



OPERATIONS MEMO

Update of the California Student Aid Commission

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GOM 2011-13

TO: Financial Aid Administrators

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SUBJECT: California National Guard Education Assistance Award Program (CNG EAAP) Training

The California Student Aid Commission (Commission) is pleased to announce webinar training for the California National Guard Education Assistance Award Program (CNG EAAP). The method of collecting participant information and processing payments has been a manual process; however, beginning the summer term of 2011, an automated payment process will be available to institutions through the Commission's WebGrants system.

Training Sessions will cover the following topics:

- Participant Application Process
- A start-to-finish overview of the CNG EAAP
 - Accessing the CNG portal menu
 - Navigating screens
 - Payment information requirements
 - Disbursing payments
 - Returning payments
- Group Participation Exercises

Training Dates and Times

Training will be conducted during a three-day period beginning Wednesday, June 1 through Friday, June 3, 2011. Morning and afternoon sessions (10 AM and 2 PM) are offered.

Registration Information

You are encouraged to register for the CNG EAAP training session by visiting <https://csacevents.webex.com> and following the instructions. Once registered, a confirmation e-mail will be sent to you with the website login instructions and teleconference phone line information.



State of California
Edmund G. Brown Jr.
Governor

For more information you may contact us at:
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WebGrants Access

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 both the *WebGrants Information Security and Confidentiality Agreement* and the *WebGrants System Administrator's Access Request Form*, which are available on the Commission's [website](#). The completed forms must be mailed to the address indicated on the forms or faxed to (916) 464-6499. WebGrants System Administrators may assign a User Account to additional staff as necessary.

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

If you have any questions regarding the CNG EAAP training sessions, please contact Larry Williams at (916) 464-3382 or at lwillia@csac.ca.gov.

Working together to effectively promote education beyond high school!