



SPECIAL ALERT

STATE OF
CALIFORNIA



Update from the California Student Aid Commission

April 15, 2020

GSA 2020-13

TO: Financial Aid Administrators

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

SUBJECT: **Institution Contacts and ListServ**

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 ListServ

- Please click [here](#) to sign up for our ListServ.

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!