



# OPERATIONS MEMO

## Update from the California Student Aid Commission

STATE OF  
CALIFORNIA



**October 15, 2014**

**GOM 2014-32**

TO: Financial Aid Administrators  
High School Counselors

FROM: Catalina G. Mistler *Catalina G. Mistler*  
Chief, Program Administration & Services Division

**SUBJECT: 2015-16 Cal Grant Electronic GPA Submission Training**

This Operations Memo from the California Student Aid Commission (Commission) announces that the 2015-16 Cal Grant Electronic Grade Point Average (GPA) Submission Training sessions will be conducted via webcast beginning October 2014 through February 2015. The training schedule includes sessions on the SSN and Non-SSN GPA submission processes for high school and California Community College (CCC) administrators.

Training session topics will include:

- AB 2160 ("Ting Bill") passage
- 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 GPA related reports
- How to avoid and correct common mistakes

### **Registration Information**

There are ten training sessions scheduled to date. 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.

To register and get more information on these training sessions visit the Commission's [WebEx Training Website](#). 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.

### **Need to contact us?**

- Institutional Support phone number: (888) 294-0153
- E-mail: [schoolsupport@csac.ca.gov](mailto:schoolsupport@csac.ca.gov)

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