



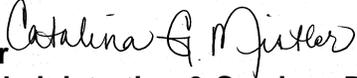
OPERATIONS MEMO

Update of the California Student Aid Commission

October 12, 2011

GOM 2011-29

TO: High School Counselors
Financial Aid Administrators

FROM: Catalina G. Mistler 
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SUBJECT: 2012-13 Cal Grant Electronic GPA Submission Training

The California Student Aid Commission (Commission) is pleased to announce that the 2012-13 Cal Grant Electronic Grade Point Average (GPA) Submission Training sessions will be conducted via webcast beginning October 2011 through February 2012.

Training sessions will provide a start-to-finish overview of the electronic upload process including the following:

- How to set up and renew a WebGrants account.
- The benefits of uploading GPAs electronically.
- How to prepare files prior to upload, 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 and correct common mistakes.

This training was developed to provide information on the electronic upload process to institutions that mail paper GPA forms, as well as to support institutions that currently upload their GPAs electronically through WebGrants.

Training Dates and Times

There are fifteen training sessions scheduled. Each online training session will be approximately one hour. Participants can log on from their 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
Edmund G. Brown Jr.
Governor

For more information you may contact us at:
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Website: www.csac.ca.gov E-mail: schoolsupport@csac.ca.gov

2012-13 Cal Grant Electronic GPA Submission Training

Training Schedule

2011	2012
<u>October</u> 10/18/11 @ 2:00 - 3:00 pm 10/19/11 @ 2:00 - 3:00 pm	<u>January</u> 01/10/12 @ 2:00 - 3:00 pm 01/11/12 @ 2:00 - 3:00 pm 01/24/12 @ 2:00 - 3:00 pm 01/25/12 @ 2:00 - 3:00 pm
<u>November</u> 11/15/11 @ 2:00 - 3:00 pm 11/16/11 @ 2:00 - 3:00 pm 11/17/11 @ 2:00 - 3:00 pm	<u>February</u> 02/07/12 @ 2:00 - 3:00 pm 02/08/12 @ 2:00 - 3:00 pm 02/14/12 @ 2:00 - 3:00 pm 02/15/12 @ 2:00 - 3:00 pm
<u>December</u> 12/06/11 @ 2:00 - 3:00 pm 12/07/11 @ 2:00 - 3:00 pm	

Registration Information

To register and get more information on this training visit <http://www.csac.ca.gov/doc.asp?id=988>. Once you have registered, a confirmation e-mail will be sent to you with the Website login instructions and teleconference phone line information. Retain this confirmation e-mail, as you will need it to join the training session.

Access to the WebGrants System

To take full advantage of this training, we recommend that schools 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*. There are separate forms for [colleges/universities](#) and [high schools](#) available on our Website. Establishing a WebGrants account in advance will ensure that what was learned in the training session can be applied immediately.

The Commission's Technology Help Desk can be contacted at (888) 294-0148 to assist schools or district offices in setting up and logging into their WebGrants account.

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.

Working together to effectively promote education beyond high school!