



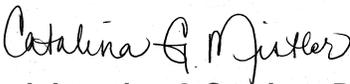
# OPERATIONS MEMO

Update of the California Student Aid Commission

November 1, 2010

GOM 2010-24

**TO:** Financial Aid Administrators  
High School Counselors

**FROM:** Catalina G. Mistler   
Chief, Program Administration & Services Division

**CONTACT:** Program Administration & Services Division  
Phone: (888) 294-0153  
Fax: (916) 464-8002  
E-mail: [schoolsupport@csac.ca.gov](mailto:schoolsupport@csac.ca.gov)

**SUBJECT:** 2011-12 Electronic GPA Submission Training

The California Student Aid Commission (Commission) is pleased to announce that the 2011-12 Electronic Grade Point Average (GPA) Submission Training sessions will be conducted via webcast during the months of November 2010 through February 2011.

The GPA Submission Training is starting earlier this year with additional training sessions so that we can assist more schools with the process. This training is provided to support schools that electronically upload GPAs through WebGrants, or mail in paper GPA forms. This training will help them to understand and learn how easy it is to submit GPAs electronically.

#### Training Sessions will cover the following:

- How to set up and renew a WebGrants account.
- The benefits of uploading GPAs electronically.
- A start-to-finish overview of the electronic upload process.
- How to prepare files, including record layout & required fields.
- How to add GPAs one-by-one (submit small batches of records).
- How to access various Cal Grant related reports.
- How to avoid common mistakes.
- How to correct common mistakes.

#### Training Dates and Times

Each online training session is approximately one hour. Participants can log on from their own office or home computer and follow along screen-by-screen while listening to the live audio feed over the phone. Participants will have the opportunity to ask questions and receive immediate answers.



State of California  
Arnold Schwarzenegger  
Governor

For more information you may contact us at:  
California Student Aid Commission, Program Administration & Services Division  
P.O. Box 419028, Rancho Cordova, CA 95741-9028 (888) 294-0153 Fax: (916) 464-8002  
Website: [www.csac.ca.gov](http://www.csac.ca.gov) E-mail: [schoolsupport@csac.ca.gov](mailto:schoolsupport@csac.ca.gov)

### Electronic GPA Submission Training Schedule

2010	2011
<u>November</u> 11/09/10 @ 2:00pm - 3:00pm 11/10/10 @ 2:00pm - 3:00pm 11/15/10 @ 2:00pm - 3:00pm 11/16/10 @ 2:00pm - 3:00pm 11/17/10 @ 2:00pm - 3:00pm  <u>December</u> 12/07/10 @ 2:00pm - 3:00pm 12/08/10 @ 2:00pm - 3:00pm	<u>January</u> 01/11/11 @ 2:00pm - 3:00pm 01/12/11 @ 2:00pm - 3:00pm 01/25/11 @ 2:00pm - 3:00pm 01/26/11 @ 2:00pm - 3:00pm  <u>February</u> 02/08/11 @ 2:00pm - 3:00pm 02/09/11 @ 2:00pm - 3:00pm 02/10/11 @ 2:00pm - 3:00pm

#### Registration Information

We encourage you to register for your GPA submission training session by visiting <http://www.csac.ca.gov/doc.asp?id=988> and following the instructions. Once you have registered, a confirmation e-mail will be sent to you with the Website login instructions and teleconference phone line information.

#### **\*\*PLEASE NOTE\*\***

To take full advantage of this training, we recommend that schools that are not yet set up with a WebGrants account do so prior to the training session. To establish an account you will need to complete a *WebGrants Information Security and Confidentiality Agreement* and a *WebGrants System Administrator's Access Request Form*. These forms are enclosed, or you can download them at [www.csac.ca.gov](http://www.csac.ca.gov). Click on the Schools tab and select either the High Schools or Colleges link. Next, click on the WebGrants link to gain access to the forms which include instructions. Establishing a WebGrants account prior to the training will help you to begin uploading your GPAs immediately after the training.

If you need assistance setting up and logging into your WebGrants account, the Commission's Technology Help Desk can assist you at (888) 294-0148.

Questions about this memo or the electronic GPA submission process should be directed to the Commission's School Support Services at (888) 294-0153 or at [schoolsupport@csac.ca.gov](mailto:schoolsupport@csac.ca.gov).

Enclosures: High School GDS WebGrants Information Security and Confidentiality Agreement  
 GDS WebGrants High School System Administrator's Access Request Form  
 College GDS WebGrants Information Security and Confidentiality Agreement  
 GDS WebGrants College System Administrator's Access Request Form

*Working together to effectively promote education beyond high school!*