

# WebGrants Access Request – System Administrator



WebGrants is the California Student Aid Commission’s (CSAC) web-based Grant Delivery System (GDS) management platform. Through this portal institutions can manage their Cal Grant roster, upload GPAs, and run reports. All organizations and institution types should utilize one of the forms from our WebGrants Access Request webpage to request WebGrants access.

**WebGrants Access Request Overview**  
 WebGrants has 3 user types. The only user type that submits WebGrants Access Request forms to CSAC are System Administrators.

**WebGrants User Type Hierarchy**  
**Authorized Official > System Administrator > Users**

**Authorized Official (AO)** – Typically administrators at an institution, school, or organization. For high schools, this is usually the school principal. An AO does not have access to WebGrants.

**System Administrator (SA)** – person authorized to manage WebGrants access on behalf of an institution, school, or organization. The SA creates and manages user accounts. There is a limit of 2 System Administrators. Only SA’s submit the WebGrants Access Request form to CSAC.

**Users** – individuals who have access to WebGrants and whose access is managed by the System Administrator. Users do not send WebGrants Access Request forms to CSAC

**WebGrants Access Request Instructions**

Section 1: Institution/School/Organization Information

- Select type of Institution/School/Organization and complete information.
- Utilize the Additional Schools List if requesting access to more than one Institution/School/Organization.

Section 2: Request Type

- Select only one type of request. Use text field to add notes.
  - New – New account with CSAC. Requester has never had a WebGrants account with CSAC.
  - Renew – Renew access for an existing account whose effective end date has passed.
  - Change – Change user type from User to System Administrator or System Administrator to User. Enter User ID if known.
  - Change – Add or Remove Institution/School/Organization needing access to.
  - Disable – Disable access to WebGrants. Enter User ID if known.

Section 3: System Administrator (SA) Information

- Email address must be unique. WebGrants only allows one account per email address. 3<sup>rd</sup> party emails (Gmail, yahoo, etc.) not allowed.

Section 4: Authorized Official (AO) Information

- Authorized Official (AO) and System Administrator (SA) cannot be the same person. An AO does not have access to WebGrants.

Section 5: Information Security and Confidentiality Agreement

- Both Authorized Official (AO) and System Administrator (SA) must sign.

**Section 1: Institution/School/Organization Information**

Select Type:

<input type="checkbox"/>	High School, Community College, CSU/UC, Private, For-Profit
<input type="checkbox"/>	County, District
<input type="checkbox"/>	Other

Institution/School/Organization Name:		OPE ID/College Board Code:	
Institution/School/Organization Address:	City:	State:	Zip Code:

**Section 2: Request Type**

<b>NEW:</b>	<b>RENEW:</b>	<b>Change:</b>	<b>Disable:</b>
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**Section 3: System Administrator (SA) Information**

Print Name:	Title:
Email:	Phone:

**Section 4: Authorized Official (AO) Information** Note: AO and SA cannot be the same person

Print Name:	Title:
Email:	Phone:

**EMAIL COMPLETED FORMS TO: WEBGRANTSACCESS@CSAC.CA.GOV**

## WebGrants Access Request – System Administrator

The Information Security and Confidentiality Agreement must be signed by anyone with access to the Commission’s network and data. See Section 5: Information Security and Confidentiality Agreement Acknowledgement. Copies of this documentation shall also remain at the Institution.



<b>Information Security and Confidentiality Agreement</b>
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The California Student Aid Commission (Commission) is committed to protecting the confidentiality and security of information. As an individual requesting access to a Commission application, database, or information technology system, during my duties or purpose at the Commission, I may have access to proprietary or confidential information.

I understand that all proprietary and personally identifiable information (collectively PII) must be maintained confidentially, and in a secure fashion.

I agree to follow all Commission policies and procedures governing the confidentiality and security of PII in any form, including oral, fax, photographic, written, or electronic. I will regard both confidentiality and security as a duty and responsibility while part of the Commission workforce, or during my involvement with Commission as a non-workforce member.

I agree that I will not access, release, or share PII, except as necessary to complete my duties or purpose at the Commission. I understand that I may not access any information on friends or family members unless a Release of Information form authorizes me to do so, unless doing so is a necessary part of my job duties, or unless I am otherwise permitted to do so by Commission policies. I understand that I am not authorized to use or release PII to anyone who is not part of the Commission workforce or an approved visiting observer or Commissioner except as provided in Commission policies and procedures, contract, or as required by law.

I agree that I will use all reasonable means to protect the security of PII in my control, and to prevent it from being accessed or released, except as permitted by law. I will use only the access privileges I have been authorized to use, and will not reveal any of my passwords, user account identifiers (IDs), or share access with others. I will take precautions to avoid inadvertently revealing PII; for example, I will use workstations in a safe manner and will make reasonable efforts to prevent conversations from being overheard, including speaking in lowered tones and not discussing PII in public areas. If I keep Commission related data and notes on a handheld or laptop computer or other electronic device, I will ensure that my supervisor knows of and has approved such use and I will keep this information secure and confidential. If, as part of my responsibility, I must take PII off the premises, I will do so only with permission from my supervisor; I will protect PII from disclosure; and will ensure that the PII is either returned to Commission or destroyed.

I agree that when my employment, affiliation, visitation, or assignment with Commission ends, I will not take any PII with me and I will not reveal any PII that I had access to as a result of my duties at the Commission. I will either return PII to the Commission or destroy it in a manner that renders it unreadable, unusable by anyone else and in accordance with Commission security and confidential destruct policy.

I agree to report unauthorized use or disclosure of PII or security issues affecting systems that contain or give access to PII, to the California Student Aid Commission Information Security Office, P.O. Box 419027 Rancho Cordova, CA 95741; Email: iso@csac.ca.gov and csacitservicedesk@csac.ca.gov, IT Service Desk: 888-294-0153: Option 5.

I understand that access to all Commission systems is monitored. There is no reasonable expectation of privacy expressed or implied in my usage of Commission information systems. My usage of all Commission systems will comply with all federal and California information security and confidentiality laws, including the Comprehensive Computer Data Access and Fraud Act (California Penal Code Section 502), Federal Privacy Act, Gramm-Leach-Bliley Act with subsequent “Privacy” and “Safeguards” rulings, the Information Practices Act of 1977, as amended and the Commission’s security and confidentiality policies and procedures. All unauthorized access is prohibited.

I understand that if I do not keep PII confidential, or if I allow or participate in inappropriate disclosure or access to PII, I will be subject to immediate disciplinary or corrective action, up to and including dismissal or loss of access privileges to Commission property and facilities. I understand that unauthorized access, use, or disclosure of PII may also violate federal and state law and may result in criminal and civil penalties.

This agreement will remain in full force and effect until it is either rescinded or the requestor’s duties or relationship with the commission are changed or terminated. Non-compliance with this agreement may result in adverse action including possible termination of employment, contract, agreement and/or criminal and civil penalties under local, state, and federal laws.

<b>Section 5: Information Security and Confidentiality Agreement Acknowledgement</b>
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By signing this form, I certify that I have received, reviewed, and understand the Information Security and Confidentiality policies of the California Student Aid Commission (CSAC). I will comply with these policies while using any Commission information system. In addition, System Administrators certify that they and/or the WebGrants User (if listed below) have complied with the Commission-supplied or Institutional-supplied (includes LEA or Secondary Schools) training in areas of information security, privacy, and confidentiality. Copies of this documentation shall remain at the Institution.

<b>System Administrator (SA) Information</b>	
Print Name:	Title:
Signature:	Date:
<b>Authorized Official (AO) Information</b>	
Print Name:	Title:
Signature:	Date: