

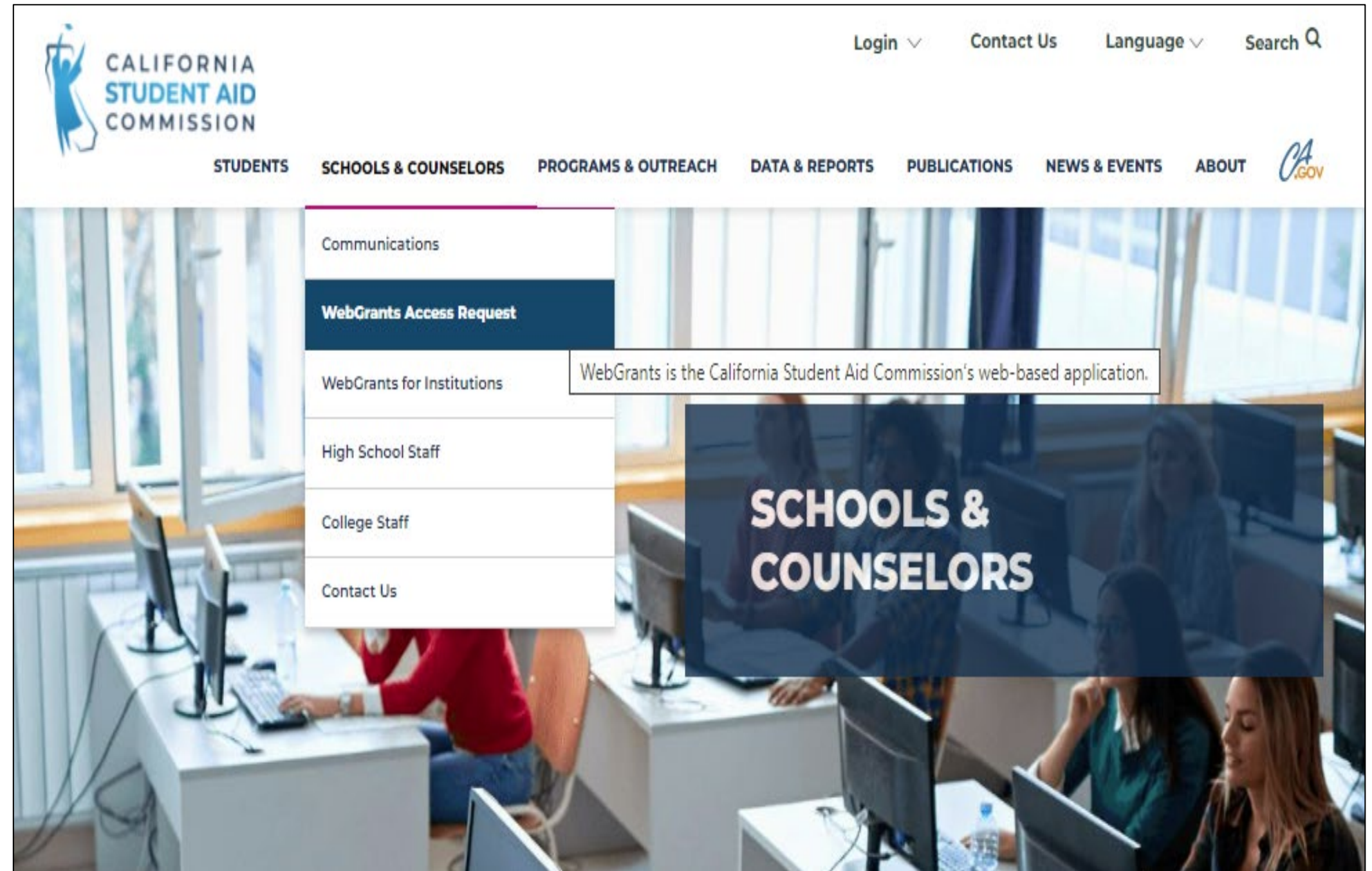


# Cal Grant Regional Training Navigating WebGrants

# WebGrants Access

- Submit a “WebGrants Access Request – User” to your campus **WebGrants System Administrator (SA)** for access.
- For those requesting to become the SA, please email the completed form to:

