



# OPERATIONS MEMO

## Update from the California Student Aid Commission

STATE OF  
CALIFORNIA



**December 7, 2015**

**GOM 2015-40**

TO: Financial Aid Administrators  
High School Counselors

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

**SUBJECT: 2016-17 Cal Grant Electronic GPA Submission Training Resources**

This Operations Memo from the California Student Aid Commission (Commission) announces that the 2016-17 Cal Grant Electronic Grade Point Average (GPA) Submission Training resources are available. The training schedule includes sessions on GPA submission processes.

### **Training session topics will include:**

- [Education Code 69432.9](#)
- 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

### **Library of Pre-recorded Webinar Trainings and Modules**

Pre-recorded webinar trainings can be viewed for those who are not able to register for a live webinar session. Viewers can also watch the on-demand modules which target specific topics and processes that may be important in the GPA Submission process. This library of trainings may be access from the Commission's [Training Website](#).

### **Live Session Registration Information**

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, visit the Commission's [Adobe Training Website](#). Once you have registered, a confirmation email will be sent to you with the Website login 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!***