### Day Two Agenda

- 1. Navigating WebGrants
- 2. Reports and Tools
- 3. Reconciliation
- 4. Resources
- 5. Chafee Grant
- Middle Class Scholarship \*

At the conclusion of today's regular sessions, we will offer an additional session on the Middle Class Scholarship

# California Student Aid Commission

2019 Regional Training Day 2



# California Student Aid Commission







#### 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.



# Getting Access



# Getting Started with WebGrants



Complete and submit:

- Administrators Actess
  Request Form or User
  Access Access Form of User
- Information Security and Confidentiality Agreement



#### WebGrants Access Forms

CALIFORNIA

ollege Syster	California Student Aid Commission		8	STUDENT AID
	Information Security and Confidentiality	/ Agreement	ALF.	COMMISSION
signed GDS - WebGra commission prior to gail assword. System Ad	The Information Security and Confidentiality Agreement is required by the (high school, post-secondary educational institution, agent, program, or			
•	Security and Confidentiality Agreement:			
I. Institution Sec Primary Institution I	The California Student Aid Commission (Commission) is committed individual requesting access to a Commission application, database, or the Commission, I may have access to proprietary or confidential inform (collectively PII) must be maintained confidentially, and in a secure fash	information technology system, durin ation. I understand that all proprietar	ng the course of my	duties or purpose a
Additional Institution	I agree to follow all Commission policies and procedures governing photographic, written, or electronic. I will regard both confidential workforce, or during my involvement with Commission as a non-workfor	ty and security as a duty and respo	f PII in any form, in onsibility while part of	ncluding oral, fax of the Commission
	I agree that I will not access, release, or share PIL, except as necessar may not access any information on friends or family members unless necessary part of my job duties, or unless I am otherwise permitted to release PII to anyone who is not part of the Commission workforce Commission policies and procedures, contract, or as required by law.	a Release of Information form autho to so by Commission policies. I unde	orizes me to do so, u erstand that I am not a	nless doing so is a authorized to use o
* If the Authorized Office II. Personal Info Name of System Ad	I agree that I will use all reasonable means to protect the security scrept as permitted by law. Null use only the access privileges! have identifiers (IDs), or share access with others. I will take precuntions to an manner and will make reasonable efforts to prevent conversations to an public areas. If I keep Commission related data and notes on a handheld, knows of and has approved such use and I will keep this information so premises, I will do so only with permission from my supervisor; I will Commission or destroved.	been authorized to use, and will not re word inadvertently revealing PII; for e seing overheard, including speaking it or laptop computer or other electronic scure and confidential. If, as part of r	eveal any of my passi example, I will use we in lowered tones and in device, I will ensure my responsibility, I m	words, user account orkstations in a saf- tot discussing PII in that my supervisor tust take PII off the
Password Reset / A Question:  O Your first pet's	I agree that when my employment, affiliation, visitation or assignm reveal any PII that I had access to as a result of my duties at the Co that renders it unreadable, unusable by anyone else and in accordance wi	mmission. I will either return PII to t	he Commission or de	
O Your favorite O Model & year    certify that I ha	I agree to report unauthorized use or disclosure of PII or security i Student Aid Commission Information Security Office, P.O. Box csachelpdesk@csac.ca.gov, IT Help Desk: 888-294-0148 Fax 916-464-6	ssues affecting systems that contain 419026 Rancho Cordova, CA 957	or give access to P	II, to the California
pertaining to the	I understand that access to all Commission systems is monitored. The		rivacy expressed or it	mplied in my usag
Signature - System Ad	of Commission information systems. My usage of all Commission sy confidentiality laws, including the Comprehensive Computer Data Acc Gramm-Leach-Bliley Act with subsequent "Privacy" and "Safeguare	stems will comply with all federal ess and Fraud Act (California Penal ( ds" rulings, the Information Practic	and California information Code Section 502), Fires Act of 1977, as	nation security and ederal Privacy Act
E-Mail Address (maximu	Commission's security and confidentiality policies and procedures. Any I understand that if I do not keep PII confidential, or if I allow or p immediate disciplinary or corrective action, up to and including dis understand that unauthorized access, use, or disclosure of PII may also y.	articipate in inappropriate disclosu missal or loss of access privileges to	re or access to PII, Commission prope	rty and facilities.
III. Access Requ Note: The Institut Date Request Subm	THIS AGREEMENT WILL REMAIN IN FULL FORCE AND EI DUTIES OR RELATIONSHIP WITH THE COMMISSION ARE AGREEMENT MAY RESULT IN ADVERSE ACTION INCLUE AGREEMENT AND/OR CRIMINAL AND CIVIL PENALTIES UN	FECT UNTIL IT IS EITHER RE CHANGED OR TERMINATED. ING POSSIBLE TERMINATION	SCINDED OR THE NON-COMPLIAN OF EMPLOYME	E REQUESTOR'S
New Re	(SA) Name (Last, Fast, Visida India):	Primary Institution Code	: User ID:(1	eaveblank if unknown)
0	School Address:	City:	State:	Zip Code:
I certify that I ha Administrator au Signature - Institution	E-Mail Address (mains of 40 theradess):	Phone Number	Fax Numbe	r
E-Mail Address (maximu	By signing below, I certify that I have received, reviewed, and under Student Aid Commission (CSAC). I will comply with these policies w	hile using any Commission informa	tion system.	es of the California
	(SA) Signature:	Name/Title:	Date:	
	(AO) Signature:	Name/Title:	Date:	
SD F004 2016	ITSD-F018 2015			

