



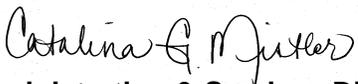
SPECIAL ALERT

Update of the California Student Aid Commission

April 8, 2011

GSA 2011-10

TO: Financial Aid Administrators

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SUBJECT: Annual Renewal of WebGrants Access Forms

This Special Alert informs institutions 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 California Student Aid Commission (Commission) to continue access to WebGrants.

The deadline to submit the WebGrants access forms is June 30, 2011.

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 <http://www.csac.ca.gov/doc.asp?id=1361>, under "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 on the forms by institutions:

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).



State of California
Edmund G. Brown Jr.
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 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.
- Complete the Network Domain Name.
- The "Date Request Submitted" field is the date you completed the form.
- The "Effective Date Requested" should be July 1, 2011.
- The fill-in fields on this form are limited to 9 characters.

For your convenience the fillable forms are available at <http://www.csac.ca.gov/doc.asp?id=1194>. Complete the forms, print, sign and retain a copy for your institution's records. You may fax the forms to (916) 464-6499, or mail the completed original forms to:

California Student Aid Commission
Program Administration & Services Division
ATTN: Suzan Donald
P.O. Box 419027
Rancho Cordova, CA 95741-9027

If you have any questions regarding this Special Alert, please contact Suzan Donald at sdonald@csac.ca.gov or at (916) 464-6424.

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