



# SPECIAL ALERT

Update of the California Student Aid Commission

June 1, 2010

GSA 2010-21

**TO:** Financial Aid Administrators

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

**CONTACT:** Program Administration & Services Division  
**Phone:** (888) 294-0153  
**Fax:** (916) 464-8002  
**E-mail:** [schoolsupport@csac.ca.gov](mailto:schoolsupport@csac.ca.gov)

**SUBJECT:** Deadline for the Annual Renewal of WebGrants Access Forms

This Special Alert serves as an important reminder of the upcoming June 30, 2010, deadline for submitting the "Grant Delivery System (GDS) - WebGrants Information Security and Confidentiality Agreement" (Confidentiality Agreement) and the "Grant Delivery System - WebGrants System Administrator's Access Request Form" (Access Request Form). In order for institutions to maintain uninterrupted access to the California Student Aid Commission's (Commission) WebGrants system, the forms must be received by the due date.

Please refer to GSA 2010-14 dated March 18, 2010, for detailed information regarding the submission requirements of the forms. As specified on the Confidentiality Agreement, WebGrants accounts expire yearly (one year). As a result, both Confidentiality Agreement and Access Request forms must be updated annually.

The Commission continues to receive incomplete and inaccurate Confidentiality Agreement and Access Request forms. To assist institutions with the accurate completion of the forms, the following common errors have been identified:

## WebGrants Information Security and Confidentiality Agreement

- The Authorized Official (AO) may designate no more than two individuals as the institution's System Administrators (SA).
- 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).



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](http://www.csac.ca.gov) E-mail: [schoolsupport@csac.ca.gov](mailto:schoolsupport@csac.ca.gov)

### **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.

For your convenience, the forms are once again enclosed and are also available at <http://www.csac.ca.gov/doc.asp?id=1194>. Please retain copies of the forms for your records.

Mail the original completed forms to:

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

If you need assistance with completing the forms, please contact Adeline Espinosa at [aespinos@csac.ca.gov](mailto:aespinos@csac.ca.gov) or at (916) 464-6467.

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

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