



Non-SSN GPA UPLOAD

WebGrants User Guide

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Getting Started

Purpose

The California Student Aid Commission (CSAC) accepts certified GPAs via WebGrants. This User Guide provides detailed instructions on the process of creating and uploading Grade Point Averages (GPA) using Non-SSN data elements. Non-SSN GPA submission is used primarily by high schools, but can also be used by colleges, if a student does not have an SSN or a Dream Act ID.

GPAs can be entered individually (single GPA) or uploaded in batches (multiple GPAs). A batch must be saved as a text file in order for it to be accepted by the WebGrants system.

There is an [Excel GPA Template](#) that can be used to build the text file. The template has enabled Macros, which are used to automatically input data into the spreadsheet. If you work with a Financial Aid Management System (FAMS) or Student Information System (SIS) that can create this text file, it is not necessary to use the template.

File Specifications

The GPA File Layout displays the file specifications. The data to be uploaded is position and character specific. If the data does not follow the specifications, your file will be invalid and will not upload.

The following information will help define the fields of the file specifications.

Column: This identifies the column that corresponds to Field Name

Required Field: This identifies where data MUST be provided. (Some data is optional.)

Field Name: This is the field name as displayed on the Excel GPA Template.

Valid Content: This column gives examples of the type of data that is accepted in each of the fields.

Start/End: This provides a position listing of the records to be submitted. When the Excel GPA Template is used and saved as text file the position is saved via a macro.

Length: This is the required number of characters for each field (blank spaces included).

Justify Signed: This clarifies justification for each field element.

Non-SSN GPA File Layout

Non-SSN GPA File Layout							
Column	Required Field?	Field Name	Acceptable Characters	Start	End	Length	Justify Signed
A	Yes	Record_ID	Input NS1 for all records	1	3	3	Left
B	Yes	SCH_CMPS_CODE	00000000 to 99999999 High School: College Board School Code + 00 College: OPE ID Number	4	11	8	Right
C	Yes	Graduation Date (High School Only)	YYYYMMDD (i.e. 20210601)	12	19	8	Left
D	Yes	Student GPA (do not use decimal)	001 to 400 (000 GPA will not be accepted)	20	22	3	Right
E	Yes	High School or College GPA Indicator ~ means blank space H= High School C=College	H ~ ~ ~ ~ ~ ~ C ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ DO NOT EDIT: In CSAC template this field will auto-populate when Macros are enabled	23	30	8	Left
F	Optional	Spring School Code	00000000 to 99999999 High School: College Board School Code + 00 College: OPE ID Number	31	38	8	Right
G	Yes	Student Date of Birth	YYYYMMDD (i.e. 19990125)	39	46	8	Left
H	Yes	Student's Last Name	0 to 9; Uppercase A to Z; (space); . (period); ' (apostrophe); - (hyphen)	47	65	19	Left

Non-SSN GPA File Layout

Non-SSN GPA File Layout

Column	Required Field?	Field Name	Acceptable Characters	Start	End	Length	Justify Signed
I	Yes	Student's First Name	0 to 9; Uppercase A to Z; (space); . (period); ' (apostrophe); - (hyphen)	66	77	12	Left
J	Optional	Middle Initial	Uppercase A to Z	78	78	1	Left
K	Optional	Mother's Last Name	0 to 9; Uppercase A to Z; (space); . (period); ' (apostrophe); - (hyphen)	79	97	19	Left
L	Optional	Father's Last Name	0 to 9; Uppercase A to Z; (space); . (period); ' (apostrophe); - (hyphen)	98	116	19	Left
M	Yes	Student Street Address	0 to 9; Uppercase A to Z; (space); . (period); ' (apostrophe); - (hyphen); , (comma); # (number); @ (at); % (percent); & (ampersand); / (slash)	117	151	35	Left
N	Yes	Student's City	0 to 9; Uppercase A to Z; (space); . (period); ' (apostrophe); - (hyphen); , (comma); # (number); @ (at); % (percent); & (ampersand); / (slash)	152	168	17	Left
O	Yes	Student's Zip Code	00000 to 99999	169	173	5	Right
P	Yes	Student's Gender	M= Male ; F= Female	174	174	1	Left
Q	Optional	Parent's Phone Number	0000000000 to 9999999999	175	184	10	Right
R	Optional	Student's Phone Number	0000000000 to 9999999999	185	194	10	Right