- 1 Authorized Official
- 2 max System Administrators
  - Immediately grant/disable user access
- User Access Request Form
  - Maintained at school for each user
- Renewed annually by July 31 or with change of staff
- Records to be retained for 3 years
- Complete the Information Security Training



# Information Security Training

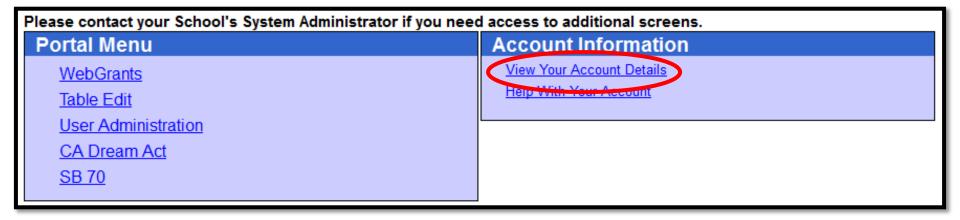
- Complete security training annually
- Must cover the following areas:
  - Information security
  - Privacy
  - Confidentiality
- Must retain training documentation at the institution



# Your WebGrants Account



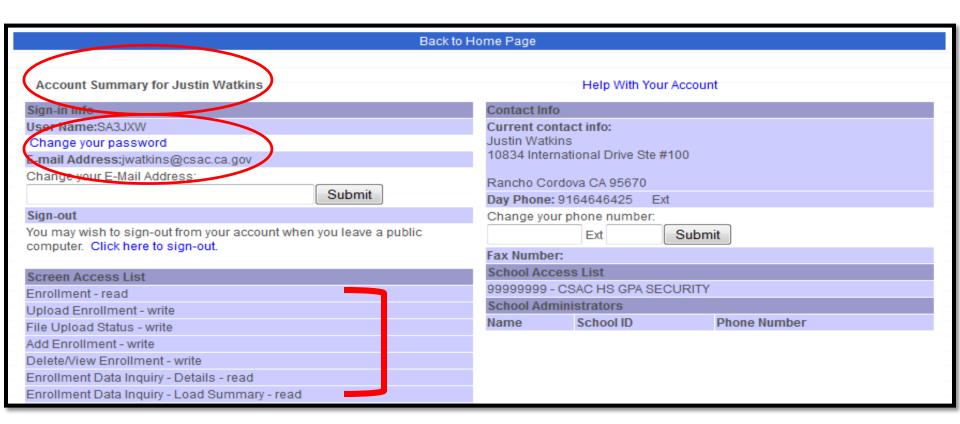
#### Your WebGrants Account





#### **Your Account Details**

- Keep your personal info up-to-date (phone number, email address)
- Change your password if necessary.
- View who (at your campus) is your System Administrator(s)





