



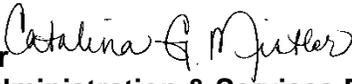
OPERATIONS MEMO

Update of the California Student Aid Commission

January 15, 2014

GOM 2014-03

TO: Financial Aid Administrators
High School Counselors

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SUBJECT: 2014 Webinar Training Schedule

This Operations Memo from the California Student Aid Commission (Commission) announces the 2014 webinar schedule through June 2014 for the Cal Grant Program, California Dream Act Application, and Specialized Programs. These sessions were developed to provide information to schools to ensure appropriate administration of the Cal Grant, Dream Act, and Specialized Programs.

Commission staff has identified the following areas of training:

- California Dream Act
- **California Dream Act Live Online Chat (new)**
- Cal Grants 101 (Introduction to Cal Grants)
- GPA Calculation and File Preparations: Regular and Non-SSN
- WebGrants Payments and Reconciliation
- WebGrants Reports and Tools
- Chafee Foster Youth Grant Program
- What to Expect from a Cal Grant Compliance Review

These training webinars are designed to provide information and updates to schools that could not otherwise be delivered using in-person sessions or campus visits. Each session will include verbal instruction, examples and live chat to answer participate 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.

The **Dream Act Live Online Chat** is a new addition to the training schedule. These will be live, two-way sessions between Commission staff and school staff logged on for the session. The one-hour live sessions will be offered weekly until the end of March, and then monthly through June 2014.

Training Dates and Times

Please review the webinar schedule for the 2014 session dates. Commission staff will continue to update the webinar schedule as new sessions are added. 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.

Date	Session	Time
01-16-14	CA Dream Act Overview: Fin Aid Administrators	2:00 pm
01-22-14	CA Dream Act Live Online Chat	9:00 am
01-22-14	CA Dream Act Overview: HS Counselors	10:00 am
01-23-14	CA Dream Act Overview: Fin Aid Administrators	10:00 am
01-29-14	CA Dream Act Overview: HS Counselors	10:00 am
01-29-14	CA Dream Act Live Online Chat	2:00 pm
01-30-14	CA Dream Act Overview: Fin Aid Administrators	2:00 pm
02-04-14	GPA Submission Training – SSN	2:00 pm
02-05-14	Cal Grants 101	2:00 pm
02-06-14	CA Dream Act Live Online Chat	3:00 pm
02-11-14	CA Dream Act Overview: Fin Aid Administrators	10:00 am
02-11-14	GPA Submission Training – Non SSN	2:00 pm
02-12-14	CA Dream Act Live Online Chat	9:00 am
02-12-14	WebGrants Reports & Tools	2:00 pm
02-13-14	CA Dream Act Overview: Fin Aid Administrators	2:00 pm
02-18-14	GPA Submission Training – SSN	2:00 pm
02-19-14	CA Dream Act Overview: HS Counselors	10:00 am
02-19-14	CA Dream Act-Live Online Chat	3:00 pm
02-20-14	CA Dream Act Overview: HS Counselors	10:00 am
02-25-14	GPA Submission Training – Non SSN	2:00 pm
02-26-14	CA Dream Act Live Online Chat	9:00 am
02-27-14	CA Dream Act Overview: Fin Aid Administrators	2:00 pm
03-05-14	Cal Grant Payment Process	2:00 pm
03-06-14	CA Dream Act Live Online Chat	3:00 pm
03-12-14	CA Dream Act Live Online Chat	9:00 am
03-12-14	Customizing Cal Grant Rosters	2:00 pm
03-19-14	CA Dream Act Live Online Chat	3:00 pm
03-26-14	CA Dream Act Live Online Chat	9:00 am
04-09-14	Cal Grants 101	2:00 pm
04-16-14	CA Dream Act Live Online Chat	9:00 am
04-16-14	CA Dream Act Overview: Fin Aid Administrators	2:00 pm
04-23-14	Cal Grant Compliance Review	2:00 pm
05-08-14	Chafee Foster Youth Grant Program	2:00 pm
05-14-14	CA Dream Act Overview: Fin Aid Administrators	2:00 pm
05-21-14	CA Dream Act Live Online Chat	9:00 am
05-21-14	Cal Grant Payments	2:00 pm
05-22-14	Chafee Foster Youth Grant Program	2:00 pm
06-11-14	Cal Grants 101	2:00 pm
06-18-14	CA Dream Act Live Online Chat	9:00 am
06-18-14	CA Dream Act Overview: Fin Aid Administrators	2:00 pm

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*. 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 into their WebGrants account.

Questions regarding the information in this memo 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!