Additional Step-by-Step Instructions for Cal-SOAP Staff filling requesting/changing Webgrants Access:

1. Read through Page 1 “Informational / Instructions for System Administrator’s Request Form” for official instructions.
2. On Page 2 “Webgrants System Administrator’s Access Request”, Section 1 – Institution Information:
   a. Select “Cal-SOAP”.
   b. Your institution is the name/address of your Consortium.
   c. For the College Board Code, leave blank.
3. Section 2 – Personal Information
   a. Select if you would like to create a “new” account, “renew” or “change” (like if you were to change schools).
   b. Disable account – this is only if you are disabling someone else’s account, like if they retired. Type their name under “disable administrator account”.
   c. System Administrator & Password Reset Information – complete your information.
4. Section 3 – Authorized Official
   a. Leave blank; the authorized official that approves webgrants requests for Cal-SOAP is a CSAC staff member.
5. On Page 3:
   a. System Administrator & Institution Information – complete your information & for your Cal-SOAP consortium.
   b. College Board Code – Leave blank.
   c. User ID – only type your user ID if you are renewing or changing your webgrants account. Otherwise, leave blank.
   d. Sign your name under SA signature.
6. On Page 4 “Schools List”:
   a. List all the schools that are in your consortium that you would like access to view webgrants information. Note: the Cal-SOAP user role can only VIEW but not CHANGE webgrants information.
7. To submit the completed webgrants request form:
   a. On Page 3, Select the grey “SA Submit” button on the bottom of the form.

    Note: Webgrants accounts for Cal-SOAP users do not expire.

If you have any questions, please e-mail calsoap@csac.ca.gov
or contact the Cal-SOAP Program Analyst.