



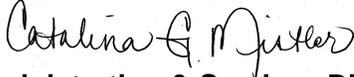
SPECIAL ALERT

Update of the California Student Aid Commission

March 18, 2010

GSA 2010-14

TO: Financial Aid Administrators

FROM: Catalina G. Mistler 
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SUBJECT: Annual Renewal of WebGrants Access Forms

**Grant Delivery System (GDS) – WebGrants Access Forms
Due Wednesday, June 30, 2010**

The California Student Aid Commission (Commission) is sending this important message to institutions as a reminder of the annual requirement to submit a WebGrants Information Security and Confidentiality Agreement (Confidentiality Agreement) **and** a WebGrants System Administrator's Access Request Form (Access Request Form) to the Commission for continued access to WebGrants. The deadline is June 30, 2010.

WebGrants user access may be affected if the Confidentiality Agreement and the Access Request Form are not received by the deadline. The System Administrator (SA) may not be able to reset the user's password if the SA's WebGrants access has expired.

In addition, System Administrators are reminded, as indicated in Article VI.G. of the Cal Grant Program Institutional Participation Agreement, that user access is granted for a period of time not to exceed one (1) year, and shall be renewed upon completion of annual training available from the Commission. Training is available online at www.csac.ca.gov, click on "Institutional Participation Agreement – IPA," then "Institutional Participation Agreement," and finally click on "IPA Information Security Training."

In an effort to assist with the accurate and timely completion of **both** forms, the Commission has identified the following common errors made by institutions on the forms:



State of California
Arnold Schwarzenegger
Governor

For more information you may contact us at:
California Student Aid Commission, Program Administration & Services Division
P.O. Box 419028, Rancho Cordova, CA 95741-9028 (888) 294-0153 Fax: (916) 464-8002
Website: www.csac.ca.gov E-mail: schoolsupport@csac.ca.gov

WebGrants Information Security and Confidentiality Agreement Form

- The Authorized Official (AO) may designate no more than two individuals as the institution's System Administrator(s).
- The AO and the SA cannot be the same individual.
- If the AO and the SAs are different at each institution's additional location(s), a separate confidentiality agreement must be completed for each additional location(s).

WebGrants System Administrator's Access Request Form

- Submit a form for each SA listed on the Confidentiality Agreement.
- The AO listed on the Confidentiality Agreement must be the same individual listed on the Access Request Form.
- Indicate your "Special Identifier" by clicking on the appropriate category and then keying the correct response.
- The "Date Request Submitted" field is the date you completed the form.
- The "Effective Date Requested" should be July 1, 2010.
- The fill-in fields on this form are limited to 9 characters.

The forms are enclosed and are also available at <http://www.csac.ca.gov/doc.asp?id=1194>. Please retain copies for your institution's records.

Mail the completed original forms to:

California Student Aid Commission
Program Policy & Development Branch
Attn: IPA Processing
P.O. Box 419027
Rancho Cordova, CA 95741-9027

If you have questions or concerns regarding this Special Alert, please contact Adeline Espinosa at aespinos@csac.ca.gov or at (916) 464-6467, or Clarita Cortez at ccortez@csac.ca.gov or at (916) 464-2946.

Enclosures: GDS – WebGrants Information Security and Confidentiality Agreement
GDS – WebGrants System Administrator's Access Request Form

Working together to effectively promote education beyond high school!