Non-SSN GPA File Layout

Non-SSN GPA File Layout

Column	Required Field?	Field Name	Acceptable Characters	Start	End	Length	Justify Signed
S	Optional	Student's Email Address	<p>One @ (at-sign)</p> <p>Before @:</p> <ul style="list-style-type: none"> • at least one valid character • all characters in the range of ASCII 33- 126, except for the following 12 characters < > () [] \ , ; : " @ • period cannot be first, last or adjacent to another period <p>After @:</p> <ul style="list-style-type: none"> • at least one valid character • only letters, digits, hyphen, underscore, and period • hyphen, underscore, and period cannot be first, or adjacent to a period 	195	244	50	Left

Non-SSN GPA File Layout

Non-SSN GPA File Layout							
Column	Required Field?	Field Name	Acceptable Characters	Start	End	Length	Justify Signed
T	Optional	Parent's Email Address	One @ (at-sign) Before @: <ul style="list-style-type: none"> at least one valid character all characters in the range of ASCII 33- 126, except for the following 12 characters < > () [] \ , ; : " @ period cannot be first, last or adjacent to another period After @: <ul style="list-style-type: none"> at least one valid character only letters, digits, hyphen, underscore, and period hyphen, underscore, and period cannot be first, or adjacent to a period 	245	294	50	Left
U	Optional	Student's Dream Act ID or leave blank	00100001 to 000999999	295	303	9	Right
V	Yes	Required data element	:~: DO NOT EDIT: When using CSAC template this field will auto-populate when Macros is enabled	304	306	3	Left
W	Optional	School Student ID	0 to 9; Uppercase A to Z; (space); . (period); ' (apostrophe); - (hyphen)	307	326	20	Left
X	Yes	State Student Identification Number	0000000000 to 9999999999	327	336	10	Right

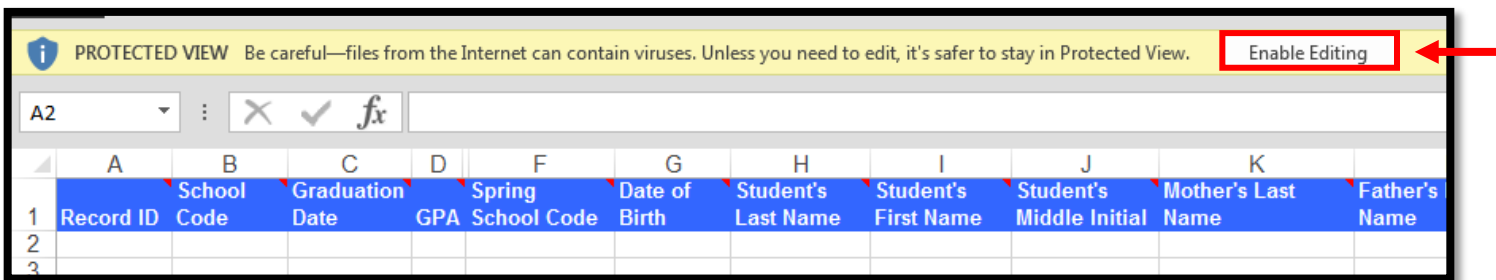
Excel GPA Template

Excel GPA Template

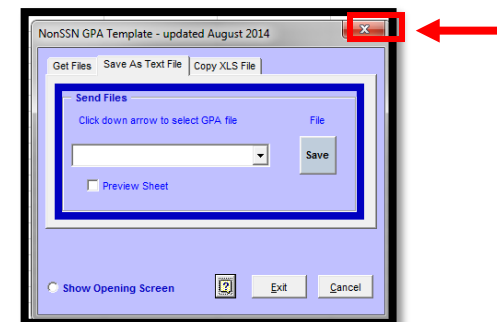
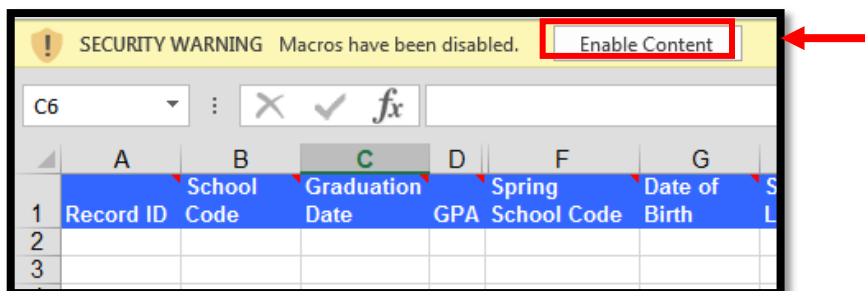
The Excel GPA Template is used to gather your student data onto one spreadsheet. It is located in the **Tools** link on the WebGrants main page. Right click on the Excel GPA Template, select the “Save Link As” or “Save Target As” option to save the template to your computer. You can also find the template by clicking [HERE](#)

