



SPECIAL ALERT

STATE OF
CALIFORNIA



Update from the California Student Aid Commission

June 12, 2018

GSA 2018-22

TO: WebGrants System Administrators and Users
County and District Superintendents
High School Counselors

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

SUBJECT: **WebGrants System Access for GPA Submission**

This Special Alert from the California Student Aid Commission (Commission) reminds high schools, districts, and county officials to ensure that their WebGrants access is up to date for use in the electronic 2019-20 Cal Grant GPA submission process. GPAs must be submitted to the Commission by the **October 1** deadline.

- WebGrants System users must log 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 applicable form(s) to gain or renew access to the WebGrants System:
 - High School System Administrator's Access Request Form
 - District System Administrator's Access Request Form
 - County System Administrator's Access Request Form
 - Individual High School User Access Request Form
- Please consult the designated System Administrator (SA) 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 the October 1 deadline. Forms are available at <http://www.csac.ca.gov/post/access-forms>. Please retain a copy for your records. You may email the forms to csacit servicedesk@csac.ca.gov, or you may fax them to (916) 464-6430.
- WebGrants Access forms must be resubmitted every two (2) years for accounts to remain active. If forms are not received by the due date, accounts are automatically disabled and password resets will not re-enable accounts.

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!