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 Kamehameha Schools Private School Partnership Transition

			Ļ	
Ka	mehameha School	s Private School Partnership Transition		Application ID
0	My Profile	<ul> <li>Select a Different Institution</li> <li>Hello New Applicant</li> </ul>		A Incomplete - Please continue with your application form.
	Notifications	FACTS Grant & Aid	or	Continue FACTS Application
		2025-2026 Application ID Application Complete Your application is complete. Please note that award decisions are not	01	PRIOR APPLICATION
		made by FACTS but the organization providing the scholarship.           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 green button under "Award Requirements"



## **2** REQUIREMENT STATUSES

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

Application Summary > Assigned Requirements Assigned Requirements All requirements must be completed by the specified due dat	ie.				
Requirements	Institution	Assigned To	Start Date	End Date	Status
			Q. mm/dd/yy;□	् mm/dd/yyt⊡	
PSPT - Ho'oulu Kalâulu Service Report (Grade 6-12)	Kamehameha (	Test Student	02/19/2025	07/15/2025	8 Incomplete
			Page Size: 10 • 1 t	to1of1 K K	Page1of1 → →

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

## **<u>3</u> HO'OULU KAIĀULU ACTIVITIES REPORT**

Submit volunteer service information via the Ho'oulu Kaiāulu Activities Report page.

			+ Add Ho
ssigned to:	[Student Name]		
tatus:	[Status]		
tart Date:	July 14, 2025		
ue Date:	July 15, 2026		
ime Required:	20 hours		
'he Ho'oulu Kaiäulo	service hours requirement is mandato	ry for PSPT Scholarship recipients enrolled in the	2025-2026 school year.
		pients must complete a total of 20 or more servic	e hours by June 30, 2026.
he deadline to repo	ort completed hours on FACTS is July 1	5th, 2026.	
	nmunity service/activities must meet th		
		hours for more than one awarded child.	
	npleted within the current scholarship y		
	formed with a non-profit organization of	r with your child's school.	
	efit a KS student, staff, or program.		
	efit political campaigns, programs, or pa	irties.	
Any service hours	completed must be uppaid		
	completed must be unpaid. ncluding examples of activities you can	perform, see Section 6 of the Terms and Condition	ons linked on your child's award letter.
	ncluding examples of activities you can	perform, see Section 6 of the Terms and Conditio	ons linked on your child's award letter. Delete
or further details, i	ncluding examples of activities you can	Hours	
or further details, i	ncluding examples of activities you can		
or further details, i	ncluding examples of activities you can	Hours	
or further details, i	ncluding examples of activities you can	Hours	
or further details, i	ncluding examples of activities you can	Hours	
or further details, i	ncluding examples of activities you can	Hours	

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



## **<u>3</u> HO'OULU KAIĀULU ACTIVITIES REPORT**

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

Add Hours X	) (	All serves and the server level on the server its ofference of a state of a set
* Indicates required field Please select the option that best describes the activity performed *		Name of the organization the activity was performed with/for *
· ·		
		Name of the activity supervisor
Date the activity was performed *		
Ē		
# of hours *		Supervisor's phone number
Time Required *		
Hours* 0		Supervisor's email address
		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 *		
	J	Add Cancel

Clicking "Add" submits your entry onto the previous page. Do not forget to click "Save" on the "Ho'oulu Kaiāulu 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/yyt □	
PT - Ho'oulu Kaiáulu Service Report (Grade 6-12)	Kamehameha (	Test Student	02/19/2025	07/15/2025	Complete

The Ho'oulu Kaiāulu Activities Report status will change to "Complete" when the <u>total</u> requisite hours for the school year has been reported.

For information regarding requirement quantities & allowable activities, consult the Terms & Conditions of your award.