# If You Are The System Administrator...

You have access to create/change WebGrants User Accounts for your campus





#### **User Administration**

#### **User Administration Menu**

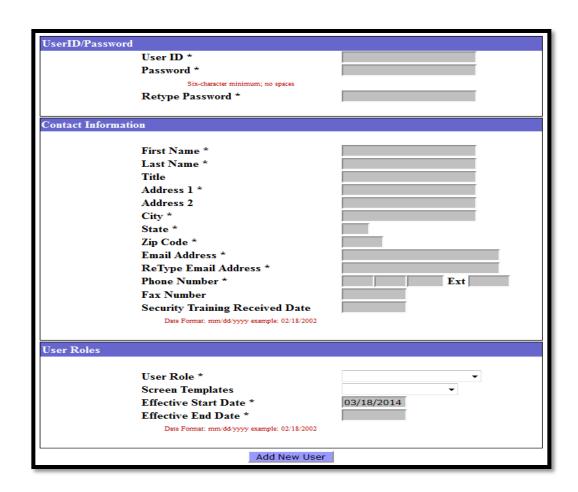
Add New Users

Edit Existing Users

User Access Report

### Adding a New User

- User ID must be unique
- All fields marked with (\*) are required
- Access cannot exceed 1 calendar year
- User Access Forms must be kept on file



#### Adding a New User

- Assign access to specific WebGrants screens depending on User role
- For Example: a User from your fiscal office may only need access to 'Report Download', and the Reconciliation screens.

Screen Access				
Screen Name			Access Per	missions
Enrollment				
GPA				
Student Info				
Award Summary	None	Read	Write	Grant
Award Detail	None	Read	Write	Grant
Student History	None	Read	<ul><li>Write</li></ul>	Grant
CA Aid Report	None	Read	<ul><li>Write</li></ul>	Grant
Grant Record Changes	None	Read	Write	Grant
Simulator	None	Read	Write	Grant
School Info				
Roster/Reconciliation				
Customize Roster	None	Read	Write	Grant
Display Roster	None	Read	Write	Grant
Print Roster	None	Read	Write	Grant
Display Accept / Reject Report	None	@ Read	Write	Grant
Data Transfer				
Chafee Grant				
Accounting				
California National Guard				
EAAP Roster	None	Read	Write	Grant
EAAP Payment	None	Read	Write	Grant
CA Dream Act				
NON-SSN GPA				
SB 70				
	Save Char	nges to CSA	AC	



### **Disabling User Access**

- Disable
   WebGrants
   access for staff
   that depart
- Input the date on the "End Date"





### WebGrants User Access Report

 View all active & inactive accounts for your campus

See when each
 User account will
 expire (End Date)

California Student Aid Commission WebGrants User Access for CSAC

**Active Users Report** 

Number of Records: 69 Print Date: 6/1/2018 12:16:34 PM

Rec #	Name	User ID	Start Date	End Date	User Role
1	Dianne Alexander	SA9.	6/16/2016	6/16/2018	
2	Javier Arguello	SA9.	1/9/2017	1/9/2020	
3	Aidee Bucio	SA9.	9/30/2016	9/30/2018	
4	Nai Saeteurn	SA9	8/15/2014	8/15/2020	
5	Adrian Slade	SA9	12/8/2015	12/7/2018	



#### **Best Practice**

Renew your access each year

- Set reminders to review user end dates
- Information Security Confidentiality Agreement
- System Administrator Access Request Form

Contact Technology Help Desk for access assistance

- 888-294-0148
- csachelpdesk@csac.ca.gov

Contact Institution Support for Cal Grant assistance

- 888-294-0153
- schoolsupport@csac.ca.gov

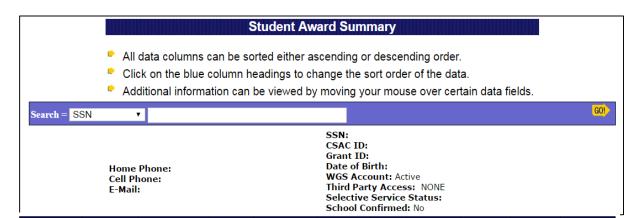
Making education beyond high school financially accessible to all Californians.

