Additional Step-by-Step Instructions for <u>Cal-SOAP Staff</u> filling requesting/changing Webgrants Access:

1. Read through Page 1 *"Informational / Instructions for System Administrator's Request Form"* for official instructions.
2. On Page 2 "Webgrants System Administrator's Access Request", <u>Section 1 – Institution Information</u>:
   a. Select "Cal-SOAP".
   b. Your institution is the name/address of your Consortium.
   c. For the College Board Code, leave blank.
3. <u>Section 2 – Personal Information</u>
   a. Select if you would like to create a "new" account, "renew" or "change" (like if you were to change schools).
   b. Disable account – this is only if you are disabling someone else's account, like if they retired. Type their name under "disable administrator account".
   c. System Administrator & Password Reset Information – complete your information.
4. *<u>Section 3 – Authorized Official</u>*
   a. *Leave blank*; the authorized official that approves webgrants requests for Cal-SOAP is a CSAC staff member.
5. <u>On Page 3:</u>
   a. System Administrator & Institution Information – complete your information & for your Cal-SOAP consortium.
   b. College Board Code – Leave blank.
   c. User ID – only type your user ID if you are renewing or changing your webgrants. account. Otherwise, leave blank.
   d. Sign your name under SA signature.
6. <u>On Page 4 "Schools List":</u>
   a. List all the schools that are in your consortium that you would like access to view webgrants information. Note: the Cal-SOAP user role can only VIEW but not CHANGE webgrants information.
7. **To submit the completed webgrants request form:**
   a. On Page 3, Select the grey "SA Submit" button on the bottom of the form.

Note: Webgrants accounts for Cal-SOAP users do not expire.

If you have any questions, please e-mail calsoap@csac.ca.gov
or contact the Cal-SOAP Program Analyst**.**