SPECIAL ALERT
Update from the California Student Aid Commission

July 23, 2015   **GSA 2015-26**

TO: High School Counselors

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

SUBJECT: **Renewal of High School WebGrants Access Forms**

This Special Alert from the California Student Aid Commission (Commission) reminds **high school counselors, districts, and counties** of the biennial requirement to submit the following forms for continued access to WebGrants:

- Grant Delivery System (GDS) – WebGrants Information Security and Confidentiality Agreement (Confidentiality Agreement), and

- Grant Delivery System (GDS) – WebGrants System Administrator's Access Request Form (Access Request Form).

Campuses should be aware that expired accounts needing to be activated may require up to several weeks to process after receipt of the forms.

Advantages of WebGrants

The System Administrator should make it a practice to check the renewal date (two years from the activation date) at the start of the school year to prevent GPA submission delays. In addition to uploading GPAs, other advantages include:

- Search, retrieve, and edit GPA records.

- Access multiple reports.

- Edit and match GPAs to students' financial application (FAFSA and California Dream Act application).

- Verify student high school graduation dates.

- Access and download Commission memos, alerts, and bulletins.

User Access

- The System Administrator (SA) will lose access to the Commission's network and data if the renewal forms are not submitted prior to the renewal date.

- Forms are available at http://www.csac.ca.gov/doc.asp?id=983 under the GPA Information subtitle. Complete the forms, print, sign and forward before your renewal date. Please retain a copy for your records. You may fax the forms to (916) 464-6430, or mail the completed original forms to:

California Student Aid Commission
Information Technology Services Division
ATTN: CSAC Help Desk
PO Box 419026
Rancho Cordova, CA 95741-9026

In an effort to assist with the accurate and timely completion of both forms, the Commission has identified the following areas where errors are commonly made:

WebGrants Information Security and Confidentiality Agreement

- The Authorized Official (AO) may designate no more than two individuals as the institution's System Administrators.

- The AO and the SA cannot be the same individual.

WebGrants System Administrator's Access Request Form

- Submit one Access Request Form for each SA listed on the Confidentiality Agreement.

- The AO listed on the Confidentiality Agreement must be the same individual listed on the Access Request Form.

- Indicate your "Password Reset/Assistance Q&A" (Special Identifier) by clicking on the appropriate category, then entering a unique alpha-numeric answer with at least 5 and no more than 9 characters.

- The "Date Request Submitted" field is the date you completed the form.

- All accounts must be registered with an email address that is associated with the institution (for example, john.smith@centralcitycollege.edu).

- E-mail addresses from non-institutional service providers (Yahoo!, Gmail, Hotmail, etc.) are not allowed due to the sensitive information that may be provided in WebGrants notifications.

- An email notification will be sent once the Access Request form is processed.

Need to contact us?

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

Working together to effectively promote education beyond high school!