

MARCH 5, 2013



SB 70 INSTITUTIONAL DATA REPORTING USER GUIDE

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SYSTEM REQUIREMENTS

The web application is designed for Microsoft Internet explorer 6.0 or higher and Mozilla Firefox 2.0 or higher. Your computer should also meet the minimum system requirements provided by the manufacturer of the browser you are using. The web application will perform best on computers with a high-speed internet connection similar to digital subscriber line (DSL), cable, or faster. It is not recommended for computers using dial-up modem based internet connections.

YOU MUST HAVE A WEBGRANTS ACCOUNT TO ACCESS THE COMMISSION'S WEBGRANTS SYSTEM. If you do not have a WebGrants account, contact your school Administrator. If your school does not have an administrator already, please call the CSAC Help Desk at 1-888-294-0148 or via email at: csachelpdesk@csac.ca.gov and request a new account.

Note to System Administrators: if your institution determines it is necessary to add an additional user, for the purpose of uploading SB 70 data, you must limit their access to WebGrants to only the SB 70 data upload page.

LAUNCHING THE WEB APPLICATION

To get started using the CSAC web application right away, just type the following address into your web browser or click on the link below.

<https://webgrants.csac.ca.gov/common/logon.aspx>

STEPS TO UPLOAD FILE:

- 1) Login Screen

This is the main entry point through which all authorized users can access the WebGrants system:

The screenshot shows the login interface for the California Student Aid Commission WebGrants System. At the top, it says "California Student Aid Commission WebGrants System" and "Welcome!". There are two main buttons: "Please sign in" and "Need to create an account?". Below the "Please sign in" button, it asks the user to enter their username and password. There is a "Sign-in" button. To the right, there are links for "Help With Your Account" and "Authorized Use Only". Below the login fields, there are instructions for school administrators and users, and a note about browser versions. At the bottom, there is a privacy policy link and copyright information.

**California Student Aid Commission
WebGrants System**

Welcome! [Help With Your Account](#)

Please sign in | **Need to create an account?**

Please enter your user name, password.

Authorized Use Only

User Name

Password

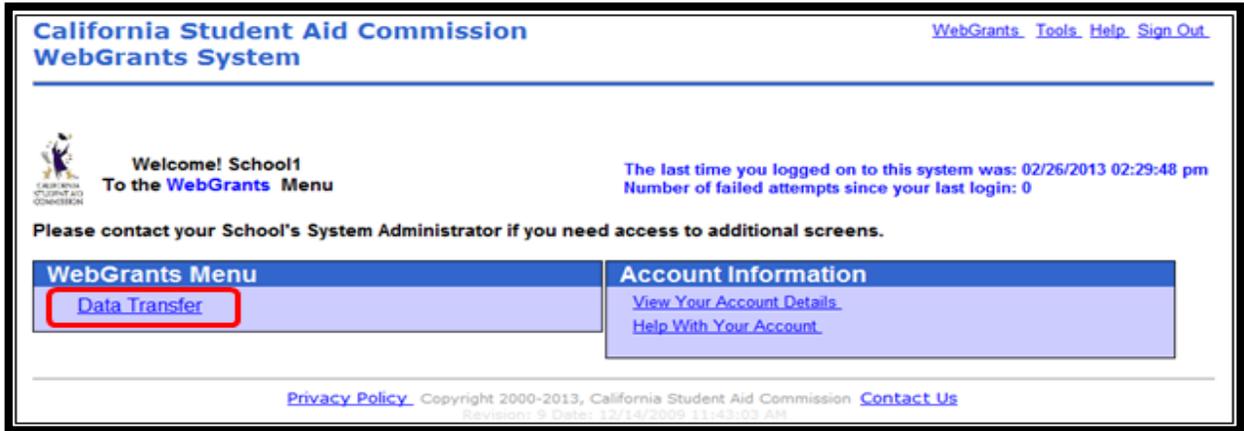
- For a School Administrator Account:
Please call 1-916-526-8989 or 1-888-294-0148 or [E-mail CSAC Support](#)
- For a User Account:
Contact your School Administrator
- For Browser Versions or Monitor Screen Area Settings:
[Help With Your Account](#)
- Apple/Mac Computers:
Results may be unpredictable

Pursuant to section 502 of the California Penal Code and Public Law 99-474, Title 18, United States Code, unauthorized access to applicant information will be prosecuted to the full extent of the law.