[webgrantsaccess@csac.ca.gov](mailto:webgrantsaccess@csac.ca.gov)



<https://www.csac.ca.gov/webgrants-access-request>

# Disclaimer

*All student data provided in the following reports are fictitious. Student names, date of births, GPAs, and school information have been modified to protect all third parties. All material presented today is for training purposes only.*

# Student Information Screens

# Student Info Menu



HOME ADMIN ▾

## WebGrants

- Award Summary
- Award Detail
- Demographics
- Student Payment History
- CA Aid Report
- Grant Record Changes
- HS Graduation Verification History

- Student Info
- Roster/Reconciliation
- Data Transfer
- Non-SSN GPA
- Foster Youth Verification

# Award Summary

Search: \*

Home > Cal Grant > Student Award Summary Close Page Instructions

All data columns can be sorted either ascending or descending order.  
Click on the column headings to change the sort order of the data.

**Student Award Summary**

Name	JANE DOE	SSN	000123456
Address	1234 MAIN ST APT. 5 SACRAMENTO, CA 95670	CSAC ID	107891000
Home Phone		Grant ID	E12345678
Cell Phone	(916) 555-5555	Date of Birth	01/01/2000
E-Mail	<a href="mailto:JDOE@AOL.COM">JDOE@AOL.COM</a>	WGS Account	Active
Third Party Access		School Confirmed	No
Selective Service Status	NONE		

- Displays history of a Cal Grant application for individual students
- Hover mouse over many of the fields to see more detail

Academic Year ↓	Program Name ↑	Application Status ↑	Award Status ↑	Award Status Date ↑	Award Amount ↑	Cycle ID ↑	School ID ↑	P/E Reason ↑	C/E Reason ↑	CC Reserve ↑
2020-2021	B	F-E CMPL ⓘ	FIN ELIG ⓘ	06/13/2020	\$1,656	E1 ⓘ	00128500 ⓘ			Y
2019-2020	B	F-E CMPL ⓘ	FIN ELIG ⓘ	06/21/2019	\$1,672	E1 ⓘ	00128500 ⓘ			Y
2018-2019	A	F-E CMPL ⓘ	COMM WTH ⓘ	10/05/2018	\$12,570	E1 ⓘ	00128500 ⓘ	88 ⓘ		Y
2018-2019	B	F-E CMPL ⓘ	AUTO ACC ⓘ	08/02/2018	\$1,672	E1 ⓘ	00128500 ⓘ			Y

# Student Award Detail

- Information listed on the FAFSA or California Dream Act Application
- View details of award or disqualification by Academic Year
- Shows Competitive Cal Grant A and B Scores

Student Award Details			
Name	JANE DOE	SSN	000123456
Application Status	FIN ELIGIBILITY COMPLETE	CSAC ID	107891000
Dependency Status	DEPENDENT	Grant ID	E12345678
Student's Total Income	\$0	Student's Family Size	4
Student's Net Worth	\$0	Family in College	1
Registered Domestic Partner N		ISIR Ref	02
Year Entered Program	2018	Date	02/13/2018
Cycle ID	E1	Education Level (EL)	1
Parent's Marital Status	MARRIED	EL Verification	VERIFICATION NOT REQUIRED
		Estimated Pell Grant	\$0
	<b>Cal Grant A [NEW]</b>	<b>Cal Grant B [NEW]</b>	
School ID/Program Code	00128500 00 ⓘ	00128500 00 ⓘ	
Segment	CC	CC	
Semester/Quarter	SEMESTER	SEMESTER	
Score			
Score Detail	<b>CAL A Scores</b>	<b>CAL B Scores</b>	
GPA/Type	3.37 / High School GPA	3.37 / High School GPA	
Attendance Status	FULL	FULL	
Housing Code	3 - WITH PARENTS	3 - WITH PARENTS	
Remaining Program Eligibility	150.00%	150.00%	
Award Status	COMMISSION-WITHDRAWN	AUTO-ACCEPTED	