# Student Info Screens



# **Award Summary**

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

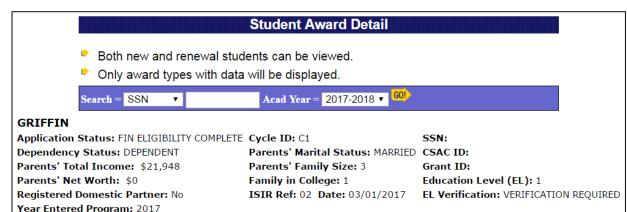


Academic Year ₹	Program Name	Application Status	Award Status	Award Status Date	Award Amount	Cycle ID	School ID	P/E Reason	C/E Reason	CC Reserve
2016-2017	В	сомм wth	COMM WTH	04/19/2017	\$13,964	E2	00131300	30		N
2015-2016	А	F-E CMPL	COMM WTH	11/25/2015	\$12,240	E2	00131300	88		N
2015-2016	В	F-E CMPL	AUTO ACC	07/27/2015	\$13,896	E2	00131300			N
2014-2015	А	IE-E CIVIDI	DENY LOW	10/06/2014	\$12,192	C2	00123200			Y
2014-2015	В	IE-E CIVIDI	DENY LOW	10/06/2014	\$1,648	C2	00123200			Y
2013-2014	А	F-E CMPL	DENY LOW	09/30/2013	\$12,192	C2	00123200			Y
2013-2014	В	F-F CMDI	DENY LOW	09/30/2013	\$1,473	C2	00123200			Υ



#### **Student Award Detail**

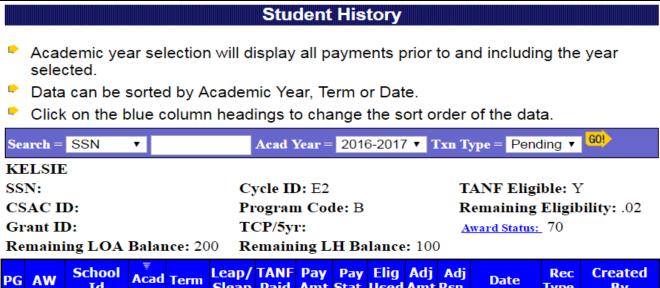
- Information listed on the FAFSA or CADAA
- View details of award or disqualification by Academic Year
- ShowsCompetitive CalA & B Scores



real Effect Program: 2017			
	NE	W	
	Cal Grant A	Cal Grant B	Cal Grant C
School ID/Program Code	00730400 00	00730400 00	00730400 00
Segment	PR 4Y GR	PR 4Y GR	PR 4Y GF
Semester/Quarter	SEMESTER	SEMESTER	SEMESTER
Score		429	
Score Detail	CAL A SCORES	CAL B SCORES	CAL C SCORES
GPA/Type	0.00 / Reestablished GPA	2.50 / RE-ESTAB	0.00 / Reestablished GPA
Attendance Status	FULL	FULL	FULI
Housing Code	1 - CAMPUS	1 - CAMPUS	1 - CAMPUS
Remaining Program Eligibility	400.00%	400.00%	200.00%
Award Status	PROGRAM EDIT DISQUAL	SCORE BELOW CUTOFF	FINANCIALLY ELIGIBLE
Budget Amount/Duration	\$0 / 12	\$45,490 / 12	\$45,490 / 12
Expected Family Contribution (EFC)	\$965	\$965	\$965
Other Aid	\$0	\$0	\$0
Veterans Benefits	\$0	\$0	\$0
Unmet Need			\$44,525
Total Award Amount	\$0	\$2,505	\$4,513
Tuition/Fees	\$0	\$0	\$3,693
Access/Books&Supplies	\$0	\$2,505	\$820