[Privacy Policy](#) Copyright 2000-2013, California Student Aid Commission [Contact Us](#)
Revision: 23 Date: 2/26/2010 12:06:31 PM

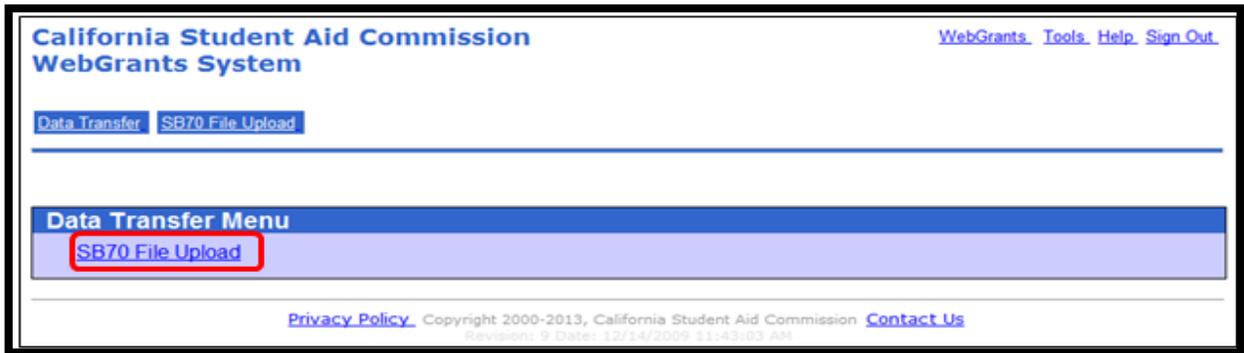
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2) On the WebGrants portal, click the Data Transfer link

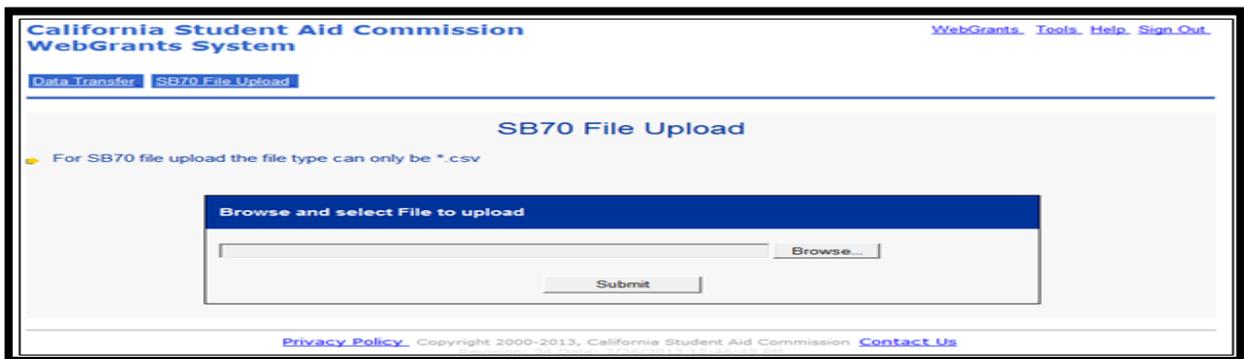


Note: Depending on your profile setup; you may see more options in the WebGrants portal.

3) On the Data Transfer Menu, click the SB70 File Upload link



4) In "Browse and Select File to upload" window, select respective file and click "submit" button



Note: For SB 70 file upload the file type can only be *.csv

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FILE NAME SPECIFICATIONS

Field Name	Length	Data type	Description	Format	Sample Values
SB70	4	Character	Static Value	XXXX	SB70
File Type	2	Character	Static Value Value: EN → Enrollment PE → Persistence GR → Graduation JP → Job Placement	XX	EN
OPEID	8	Integer	Valid Office of Postsecondary Education ID of Institution / Campus	#####	12345678
Academic Year	7	Integer	Academic year	####-##	2011-12
F#	2	Integer	File sequence number	F1...FN	F1

File Format

SB70_XX_#####_####-##_F#.csv

XX → can have EN or PE or GR or JP

Example

SB70_EN_12345678_2011-12_F1.csv

LIMITATION ON FILE UPLOAD

- 1) Total File size should not exceed 25M. If it is more than 25M, split the file as follows:

SB70_EN_12345678_2011-12_F1.csv

SB70_EN_12345678_2011-12_F2.csv...etc

- 2) File name length size cannot exceed 32 character (including extension)

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UPLOAD PARAMETERS



Cause → File naming convention was not followed.

Resolution → Fix the file name format.



Cause → Wrong Academic Year in the file name.

Resolution → Must be current reporting year.



Cause → File size is too large to upload. Maximum file size cannot exceed 25M.

Resolution → Split the file name

Example:

SB70_EN_00131300_2011-12_F1.csv

To

SB70_EN_00131300_2011-12_F1.csv

SB70_EN_00131300_2011-12_F2.csv

SB70_EN_00131300_2011-12_Fn.csv



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If you receive the above message, your SB 70 data file upload did not match the import specifications, but your file will still be received by the Commission. Commission staff will be in contact with you to address necessary changes. For purposes of compliance, your data will have been deemed to have been submitted to the Commission on time.



If you receive the above message, your SB 70 data file has been successfully uploaded and no further action is needed.