# Student History

- Each term payment ever reported
- Dollar amounts
- Amount of eligibility used for each payment
- Remaining eligibility

Student History									
Name	JANE DOE			Program Code	B				
SSN	000123456			TCP/5yr	--				
CSAC ID	107891000			Remaining LH Balance	100				
Grant ID	E12345678			Remaining Eligibility	150				
Remaining LOA Balance	200			Award Status ⓘ	FINANCIALLY ELIGIBLE				
Cycle ID	E1								
SWD Flag	--								
Search									
PG ( A/B/C)	AW ( T/F, ACCS)	School Id	School Name	Acad Yr	Term	Pay Amt	Pay Stat ⓘ	Elig Used	Adj Am
B	ACCS	00128500	SANTA BARBARA CITY COLLEGE	2019	FL	836	RP	50.00	--
B	ACCS	00128500	SANTA BARBARA CITY COLLEGE	2019	SP	836	RP	50.00	--
B	ACCS	00128500	SANTA BARBARA CITY COLLEGE	2018	FL	836	RP	50.00	--
B	ACCS	00128500	SANTA BARBARA CITY COLLEGE	2018	SP	836	RP	50.00	--
B	ACCS	00128500	SANTA BARBARA CITY COLLEGE	2020	FL	828	RP	50.00	--



# School Information Screens



## SCHOOL INFO

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- Demographics
- Contact Information
- Cost Estimate
- Search



# Institution Demographics

Institution Demographics for CSU SACRAMENTO

School Name	CSU SACRAMENTO	Segment	Segment 04 - CALIFORNIA STATE COLLEGE AND
Address 1	6000 J STREET	Contract Date	09/01/1978
Address 2	FINANCIAL AID OFFICE	Phone	(916) 278-6011
City	SACRAMENTO	Source of Change	CSAC
State	CALIFORNIA		
ZIP	95819		6044

[Submit to CSAC For Approval](#) [Reset](#)

Previous Data




Previous Data	Source of Change	Change Date
CSU SACRAMENTO 6000 J STREET * SACRAMENTO, CA 958196044 9162786011	SAOPRD	10-MAR-17

# Contact Information






**Actions**

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## WEBGRANTS SYSTEM ADMIN (SA)

Last Changed By: **SA9BXR** Change Date: **12/30/2020**

Name	Title	Address	Phone No.	Email	Access Form	Confidentiality Form	Comment	Actions
Smith, John	ASSISTANT DIRECTOR	6000 J ST Sacramento, CA 958196044	(916)999-9999	jsmith@csus.edu	08/09/2012	08/09/2012		  

# Cost Estimate

• Due October of each year. Deadline announced via List-Serv.

• Submit by the due date every year to update your institution's Cost of Attendance.

The screenshot shows the 'Cost Estimate' web application interface. At the top, there is a navigation bar with 'HOME ADMIN' and a 'Logout' link. Below this is a search bar with fields for '00115000', 'Acad Year: 2020 - 2021', and 'Program/Course: 00-', along with a 'Search' button. The main content area is titled 'Home > School Info > Cost Estimate' and contains a yellow instruction box with the following text:

- Select a program to update by choosing the "Program/Course Name" from the drop-down selection.
- Fees: These fields are meant to capture those items which are charged to every attending student regardless of their program of study. If this section is blank if the tuition being reported already accounts for these values. Items such as books, food, transportation, housing, etc. should be included in this section as they should already be included in the 'On Campus', 'Off Campus' or 'With Parents' budget.
- Expense Amounts: These values are meant to include one year of study, not the entire cost of the program.
- Total expenses are not to exceed \$99,999.