Preparing the Template

When the template is initially opened from your computer, a yellow **PROTECTED VIEW** notification will pop-up. Click the Enable Editing box.



Next, a yellow **SECURITY WARNING** will pop-up. Click the Enable Content box. When the purple Macros box appears, click on the close button . The template is now ready for you to input your student data. At this point, it is a good idea to rename your template and save it for your reference. Proceed to enter student data onto the template and save your work periodically.



Saving as a Text File

The following process will allow the user to save the excel template as a text file (txt.).

IMPORTANT: Before you save your excel template as a text file, validate the data is accurate for each student, paying close attention to the 2 most common errors we see:

- ✓ **GPA:** check that GPAs are calculated correctly. Refer to the [high school](#) or [college](#) calculation instructions.
- ✓ **High School Graduation Date:** check that high school graduation date is correct (month and year).

After inputting all your student data:

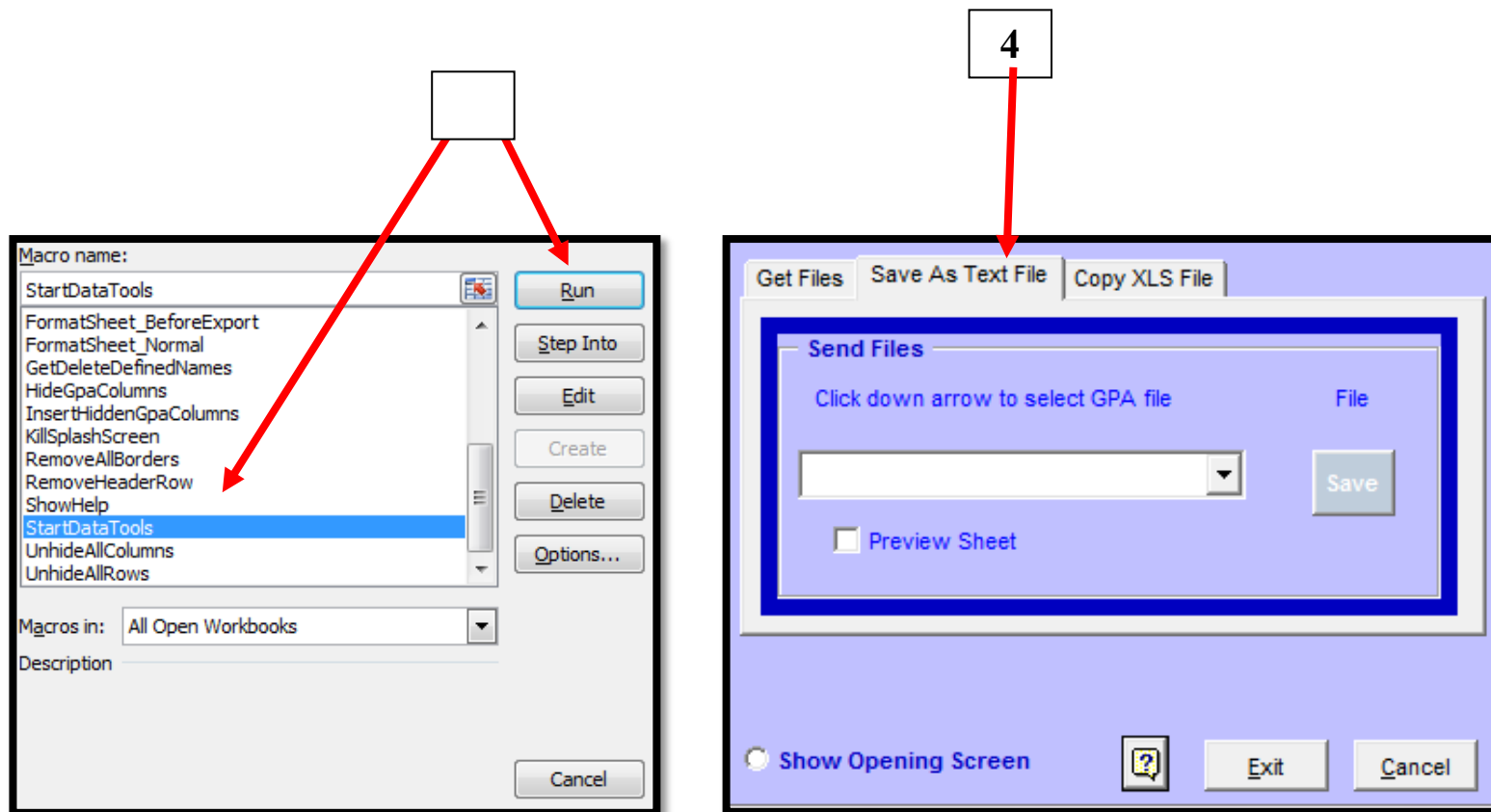
1. Click the **View** tab to access the Macros menu.
2. Click the **Macros** button to bring up the Macros window.

