



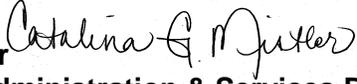
# OPERATIONS MEMO

Update of the California Student Aid Commission

January 18, 2012

GOM 2012-01

**TO:** Financial Aid Administrators

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**SUBJECT:** 2012 Webinar Training Schedule

The California Student Aid Commission (Commission) is pleased to announce the introduction of webinar training sessions for the Cal Grant and Specialized Programs to be held throughout the 2012 calendar year. The Commission's goal is to provide the necessary training to financial aid administrators to ensure appropriate administration of the Cal Grant and Specialized Programs.

These training webinars are being developed to provide information and updates to schools that could not otherwise be delivered using in-person sessions or campus visits. This year's training will provide financial aid administrators with a variety of information on the Commission's programs and processes including, but not limited to, sessions on:

- Cal Grants 101
- Advanced Cal Grants
- GPA Calculation and File Preparation: Regular and Non-SSN
- WebGrants Payments and Reconciliation
- WebGrants Reports and Tools
- Chafee Foster Youth Grant Program
- Assumption Program of Loans for Education (APLE)
- National Guard Education Assistance Award Program (NG EAAP)
- The California Dream Act
- What to Expect from a Cal Grant Compliance Review

Each webinar session will include verbal instruction, examples and a live chat to answer participant questions. Commission staff is also willing to provide ad hoc webinar training sessions for schools that have a need in a particular area or process that cannot be thoroughly covered in one of the scheduled webinars.



State of California  
Edmund G. Brown Jr.  
Governor

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**Training Dates and Times**

In total over 35 separate sessions will be held. 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.

Please see the enclosed 2012 CSAC Webinar Schedule. Registration for sessions will open up approximately one month prior to the session date. Attendance for each session will be limited, with additional sessions added to meet demand.

**Registration Information**

To register and get more information on this training visit <http://www.csac.ca.gov/doc.asp?id=55>. 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 school staff 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](#). 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 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).

Enclosure: 2012 CSAC Webinar Schedule

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