



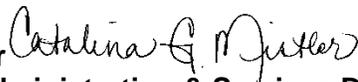
OPERATIONS MEMO

Update of the California Student Aid Commission

October 7, 2013

GOM 2013-25

TO: Financial Aid Administrators
High School Counselors

FROM: Catalina G. Mistler 
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SUBJECT: 2014-15 Cal Grant Electronic GPA Submission Training

This Operations Memo from the California Student Aid Commission (Commission) announces that the 2014-15 Cal Grant Electronic Grade Point Average (GPA) Submission Training sessions will be conducted via webcast beginning October 2013 through February 2014. The training schedule includes sessions on the SSN and Non-SSN GPA submission processes 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 GPA records one-by-one
- How to access various Cal Grant related reports
- How to avoid and correct common mistakes
- How to successfully upload a GPA file
- Navigation of the Non-SSN GPA screens
- Review GPA reports
- Open Forum to answer questions

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 12 training sessions scheduled to date. Additional sessions will be scheduled as needed. Each online session will be approximately 60 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 an opportunity to ask questions and receive immediate answers.



Date	Time	Session
10/15/2013 - Tuesday	2:00 - 3:00 pm	GPA Submission Training - SSN
10/30/2013 - Wednesday	2:00 - 3:00 pm	GPA Submission Training - Non-SSN
11/06/2013 - Wednesday	10:00 - 11:00 am	GPA Submission Training - SSN
11/12/2013 - Tuesday	10:00 - 11:00 am	GPA Submission Training - Non-SSN
12/04/2013 - Wednesday	2:00 - 3:00 pm	GPA Submission Training - SSN
12/11/2013 - Wednesday	2:00 - 3:00 pm	GPA Submission Training - Non-SSN
01/08/2014 - Wednesday	2:00 - 3:00 pm	GPA Submission Training - SSN
01/15/2014 - Wednesday	2:00 - 3:00 pm	GPA Submission Training - Non-SSN
02/04/2014 - Tuesday	2:00 - 3:00 pm	GPA Submission Training - SSN
02/11/2014 - Tuesday	2:00 - 3:00 pm	GPA Submission Training - Non-SSN
02/18/2014 - Tuesday	2:00 - 3:00 pm	GPA Submission Training - SSN
02/25/2014 - Tuesday	2:00 - 3:00 pm	GPA Submission Training - Non-SSN

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 email will be sent to you with the Website login instructions and teleconference phone line information. Retain this confirmation email, 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 the Commission's 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.

If you have any questions regarding the information in this memo, please contact the Commission's School Support Services staff at (888) 294-0153 or via e-mail at schoolsupport@csac.ca.gov.

Working together to effectively promote education beyond high school!