



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

Select “View Requirement” in the email notification received



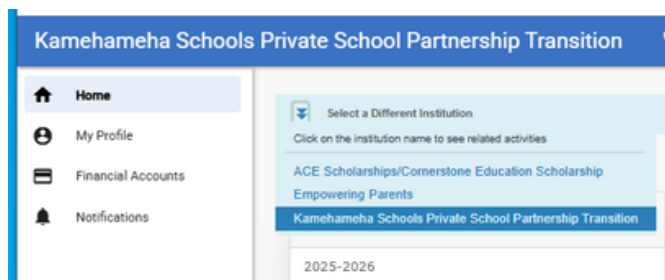
1B LOGIN (WEBSITE)

Access your portal via the FACTS website.

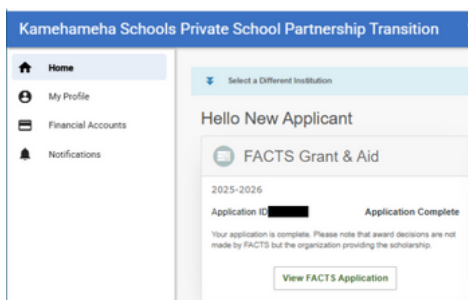
Log in with the same credentials used during our scholarship application process.

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

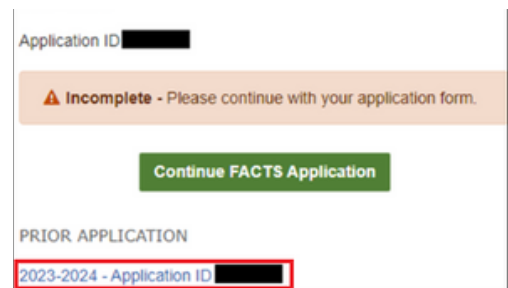
Access via FACTS homepage



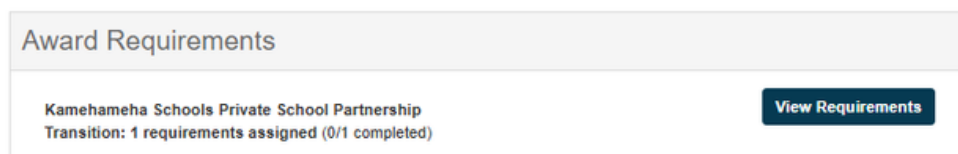
From the “Home” tab, select
Kamehameha Schools Private School Partnership Transition



or



Depending on the time of the year,
your homepage may appear as either of the above.
Select the link under 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

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

3 HO’OULU KAIĀULU ACTIVITIES REPORT

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

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



3 HO'OU LU KAIĀULU 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 *

Date the activity was performed *

of hours *

Time Required *

Hours*0Minutes*

Name of the person performing the activity *

Relationship of the person performing the activity to the PKS recipient *

Name of the organization the activity was performed with/for *

Name of the activity supervisor

Supervisor's phone number

Supervisor's email address

Provide a brief description of the activity performed *

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

4 REVIEWING YOUR SUBMISSION

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.

Requirements	Institution	Assigned To	Start Date	End Date	Status
PSPT - Ho'oulu Kaiāulu Service Report (Grade 6-12)	Kamehameha [REDACTED]	Test Student	02/19/2025	07/15/2025	Complete

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The Ho’oulu Kaiāulu Activities Report status will change to “Complete” when the total requisite hours for the school year has been reported.

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



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If you require kōkua please give us a call at (808) 534-8080 or email ksrc@ksbe.edu