# **Student History**

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



PG	AW	School Id	₹ Acad Yr	Term	Leap/ Sleap							Harre	Rec Type	Created By
В	T/F	00131300	2016	FL		Υ	4,098	RP	33.33			09/23/2016	PAY	
В	ACCS	00131300	2016	FL				RA	33.33	556	FT	09/23/2016	PAY	
В	T/F	00131300	2016	WN		Υ	4,098	RP	33.33			01/06/2017	PAY	
В	ACCS	00131300	2016	WN				RA	33.33	556	FT	01/06/2017	PAY	
В	T/F	00131300	2016	SP				RA	33.33	0	SR	04/19/2017	PAY	
В	ACCS	00131300	2016	SP				RA	33.33	0	SR	04/19/2017	PAY	
В	T/F	00131300	2015	FL		Υ	4,080	RP	33.33			11/25/2015	PAY	
В	ACCS	00131300	2015	FL			552	RP	33.33			11/25/2015	PAY	
В	T/F	00131300	2015	WN		Υ	4,080	RP	33.33			01/08/2016	PAY	
В	ACCS	00131300	2015	WN			552	RP	33.33			01/08/2016	PAY	
В	T/F	00131300	2015	SP		Υ	4,080	RP	33.33			04/01/2016	PAY	
В	ACCS	00131300	2015	SP			552	RP	33.33			04/01/2016	PAY	

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# **Grant Record Changes (G-21)**

- Changes/updates to student records
- All G-21's submitted are reviewed by Commission staff before approval

		Pendin			
New Student			•		
			Date of Birth	h:	
SSN:			Grant ID:		
CSAC ID:					
Educational Level (EL) Verific					
The above student's initial grant					
At the time of this grant paymer	it the student's EL v	vas	▼ (1-Fre	eshman) verify without	change U
<ul> <li>Dependency Status Overriestablishing federal and campus information must be provided be</li> </ul>	financial aid eligibil				
Dependency Status:					
Dependent					
Doponaone					
<ul> <li>Independent with dependent</li> </ul>	ts other than a spou	ise			
	•				
Independent without dependent	dents other than a s	spouse			
<ul> <li>Independent without dependent</li> <li>Estimated Family Contribution</li> </ul>	dents other than a s	spouse	:		
<ul> <li>Independent without dependent</li> <li>Estimated Family Contribution</li> </ul>	dents other than a s	spouse	:		
<ul> <li>Independent without dependent</li> <li>Estimated Family Contribution</li> </ul>	dents other than a s	spouse	:		
■ Independent without dependent Sestimated Family Contributio ■ Automatic Zero ■ EFC Sim	dents other than a s on (EFC) Formula ( oplified Regular	spouse	:		
■ Independent without dependent stimated Family Contribution ■ Automatic Zero ■ EFC Simulation ■ Rumber of Family Members:	dents other than a s on (EFC) Formula ( oplified Regular	spouse  Calculation:			
