



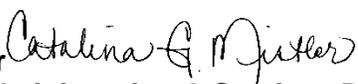
OPERATIONS MEMO

Update of the California Student Aid Commission

October 9, 2012

GOM 2012-31

TO: High School Counselors
Financial Aid Administrators

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SUBJECT: 2013-14 Cal Grant Electronic GPA Submission Training

The California Student Aid Commission (Commission) is pleased to announce that the 2013-14 Cal Grant Electronic Grade Point Average (GPA) Submission Training sessions will be conducted via webcast beginning October 2012 through February 2013. This year's training schedule will include a variety of different sessions including the non-SSN GPA submission process for high school and California Community College (CCC) administrators.

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
- How to successfully upload a non-SSN GPA file.
- Navigation of new non-SSN GPA screens
- Review of GPA reports (regular and Non-SSN)
- Question and Answer Time

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 19 training sessions scheduled. Each online training session will be approximately 60 to 90 minutes. 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. Unless otherwise noted, all sessions can hold up to 50 participants.



Date	Time	Title	Audience
10/17/2012 - Wed.	2pm - 3pm	GPA Submission Training - SSN	High School Administrators
10/23/2012 - Tues.	2pm - 3:30pm	GPA Submission Training - Both ¹	High School Administrators
10/31/2012 - Wed.	2pm - 3pm	GPA Submission Training - Non-SSN	High School Administrators
11/6/2012 - Tues.	2pm - 3pm	GPA Submission Training - SSN	High School Administrators
11/7/2012 - Wed.	2pm - 3pm	GPA Submission Training - Non-SSN	High School Administrators
11/8/2012 - Thurs.	2pm - 3:30pm	GPA Submission Training - Both ¹	High School Administrators
11/28/2012 - Wed.	2pm - 3pm	GPA Submission Training - Non-SSN	CCC Administrators ²
12/3/2012 - Mon.	2pm - 3pm	GPA Submission Training - Non-SSN	CCC Administrators ²
12/4/2012 - Tues.	2pm - 3pm	GPA Submission Training - SSN	High School Administrators
12/5/2012 - Wed.	2pm - 3pm	GPA Submission Training - Non-SSN	High School Administrators
12/6/2012 - Thurs.	10am - 11:30am	GPA Submission Training - Both ¹	High School Administrators
1/15/2013 - Tues.	2pm - 3pm	GPA Submission Training - SSN	High School Administrators
1/16/2013 - Wed.	2pm - 3pm	GPA Submission Training - Non-SSN	High School Administrators
1/17/2013 - Thurs.	2pm - 3:30pm	GPA Submission Training - Both ¹	High School Administrators
1/23/2013 - Wed.	2pm - 3pm	GPA Submission Training - Non-SSN	CCC Administrators ²
2/11/2013 - Mon.	2pm - 3pm	GPA Submission Training - Non-SSN	CCC Administrators ²
2/12/2013 - Tues.	2pm - 3pm	GPA Submission Training - SSN	High School Administrators
2/13/2013 - Wed.	2pm - 3pm	GPA Submission Training - Non-SSN	High School Administrators
2/14/2013 - Thurs.	2pm - 3:30pm	GPA Submission Training - Both ¹	High School Administrators

¹ The sessions marked as "both" will cover the traditional electronic GPA upload and the non-SSN GPA process.

² These sessions are specifically for administrators at the California Community Colleges to provide training on the non-SSN GPA submission process. Each session will be limited to 35 registrations. However, multiple staff at campuses can log in together for a session.

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 that have not yet created 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 in to 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.