August 5, 2021   **GSA 2021-32**

TO: High School Counselors

FROM: Tae Kang *Tae Kang*
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SUBJECT: **WebGrants Access for High Schools and Equivalent Schools**

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 2022-23 Cal Grant GPA submission process. As announced in GOM 2021-19, GPAs must be submitted to the Commission by the **October 1, 2021** deadline.

To renew WebGrants access, please complete the WebGrants System Administrator's Access Request. Both System Administrators and on-site users may utilize the form to request WebGrants access. Please see the applicable sections below for more information on each type of access.

System Administrator Access

The Authorized Official (AO) may designate no more than two individuals as the school's/district's System Administrators (SAs). Submit one Access Request Form for each SA. The AO and the SA cannot be the same individual. The AO shall not have authorization to access WebGrants.

- WebGrants System Administrator's Access Request forms must be completed every two years for accounts to remain active. If forms are not completed after two years, accounts are automatically disabled and password resets will not re-enable accounts.

- For best results, please complete the form electronically, digitally sign, and submit to webgrantsaccess@csac.ca.gov.

- To remove SA access, select the "Disable Account" option in Section 2 of the form and provide the name or User ID you would like removed. Disabling an account can be done when adding a new SA or as a standalone submission. The AO must sign off on any disable request.

- The AO listed on the Access Request Form (page 2) must be the same individual listed on the Confidentiality Agreement (page 3).

- All accounts must be registered with an email address that is associated with the school/district (for example, joan.smith@centralcityusd.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.

User Access

- User access is granted and administered by the SA.

- School/district employees or agents who require WebGrants access will select "User Only," in Section 1 of the form. The user should complete the form, then the user and the institution's SA should read and sign the Security and Confidentiality Agreement. Retain copies of User Agreements on site.

- The SA(s) will ensure that all school/district employees or agents who require WebGrants access will sign a WebGrants System Administrator's Access Request prior to being granted access to the WebGrants System.

- User access shall be renewed upon completion of either an annual Commission-supplied or institution-supplied training in the areas of information security, privacy and confidentiality.

FAFSA/Dream Act Completion Program Agreement

Please be sure that your institution has a valid FAFSA/Dream Act Completion Program Agreement on file with the Commission. Institutions may be required to resubmit an agreement when renewing or creating a new SA account.

Need to contact us?

➢ For questions and assistance in completing the form:
   Institutional Support: (888) 294-0153 or webgrantsaccess@csac.ca.gov

➢ For assistance with WebGrants password resets:
   IT Service Desk (888) 294-0153, Option 2

➢ To report potential security issues:
   iso@csac.ca.gov

➢ Send completed forms to:
   webgrantsaccess@csac.ca.gov

Working together to effectively promote education beyond high school!