April 15, 2020

TO: Financial Aid Administrators

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

SUBJECT: Institution Contacts and List-Serv

This Special Alert from the California Student Aid Commission (Commission) reminds institutions to stay informed by updating Institution Contacts in WebGrants and signing up for our List-Serv on our website.

Commission staff use the Institution Contacts page to send individual alerts and inquiries. Contact information must be updated regularly to facilitate prompt and accurate communication. Our List-Serv is the primary means of communication from the Commission. This is especially important as many institutional staff are working remotely, and alternative contacts may be unavailable.

Please take a moment to ensure that your Institution Contacts page is current in WebGrants. Updates can be made by your institution’s System Administrator (SA). If you are unaware of who your SA is, please contact the Commission’s Institutional Support Unit.

How to Update Institutional Contacts

- In WebGrants, select School Info
- Select Contact Information. This will open the Institutional Contacts page.
- To update a contact, select Edit and enter the updated information.

How to Sign up for List-Serv

- Please click here to sign up for our List-Serv.

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!