



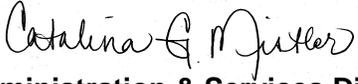
# SPECIAL ALERT

Update of the California Student Aid Commission

August 1, 2011

GSA 2011-28

**TO:** Financial Aid Administrators

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

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**SUBJECT:** WebGrants Access Expired

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Effective today, August 1, 2011, WebGrants system administrators located at the institutions indicated on the enclosed list lost their access to the Cal Grant WebGrants system for failure to submit or accurately complete the Information Security and Confidentiality Agreement and/or the WebGrants System Administrator's Access Request form. Originally the deadline was June 30; however, in [GSA 2011-24](#) dated July 1, 2011, it was extended until today.

Detailed information regarding submission requirements for the forms was provided in both [GSA 2011-10](#) dated April 8, 2011 and [GSA 2011-23](#) dated June 10, 2011. 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 regain WebGrants access, complete the fillable forms located at <http://www.csac.ca.gov/doc.asp?id=1194>, then print, sign, and forward them to the Commission. You must retain copies for your institution's records.

You may either fax the completed forms to (916) 464-6499 or mail them to:

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

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

Enclosure: Institutions With Expired WebGrants Access

*Working together to effectively promote education beyond high school!*



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