■ Independent without dependence  Estimated Family Contributio  Automatic Zero ■ EFC Sim  Number of Family Members:  EFC:	dents other than a s on (EFC) Formula ( oplified Regular	Spouse  Calculation:	:		
■ Independent without dependent Sestimated Family Contributio ■ Automatic Zero ■ EFC Sim  Number of Family Members:  EFC: Unmet Need:	dents other than a son (EFC) Formula (applified Regular 2	(5) (375) (28939)		Student (and Spou	se):
■ Independent without dependence  Estimated Family Contributio  Automatic Zero ■ EFC Sim  Number of Family Members:  EFC:	dents other than a son (EFC) Formula (applified Regular  2  3664  25498	(5) (375) (28939)	: Divorced or Separate		se): ▼ (Single)
Estimated Family Contributio  Automatic Zero EFC Sim  Number of Family Members:  EFC:  Unmet Need:	dents other than a son (EFC) Formula (applified Regular  2  3664  25498	(5) (375) (28939)		d)	-
■ Independent without dependent without dependent without dependent without dependent de	period Regular  Regular  2  3664  25498  Parents:	(5) (375) (28939)		d)	▼ (Single)
■ Independent without dependent without dependent without dependent without dependent dependent of Family Contribution ■ Automatic Zero ■ EFC Sim  Number of Family Members:  EFC: Unmet Need:  Marital Status: Total Income:  Adjusted Net Worth (assets)	plified Regular  Regular  2  3664  25498  Parents:	(5) (375) (28939) (49063)		d)	(Single)
■ Independent without dependent without dependent without dependent without dependent dependent of the second of	plified Regular  Regular  2  3664  25498  Parents:	(5) (375) (28939) (49063)		d)	(Single)
Independent without dependent without dependent without dependent without dependent de	plified Regular  Regular  2  3664  25498  Parents:	(5) (375) (28939) (49063)		d)	(Single)
■ Independent without dependent without dependent without dependence    Estimated Family Contributio ■ Automatic Zero ■ EFC Sim  Number of Family Members:  EFC: Unmet Need:  Marital Status:	plified Regular  Regular  2  3664  25498  Parents:	(5) (375) (28939) (49063)		d)	(Single)
■ Independent without dependent without dependent without dependent without dependent process.  ■ Automatic Zero ■ EFC Sim  ■ Number of Family Members:  ■ EFC:  ■ Unmet Need:  ■ Marital Status:  Total Income:  Adjusted Net Worth (assets)  ■ Parent ■ Student	dents other than a son (EFC) Formula (applified Regular 2 3664 25498 Parents:	(5) (375) (28939) (49063) (0)	Divorced or Separate	d)	(0) (Single)



