

# CAL GRANT CHAMPIONS PROGRAM

## TO ACKNOWLEDGE & INFORM



### PURPOSE

- Cal Grant Awarded students must take additional steps to ensure they receive a Cal Grant, such as confirming high school graduation and selection of final school.
- Each student with a Cal Grant offer is recognized for following through to apply for and qualify for state financial aid, while receiving information on critical next steps.

### WHO IS ACKNOWLEDGED?

- **ONLY** students who have applied for and are being offered a Cal Grant Entitlement award receive the Cal Grant Champion Certificate.

### DISTRIBUTION OF CERTIFICATES

- The California Student Aid Commission is emailing a certificate to every Cal Grant awardee with a valid email.
- If your high school would also like to recognize your Cal Grant Awardees, we are providing a Certificate that you can customize for each student.
- Find your Cal Grant Awardees names in your WebGrants account, **under the SCHOOL OF ORIGIN REPORT**.
- You may need some assistance from your IT department to help download the **School of Origin Report** into an Excel document. Then it will be ready to merge student names with the Certificate.
- Use the Color or Black and White certificates enclosed in this posting.

# MERGING INSTRUCTIONS

## Merging Cal Grant Awardee Names and High Schools with Certificate Template

*These directions are for use with Microsoft Office 2010 Excel and Word programs. If you use earlier versions of Word or Excel, use the HELP features offered in the programs for instructions on merging.*

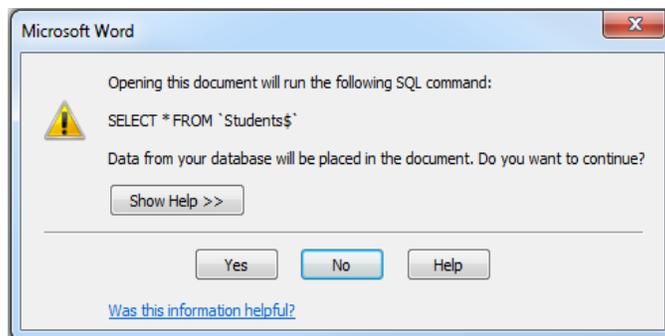
### Your Cal Grant Awardee Names:

Access the **School of Origin Report** within your WebGrants account. For help downloading the data report, you may need to ask your IT department or others who have downloaded reports from WebGrants for help. Prepare an Excel spreadsheet with the following data to be merged into the certificate. The Champions certificate requires:

- ✓ Student First Name
- ✓ Student Last Name
- ✓ High School Name

### Once you have prepared and saved the names into Excel, follow these steps to merge your data:

1. Open up the color or black & white version of the certificate you want to merge.
2. If you are presented with the following message, select **No**. In the Certificate, note the text that is surrounded in << >> characters. These are the preformatted merge locations for your student name and high school.



3. Select the **Mailings** tab in Microsoft Word.
4. Click the **Select Recipients** button and select **Use Existing List**. You will be selecting the Excel spreadsheet you prepared earlier.
5. In the **Select a Data source** box that opens up, navigate to your Excel document and open it.
6. In the **Select Table** box that opens up, select the worksheet in Excel that contains your data. Be sure the **"First row of data contains column headers"** checkbox is selected.
7. After you have selected the worksheet containing your data, select a string of text surrounded in << >> character, for example <<High\_School>> or <<First\_Name>> or <<District>>.
8. With the string of text selected, click the **Insert Merge Field** button in Word and select the field from your spreadsheet corresponding to the selected string.
9. Repeat steps 8 and 9 until you have replaced all the strings in the template with merged fields.
10. To finish the merge click the **Finish & Merge** button in Word and select **Print Documents**.
11. When the **Merge to Printer** box appears, make sure **All** is selected and click the **OK** button.
12. When the Print box appears, select a printer or other format (such as PDF) to generate your certificates.