



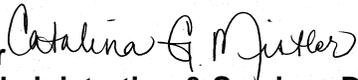
SPECIAL ALERT

Update of the California Student Aid Commission

June 8, 2012

GSA 2012-20

TO: Financial Aid Administrators

FROM: Catalina G. Mistler 
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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, 2012.

The Confidentiality Agreement and the Access Request Form(s) must be renewed annually. The System Administrator(s) (SA) will lose access to the Commission's network and data if the renewal forms are not submitted by June 30, 2012.

In addition, System Administrators are reminded, as indicated in Article VI.H. 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 either an annual Commission-supplied or institution-supplied training in areas of information security, privacy and confidentiality. Copies of this documentation shall remain at the institution. Commission-supplied training is available 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

- 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) 464-6430
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. **Please Note:** The "Domain Name of the Network" in Section II is the part of the institution's e-mail address after the '@' sign. All accounts created must be registered with an e-mail address that is associated with the institution (e.g., the Domain name for john.smith@centralcitycollege.edu is "centralcitycollege.edu"). Email addresses from non-institutional service providers (Yahoo!, Gmail, Hotmail, etc.) are not allowed due to the sensitive information that may be provided in WebGrants notifications.
- The "Date Request Submitted" field is the date you completed the form.
- The "Effective Date Requested" should be July 1, 2012.
- The fill-in fields on this form are limited to 9 characters.

The fillable forms are available at <http://www.csac.ca.gov/doc.asp?id=1194>. Complete the forms, print, sign and forward by the **June 30** deadline. Please retain a copy for your institution's records. You may fax the forms to (916) 464-6430, or mail the completed original forms to:

California Student Aid Commission
Information Technology Services Division
ATTN: CSAC Help Desk
P.O. Box 419026
Rancho Cordova, CA 95741-9026

If you have any questions regarding this Special Alert, please contact the CSAC Technology Help Desk at (888) 294-0148 or at csachelpdesk@csac.ca.gov.

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