Below the instructions is the 'Cost Estimate for CSU SACRAMENTO' form. It includes fields for 'Academic Year' (2020-2021), 'Title IV School ID#' (001150), 'Cal Grant Overlap Preference', 'Program/Course Length', 'Number of Months', 'Required Attendance During Academic Year', 'Number of Terms Per Year' (2 Semeste), and 'Term Start Dates' (Fall: 08/31/2020, Winter: MM/DD/YYYY, Spring: 01/25/2021, Summer: 06/01/2021).

On the right side, there is a section titled 'Enter 9-Month Budgets for the Following Costs' with a table of input fields:

Category	Amount	Total
Tuition	\$ 0	\$0
Fees	\$ 0	\$7,338
Expense Amounts	\$ 19,914	\$19,918
On Campus Amount	\$ 19,914	\$19,918
Off Campus Amount	\$ 19,163	\$20,036
With Parents Amount	\$ 12,087	\$11,594

Below this table are sections for 'Five Year Academic Programs', 'High School Grad. Date Verification Opt Out' (Yes/No), and 'Cohort Default Rate (CDR) / Graduation Rate - threshold in parentheses'.

Category	Eligible	Threshold
School Eligibility	Eligible	Eligible
Student Loan Rate	34 (40%)	36
CDR Rate	4.7 (15.5%)	5.4
Graduation Rate	51 (30%)	48

# Display Roster



# Timing of Rosters

When do we release rosters?

- 2022-23 Academic Year – February 2022
- 2023-24 Academic Year – February 2023

**IMPORTANT  
NOTICE**

When do students appear on the roster? (by award cycle)

- High School Entitlement (*starting in November*) – after students are claimed
- Transfer Entitlement (*run in March\**) – immediately after award processing
- Competitive (*run in April\**) – immediately after award processing
- Cal Grant C (*run in April\**) – after students are scored
- Renewal (*run in June/July\**) – immediately after award processing
- Community College Entitlement (*run in September\**) – immediately after award processing

# Timing of Rosters (Cont.)

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What are the next steps?

- Identifying Cal Grant awardees at your campus
- Certify student eligibility
- Collect appropriate verification documents
- Verify any holds or flags
- Education Level
- AB 840





# Identifying Cal Grant Awardees

Utilize the Award Status Extract Process:

- Provides 2 reports
- Awarded
- Not Awarded

Create a batch School Change file for the awarded to 'claim' the student on your roster.

The Award Status Extract file specifications and record layout is provided in the 'Help' section of WebGrants.

Name	Length	Sample Values	Position
Social Security Number	9	123456789	1-9
Last Name	19	Potter	10-28
First Name	12	Harry	29-40
Middle Initial	1	J	41-41
Date of Birth	8	20021125 YYYYMMDD	42-49
New or Renewal	1	N, R	50-50
Grant ID Number	9	C01077491	51-59
Education Level	1	2	60-60
Remaining Eligibility	6	325	61-66
Program Type	1	A, B, C	67-67
Total Award Amount	5	12345	68-72
Tuition & Fees	5	T/F	73-77
Tuition and Fee Award Amounts	5	12345	78-82
Books/Supplies	5	B/S	83-87
Books/Supplies Award Amount	5	12345	88-92
Access	5	ACSS	93-97
Access Award Amount	5	12345	98-102

# School Change Required

**1 JACKSON, GRACE** CSAC ID: 10 9 123456 ▼

**Student Data** View Student History

SSN	DOB	Grant ID	Cycle ID	Housing Code	Dep Status	New / Renewal	EL Code	TANF	Foster Youth	SWD	CSAC Budget	EFC	Remain Elig	Forecast Elig	Roster Section
	01/04/2000		E1	1	D	R	2	Y	N	N	*****	*****	100.03%	100%	ELIGIBLE(1)

