



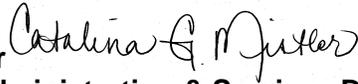
SPECIAL ALERT

Update of the California Student Aid Commission

July 1, 2011

GSA 2011-24

TO: Financial Aid Administrators

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

This Special Alert serves as an important reminder that yesterday, June 30, was the 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, these forms must be submitted. If you have already received confirmation that your access has been renewed, please disregard this notice.

Both [GSA 2011-10](#) dated April 8, 2011 and [GSA 2011-23](#) dated June 10, 2011, provided detailed information regarding the submission requirements of the forms. As specified on the Confidentiality Agreement, WebGrants accounts expire yearly. As a result, both Confidentiality Agreement and Access Request forms must be updated annually.

To date, the Commission has not received forms from all schools; therefore, we are extending the deadline until **August 1, 2011**. If we do not receive the Information Security and Confidentiality Agreement and the WebGrants System Administrator's Access Request form by August 1, 2011, you will lose access to WebGrants.

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
Edmund G. Brown Jr.
Governor

For more information you may contact us at:
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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.
- 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 submit by the **August 1** deadline. Please 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
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If you have any questions regarding this Special Alert, please contact Suzan Donald at (916) 464-6424 or at sdonald@csac.ca.gov.

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