The screenshot shows the Microsoft Excel interface with the **View** tab selected. The ribbon includes options for **Sheet View**, **Workbook Views**, **Show**, **Zoom**, and **Window**. The **Macros** button is highlighted in the top right corner of the ribbon. A red arrow points from a box labeled '2' to the **Macros** button. Another red arrow points from a box to the **View** tab.

	A	B	C	D	E	F	G	H	I	J	K	L	M
	Record ID	School Code	Graduation Date	GPA	Leave Blank	Spring School Code	Date of Birth	Student's Last Name	Student's First Name	Student's Middle Initial	Mother's Last Name (Optional)	Father's Last Name (Optional)	Student Address
1	NS1	99999999	20220610	199		99999999	20031220	Simpson	Bart				742 Evergreen Terrace
2	NS1	99999999	20220610	250		99999999	20031004	Van Houten	Milhouse				735 Evergreen Terrace
3	NS1	99999999	20220610	150		99999999	20040408	Muntz	Nelson				555 Broadway
4	NS1	99999999	20220610	166		99999999	20041008	Wiggum	Ralph				732 Evergreen Terrace
5	NS1	99999999	20220610	275		99999999	20040702	Taylor	Allison				3856 River Rock Way
6	NS1	99999999	20220610	400		99999999	20030117	Prince	Martin				750 Evergreen Terrace
7	NS1	99999999	20220610	400		99999999	20030413	Simpson	Lisa				742 Evergreen Terrace

Saving as a Text File

3. In the Macro window, scroll down and select **Start Data Tools**, then click the **Run** button.
4. A purple pop-up box will appear, click the **“Save as Text File”** tab. Next, select your GPA file from the drop down menu and click the **Save** button (if you haven’t named your spreadsheet it will be the *BlankDataEntry* file). Then, select the location where you would like your text file to be saved.



View of the Text File

GPA Text File

The text document below is an example of the Excel template after it has been saved as a text file.

