



# SPECIAL ALERT

STATE OF  
CALIFORNIA



## Update from the California Student Aid Commission

**February 25, 2015**

**GSA 2015-11**

TO: High School Counselors

FROM: Catalina G. Mistler   
Chief, Program Administration & Services Division

SUBJECT: **WebGrants System Access**

This Special Alert from the California Student Aid Commission (Commission) reminds high school, district, and county officials to request their own individual WebGrants access for use in the electronic Cal Grant GPA submission process. GPAs must be submitted to the Commission by the March 2 deadline.

- It is imperative that each WebGrants System user logs into WebGrants using their own unique User ID and Password.
- Sharing WebGrants login information is a security violation, is expressly forbidden, and will result in deactivation of any account known to be shared.
- Each user is required to submit the following forms to gain access to the WebGrants System:
  - Grant Delivery System (GDS) - WebGrants System Administrator's Access Request Form (Access Request Form), and
  - Grant Delivery System (GDS) - WebGrants Information Security and Confidentiality Agreement (Agreement).
- Please consult the designated system administrator in your office for WebGrants access privileges.
- If your campus needs to establish a new account, please do so immediately to ensure GPA upload capability by March second; forms are available at [www.csac.ca.gov](http://www.csac.ca.gov) - [WebGrants High School System Access Forms](#). Please retain a copy for your records. You may fax the forms to (916) 464-6430.
- The forms must be re-submitted every two (2) years for accounts to remain active and available for use. If forms are not received, the accounts are automatically disabled and password resets will not re-enable the account.

### Need to contact us?

- Institutional Support phone number: (888) 294-0153
- E-mail: [schoolsupport@csac.ca.gov](mailto:schoolsupport@csac.ca.gov)

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