# Grant Record Changes (G-21) Not for...

- Verifying Education Level
  - Verify on roster
- Requesting withdrawal of student after reporting of IG
  - Always request withdrawal using G-21 with correct reason for withdrawal
- Student not eligible for Transfer Entitlement
  - Report "IT" on roster

- Profession Judgement on a student that is Competitive
  - Make correction to student's application before awarding cycle
- Withdraw a graduated student
  - Use the SR adjustment code on online roster
  - Submit correction which will withdraw student while payment on account
    - Back out payment before submitting G-21

# School Info Screens



#### School Info Menu

#### **School Info Menu**

**Demographics** 

**Contact Information** 

Cost Estimate

<u>Search</u>

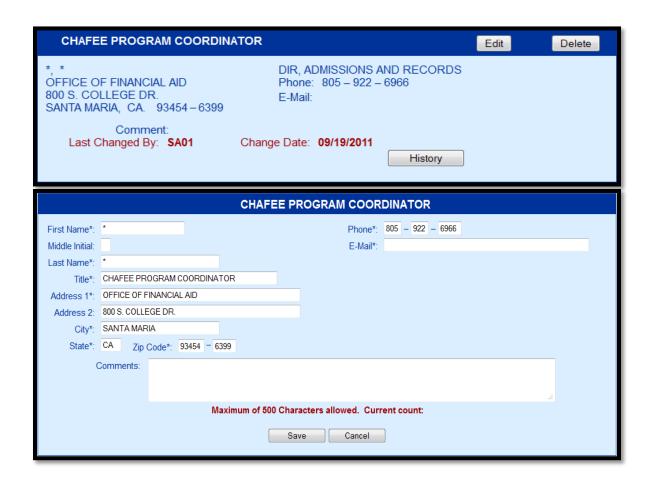


# **Institution Demographics**

	School ID = 00123200 G0!				
	RIVERSIDE CITY COLLEGE		Segment 02	- COMMUNITY COLLE	GE
Address 1:	*	Contract Date:	09/01/1978		
Address 2:	4800 MAGNOLIA AVE.	Phone:	(951) 222	2 - 8000	
City:	RIVERSIDE	Source of Change	e: CSAC		
State:	CA <b>Zip:</b> 92506 - 1299	Comment	5:		
School Inac	ctive Flag: 🔳				
	Previous Data	Submit Changes	Reset		
	Previous Data	Source	of Change	Change Date	Comments
	RIVERSIDE COMMUNITY COLLEGE	Source	or enange	change bate	Commence
	* 4800 MAGNOLIA AVE. RIVERSIDE, CA 92506-1299 (951)222-8000	C	SAC	02-JUN-11	
	RIVERSIDE COMMUNITY COLLEGE				
	4800 MAGNOLIA AVE. RIVERSIDE, CA 92506-1299 (951)222-8700	C	SAC	28-JUL-05	
	RIVERSIDE COMMUNITY COLLEGE  *  4800 MAGNOLIA AVE. RIVERSIDE, CA 92506-1299 (909)222-8700	C	SAC	28-JUL-05	



#### **Contact Information**



#### **Cost Estimate**

	2017-2018	2016-2017
Title IV School ID#	001313	001313
Program/Course Lengtl	h	
#of Months/Clock	Months ▼	
Hours/Credit Hours		
Required Attendance Durin	ng Academic Year	
Number of Terms Per	3 Quarters ▼	3 Quarters
Year		
Term Start Dates		
Fall	09/21/2015	09/21/2015
Winter	01/04/2016	01/04/2016
Spring	03/24/2016	03/24/2016
Summer	06/20/2016	06/20/2016
Enter 9-Month Budgets for	r the Following Costs	
Tuition		
Amount	\$0	\$0
Fees		
Fee Type/Amount	\$	
Total Delete Fees	\$12804	\$12,804



# Display Roster



### **Timing of Rosters**

When do we release rosters?

- 2019-20 AY February 2019
- 2018-19 AY February 2018

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

- High School Entitlement after students are claimed
- Transfer Entitlement immediately after award processing
- Competitive immediately after award processing
- Cal Grant C after students are scored
- Renewal immediately after award processing

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### **Timing of Rosters**

#### 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**

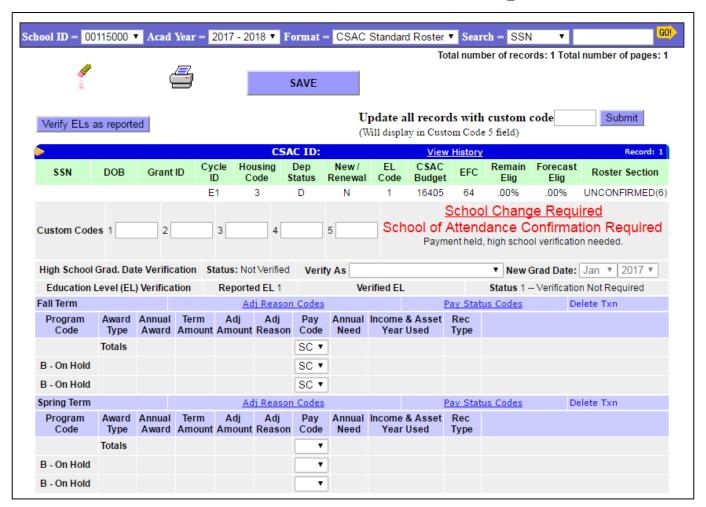
Utilize the Award Status Extract Process