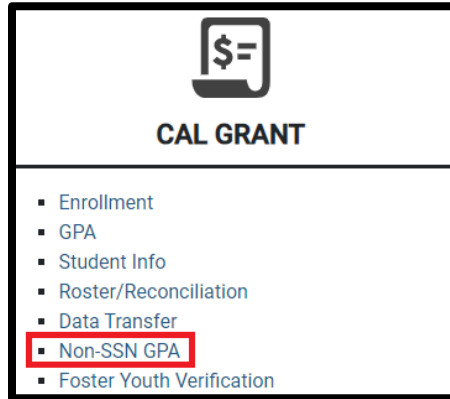
```
Test_File_NonSSN_GPA - Notepad
File Edit Format View Help
NS1999999920220610199H 9999999920031220SIMPSON BART 742 EVERGREEN TERRACE SPRINGFIELD
NS1999999920220610250H 9999999920031004VAN HOUTEN MILHOUSE 735 EVERGREEN TERRACE SPRINGFIELD
NS1999999920220610150H 9999999920040408MUNTZ NELSON 555 BROADWAY SPRINGFIELD
NS1999999920220610166H 9999999920041008WIGGUM RALPH 732 EVERGREEN TERRACE SPRINGFIELD
NS1999999920220610275H 9999999920040702TAYLOR ALLISON 3856 RIVER ROCK WAY SPRINGFIELD
NS1999999920220610400H 9999999920030117PRINCE MARTIN 750 EVERGREEN TERRACE SPRINGFIELD
NS1999999920220610400H 9999999920030413SIMPSON LISA 742 EVERGREEN TERRACE SPRINGFIELD
NS1999999920220610190H 9999999920040819ZZZWICZ KEARNEY 685 ISOTOPE WAY SPRINGFIELD
NS1999999920220610247H 9999999920030909BORTON WENDELL 5420 MAIN STREET SPRINGFIELD
NS1999999920220610000H 9999999920041117JONES JIMBO 700 ISOTOPE WAY SPRINGFIELD
NS1999999920220610300H 9999999920030214ZORKER UTER 322 QUINBY COURT SPRINGFIELD
NS1999999920220610367H 9999999920030302POWELL JANEY 435 PINE STREET SPRINGFIELD
NS1999999920220610317H 9999999920040722MACKLEBERRY TERRI 730 EVERGREEN TERRACE SPRINGFIELD
NS1999999920220610299H 9999999912252003LOVEJOY JESSICA 320 CHURCH STREET SPRINGFIELD
NS1999999920220610325H 9999999920030404ALGER LANGDON 220 SILVERSTONE DRIVE SPRINGFIELD
NS1999999920220610340H 9999999920040526FLANDERS ROD 744 EVERGREEN TERRACE SPRINGFIELD
NS1999999920220610340H 9999999920040526FLANDERS TODD 744 EVERGREEN TERRACE SPRINGFIELD
NS1999999920220610385H 9999999920040916CLARK LEWIS 940 FOG WILLOW COURT SPRINGFIELD
```

Upload GPA Data

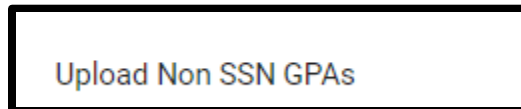
Uploading GPA data to the Commission

Uploading GPAs is a process schools use to transmit specifically formatted text files containing student GPA data to CSAC for batch processing. After logging into WebGrants:

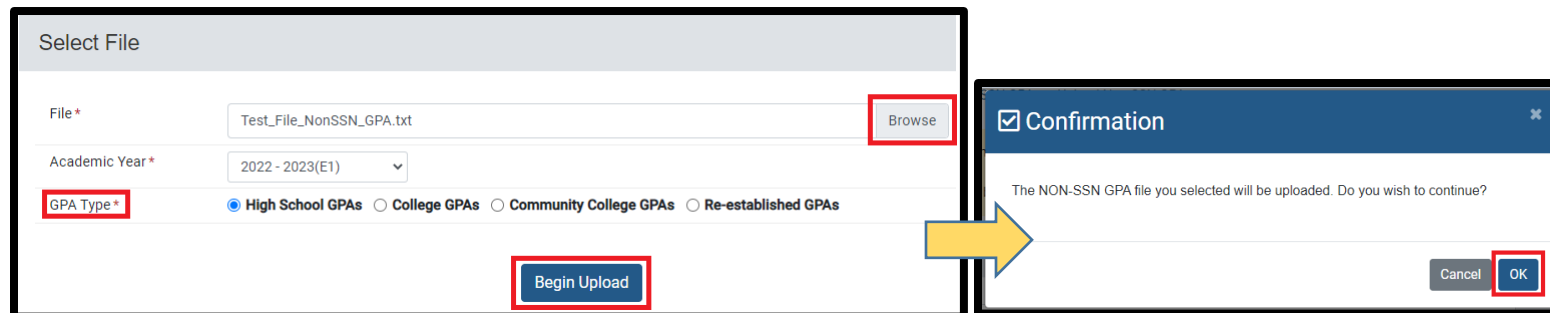
1. Under the icon titled "Cal Grant," click on **Non-SSN GPA**



2. Click on **Upload Non SSN GPAs**



3. Browse for your Non-SSN GPA file, select your file, select the appropriate bubble for GPA Type (i.e. High School GPAs, College GPAs etc.) and click on **Begin Upload**. A dialog box will pop up, click OK to continue uploading your GPAs.