**Notifications**

- School Change Required. ⓘ

**Term** Adj Reason ⓘ Pay Status ⓘ

**Fall Term** Already paid at school - 00131300 - UC DAVIS

**Spring Term** Already paid at school - 00131300 - UC DAVIS

# Display Roster

- Grant ID
- Cycle ID
- Housing
- Dependency Status
- New/Renewal
- Education Level
- CSAC Budget
- EFC
- Remaining Eligibility
- Roster Section
- Flags
- Terms
- Program Code
- Award Type
- Annual Award
- Term Award
- *TANF Eligibility*
- *Foster Youth (Cal Grant B)*
- *Students with Dependent Children*
- *Foster Youth Access*

# Display Roster Screen

**Housing Code**  
 1- On Campus  
 2- With Parents  
 3- Off campus

**Dependency Status**

**N- New  
 R- Renewal**

**Education Level**

**“View Student History”**  
 links to ‘Payment History’

**Cycle ID:**  
 E1, E2,  
 E3, C1

**Eligible Section**

- Remaining Eligibility: 150%
- Forecast Eligibility: 100% annual projected use (semester system)

**TANF flag**

**FY flag**

**Student with Dependents**

# Grant Roster Data File

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	
1	Transaction Code	Action Code Flag	Section Indicator	Grant ID Number	Grant ID Flag	Grant ID Number	Social Security	Social Security Flag	Last Name	First Name	Middle Initial	Date of Birth	Program Code	Program Code Flag	Dependency Status	New-Renew Indicator	EI Code
2	GPPR		1			E12	000000000						A	-E1	D	R	2
3	GPPR		1			E13	000000000						A	-E1	D	R	1
4	GPPR		1			E12	000000000						A	-E1	D	R	2
5	GPPR		1			E13	000000000						B	-E2	D	R	3
6	GPPR		1			E13	000000000						A	-E1	D	R	1
7	GPPR		1			E11	000000000						B	-E1	D	R	3
8	GPPR		1			E13	000000000						A	-E1	D	R	1
9	GPPR		1			E11	000000000						A	-E1	D	R	3
10	GPPR		1			E14	000000000						A	-E1	D	N	1

	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD
	EI Code	Housing Code	CSAC Amount	Budget Amount	EFC Amount	Need	Adjusted Need	Remaining Eligibility	Forecasted AY Eligibility	Annual Award Amount	Annual Tuition/Fee Amount	Annual Access Amount	Annual Books & Supplies Amount	Fall Total Amount	Fall Tuition/Fee Amount
2		2	\$28,929	\$0	\$20,070			133.36%	100.00%	\$12,192	\$12,192	\$0	\$0	\$4,064.00	\$4,064.00
1		1	\$33,802	\$0	\$33,802			233.35%	100.00%	\$12,192	\$12,192	\$0	\$0	\$4,064.00	\$4,064.00
2		1	\$33,802	\$0	\$32,342			133.36%	100.00%	\$12,192	\$12,192	\$0	\$0	\$4,064.00	\$4,064.00
3		2	\$28,929	\$0	\$26,971			33.35%	100.00%	\$13,840	\$12,192	\$1,648	\$0	\$4,613.00	\$4,064.00
1		1	\$33,802	\$0	\$31,600			400.00%	100.00%	\$12,192	\$12,192	\$0	\$0	\$0.00	\$0.00
3		3	\$25,737	\$0	\$25,737			133.34%	100.00%	\$13,840	\$12,192	\$1,648	\$0	\$4,613.00	\$4,064.00
1		1	\$33,802	\$0	\$30,641			233.35%	100.00%	\$12,192	\$12,192	\$0	\$0	\$4,064.00	\$4,064.00
3		1	\$33,802	\$0	\$33,802			100.03%	100.00%	\$12,192	\$12,192	\$0	\$0	\$4,064.00	\$4,064.00
1		1	\$33,802	\$0	\$33,802	*****		333.34%	100.00%	\$12,192	\$12,192	\$0	\$0	\$4,064.00	\$4,064.00