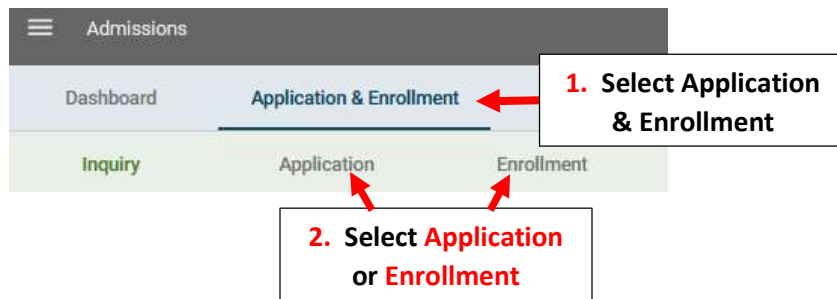
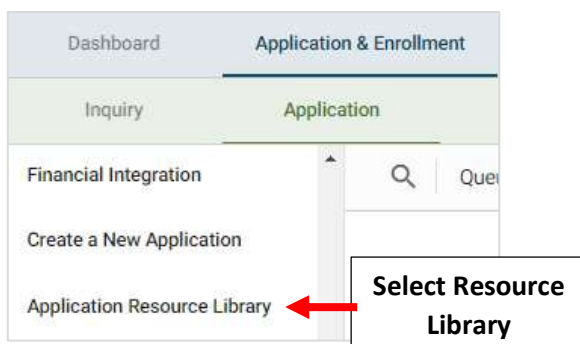


Insert Supplemental Documents into an Admissions Packet

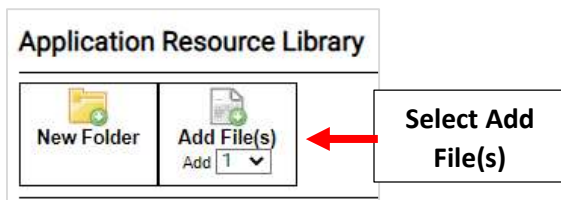
Once logged into FACTS please select **Admissions > Application and Enrollment** and Select **Application** or **Enrollment**



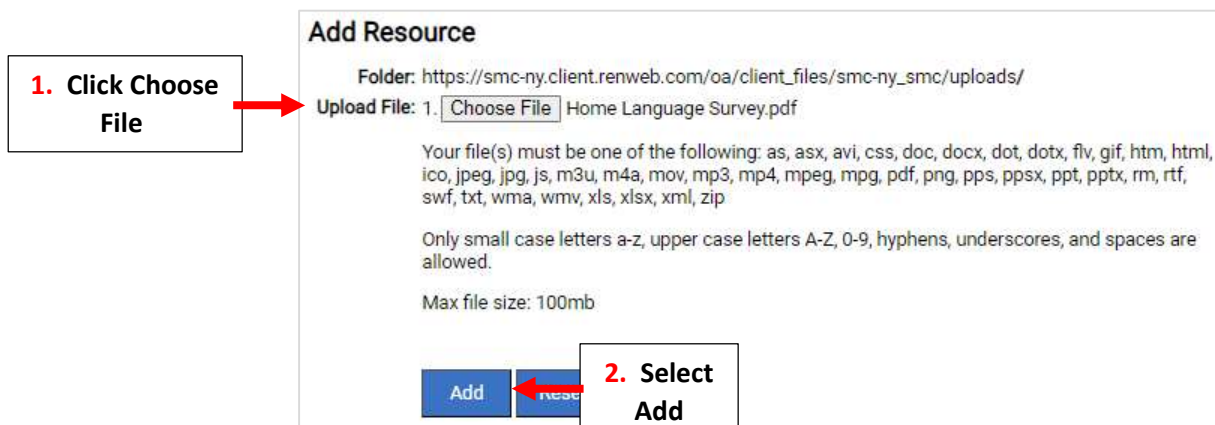
Click **Application Resource Library** or **Enrollment Resource Library**




Select **Add File(s)**



Click **Choose File** to locate the Document on your Computer and Click **Open**. Select **Add** to **Add File** to the **Resource Library**



Once you have posted a document in the Resource Library, you may Add the Document to an Application or Enrollment Form using the Form's Text Editor

In the Resource Library screen, Select the **Information Icon** 

Select the Information Icon

File Type	File Name	File Size	Date Uploaded	Move	Delete
	Home Language Survey.pdf	238.45 KB	3/28/2023 2:15 PM		

Copy the URL

In Internet Explorer, right-click the URL and select Copy Shortcut

In Firefox, right-click the URL and select Copy Link Location

Copy the URL

File Type	File Name	File Size	Date Uploaded	Move	Delete
	Home Language Survey.pdf	238.45 KB	3/28/2023 2:15 PM		

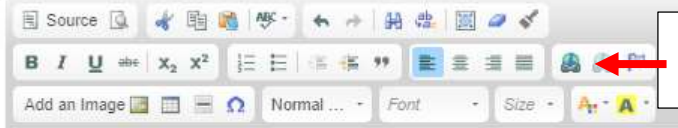
https://demo-khenderson1.client.renweb.com/oa/client_files/demo-khenderson1/uploads/Home Language Survey.pdf

Open the form and using the Text Editor, **Type a Name** to identify the document you are adding. This will be the Name of the Link. **Select the Name by Highlighting it.** **Click the Link icon**

1. Type a Name for Document and Highlight

Form Configuration - Academic Documentation

Introduction Text:



Home Language Survey

2. Click the Link Icon

Paste the **Hyperlink** you copied from the **Resource Library** into the **URL Field** and **Click OK**

Link

Link Info Target Advanced

Display Text
Home Language Survey

Link Type
URL

Protocol
https://

URL*
n1/uploads/Home%20Language%20Survey.pdf

Click OK

OK Cancel

Paste the Hyperlink copied into the URL Field

The **Hyperlink** will now appear. Click **Save** to **Save** your Changes

The **Hyperlink** will now appear

Submit the following by uploading in this application or submitting directly to the school:

- Current/Previous Report Card
- Standardized Test Scores
- Diagnostic or Psychological Evaluation Results (IEP/IESP/504), if applicable
- Schedule a Student Visit
- [Home Language Survey](#)

After your application is submitted, you will be able to track your admissions status at the school. If the school receives any applicable supplemental forms and, if necessary, reprint the forms and complete your application status, please use your username and password to access your account.

Registration and Enrollment

Graphic Upload: No file selected.
(Your photo must be a .jpg, .gif or .png file)

Graphic Size/Justification: Small/Left Large/Above
 Small/Right Large/Below

Large Graphics: If your photo is wider than 550 pixels, it will be displayed accordingly.

Small Graphics: If your photo is wider than 250 pixels, it will be displayed accordingly.

Click **Save** to **Save** your Changes