Check for Invalid Records

ATTENTION! Non-SSN GPAs have not been uploaded yet. Please read below.

Check for Invalid Records: The “Review Records” section will be displayed after clicking the Begin Upload button. Are there any invalid records?

Invalid Records: If there is at least 1 invalid record, you will be unable to submit any of your GPAs – the *Submit Records* button (to submit your GPAs), will not be displayed until all records are valid. Although the example below shows 15 Valid Records, 3 of the records are Invalid and thus, none of the GPAs will be uploaded until all records are valid.

Review Records			
File Name	Test_File_NonSSN_GPA.txt	Total Records	18
File Size	6085	Valid Records	15
File Type	text/plain	Invalid Records	3

Why are records Invalid? For a number of reasons, but usually due to data not meeting the Non-SSN GPA file specifications. Invalid Records are listed along with the Reject Reason. The Reject Reason will allow you to identify what data elements need to be corrected. Corrections must be made on your GPA text file or Excel GPA Template. If corrections are made on the Excel GPA Template, it must be resaved as a new text file in the same location. After the corrections are made, re-attempt your upload until all records are valid. The “Submit Records” button will only display once all records are valid – click on the Submit Records button to submit your GPAs.

Invalid Records					
Rec #	Student Name	Grad Date	DOB	GPA	Reject Reason
4	RALPH, WIGGUM	2022/06/10	1008/20/04	1.66	Invalid DOB
10	JIMBO, JONES	2022/06/10	2004/11/17	0.00	Invalid GPA
12	,				Incorrect record length

Submitting NonSSN GPA Records

When all records are valid, the **Submit Records** button will be displayed, and you are now ready to submit your Non-SSN GPA records. Click on this button to submit your Non-SSN GPAs.

Note: If there are Invalid records, the Submit Records button will not appear; the identified records will need to be corrected before the upload can continue; please refer to the Invalid Records section of this guide for additional information.

Review Records

File Name	Test_File_NonSSN_GPA.txt	Total Records	18
Academic Year and Cycle	2021	Valid Records	18
		Invalid Records	0

Submit Records

GPA Confirmation Screen

Confirmation of Upload

Upon uploading your Non-SSN GPA file, you will be presented with a confirmation message along with the **Batch Number** assigned to your upload.

Screen Elements

1. **Batch Number:** The batch number serves as confirmation of your Non-SSN GPA upload and can be used to identify your upload when contacting CSAC.
2. **Print / Export:** The Print button will allow you to print a list of the submitted GPAs. The Export button will provide you with an Excel file with a list of the submitted GPAs. These tools, although optional, are provided to you for your record keeping purposes and are encouraged.

✔ Congratulations! Your file has been successfully submitted to CSAC. We strongly recommend that you print a copy of the file for your records and maintain the report as proof of submission. The report will not be available once you exit this screen.

Batch Number	103991	Submitted	18
School ID	99999999	Accepted	18
Report Name	NSLD-2021-99999999-08JUL21-195842.TXT	Errors	0

Print Export

PRO TIP: Beginning 24 hours after your upload, you may review the **Non-SSN GPA Status Report** in WebGrants to check on the match status of your student's Non-SSN GPA. To access this report: log into WebGrants > under the Cal Grant icon, click on Data Transfer > Report Download > under the Report drop-down box, select the Non-SSN GPA Status Report.

Submitting GPAs is just part of the process - in order for your students to be considered for a Cal Grant award, the Non-SSN GPA needs to be matched to a completed financial aid application (FAFSA or CA Dream Act Application). For additional information on the Non-SSN GPA Status Report and how to Edit or manually match a Non-SSN GPA record, please refer to the [GPA Matching and Editing Reference Guide](#).