



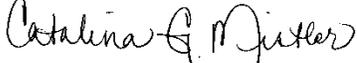
# SPECIAL ALERT

Update of the California Student Aid Commission

May 14, 2013

GSA 2013-17

**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 July 31, 2013.**

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 July 31, 2013.

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

California Student Aid Commission, Program Administration & Services Division  
P.O. Box 419028, Rancho Cordova, CA 95741-9028 Website: [www.csac.ca.gov](http://www.csac.ca.gov)

**WebGrants System Administrator's Access Request Form**

- Submit one System Administrator's Access Request form for each Information Security and Confidentiality Agreement.
- The AO listed on the Information Security and Confidentiality Agreement must be the same individual listed on the System Administrator's Access Request Form.
- Indicate your "Password Reset/Assistance Q&A" (Special Identifier) by clicking on the appropriate category and then entering a unique alpha-numeric answer with at least 5 and no more than 9 characters.
- All accounts created must be registered with an e-mail address that is associated with the institution (for example, the Domain name for [john.smith@centralcitycollege.edu](mailto:john.smith@centralcitycollege.edu) is "centralcitycollege.edu"). E-mail 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 fillable forms are available at <http://www.csac.ca.gov/doc.asp?id=1194>. Complete the forms, print, sign and forward by the **July 31, 2013** 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 Commission's Information Technology Help Desk at (888) 294-0148 or at [csachelpdesk@csac.ca.gov](mailto:csachelpdesk@csac.ca.gov).

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