- Provides 2 reports:
  - Awarded
  - Not Awarded

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



### **Confirmation Required**





# **Display Roster**

•					CS	AC ID:			Vie	w Histor	¥			Record: 17	
SSN	DOB	Gran	t ID Cy	(CIE II)	ousing Code	Dep Status	New Renew	_		SAC dget	EFC	Remain Elig	Forecast Elig	Roster Section	
				E1	3	D	N		1 25	978	4230	400.00%	100.00%	ELIGIBLE(1)	
Custom C	odes	1	2	3	4 5	5									
High School	l Grad. Da	ate Verific	cation	Status: N	ot Verified	Verif	y As				•	New Grad [	Date: Jan	▼ 2016 ▼	
(	(High School Grad. Date Verification through CSAC) Request By : ○ Student ○ High School ○ College ○ CSAC														
Education	Education Level (EL) Verification Reported EL 1 Verified EL Status 1 Verification Not Required														
Fall Term				<u>A</u>	dj Reasor	<u>Codes</u>				Pay Sta	tus Co	<u>odes</u>	Delete T	xn	
Program Code	Award Type	Annual Award		Adj t Amount	Adj Reason	Pay Code	Annual Need		e & Asset r Used	Rec Type					
	Totals	\$12,240	\$4,08	)		•									
A - On Hold	T/F	\$12,240	\$4,08	)		•				GRT					
Winter Term				Α	dj Reasor	Codes				Pay Sta	tus Co	<u>odes</u>	Delete T	xn	
Program Code	Award Type	Annual Award	Term Amoun	Adj t Amount	Adj Reason	Pay Code	Annual Need		e & Asset r Used	Rec Type					
	Totals	\$12,240	\$4,08	)		•									
A - On Hold	T/F	\$12,240	\$4,08	)		•				GRT					
Spring Term				<u>A</u>	dj Reasor	<u>Codes</u>				Pay Sta	tus Co	<u>odes</u>	Delete T	xn	
Program Code	Award Type	Annual Award	Term Amoun	Adj t Amount	Adj Reason	Pay Code	Annual Need		e & Asset r Used	Rec Type					
	Totals	\$12,240	\$4,08	)		▼									
A - On Hold	T/F	\$12,240	\$4,08	)		•				GRT					

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### **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)



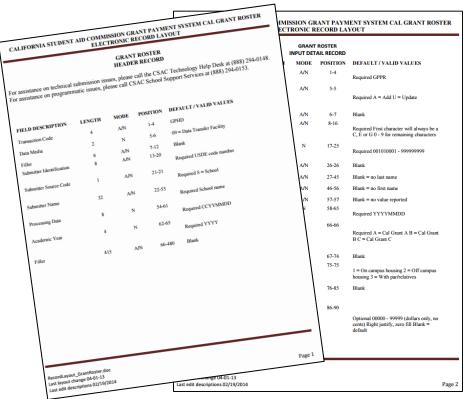
#### **Grant Roster Data File**

	1 /	A	В	С	D	Е	F	G	Н		J	K	L	M	N	0	Р
	Trans				Grant ID	Grant ID	Social	Social					Program	•	Dependend	y New-Ren	ew
1	Code		Code Flag	Indicator	Number Flag	Number	Security		ag Last Name	First Name	Middle Initial	Date of Bir	th Code	Code Flag	Status	Indicator	El Code
2	GPPR	}		1		E12	000000000						Α	-E1	D	R	2
3	GPPR	}		1		E13	000000000						Α	-E1	D	R	1
4	GPPR	}		1		E12	000000000						Α	-E1	D	R	2
5	GPPR	}		1		E13	000000000						В	-E2	D	R	3
6	GPPR	}		1		E13	000000000						Α	-E1	D	R	1
7	GPPR	}		1		E11	000000000						В	-E1	D	R	3
8	GPPR	}		1		E13	000000000						Α	-E1	D	R	1
9	GPPR	}		1		E11	000000000						Α	-E1	D	R	3
10	GPPR	}		1		E14	000000000						Α	-E1	D	N	1
	Р	Q	R	S	T	U	V	W	Χ	Υ	Z		AA		AB	AC	AD
		FI Code	e Housing	CCAC D.	I FEG												
EI	Code	Li Cou	c mousing	CSAC Bu	dget EFC			lemaining F		Annual Awar	d Annual Tui	tion/Fee A	Innual Acce	ss Annual	Books &	Fall Total F	all Tuition/
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#### **Grant Roster Data File**

Report payments using batch upload process



Making education beyond high school financially accessible to all Californians.



# Questions?