User Reference Guide

WebGrants 4 Students
Creating a WebGrants 4 Students Account

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COURSE OVERVIEW

Why Create an Account?

The California Student Aid Commission (CSAC) has created WebGrants 4 Students (WG4S) just for you, the student. The goal is to provide you with the resources, information and tools needed to assist you with the college financial aid process. WG4S will allow you to manage your Cal Grant, Middleclass Scholarship, and/or Chafee account(s) online by letting you view updates, make school changes, make address changes, make corrections, and post leave of absence requests. It is important for you to understand that your WG4S account does not replace your school or FAFSA accounts. Each account must be monitored and managed independently.
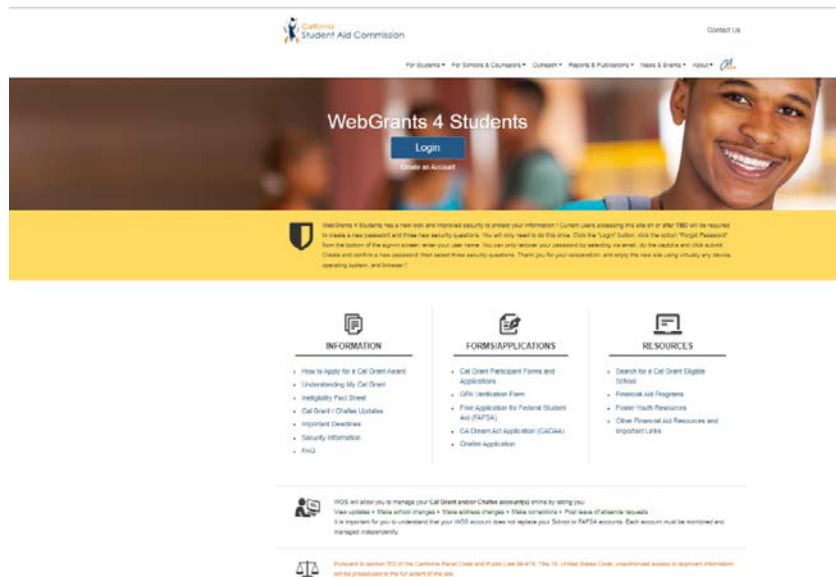
1 CREATING A WEBGRANTS 4 STUDENTS ACCOUNT

In order for students to log into their WebGrants 4 Students account they must first register their account. The student should wait a week after submitting their financial aid application (FAFSA/CADAA) before creating this account. Please note, you must have the most recent year's FASFA or CADAA on file to create an account.

Lesson Objectives:
- In this lesson a student will learn how to create an account through the WG4S registration process.

1.1 Where to begin

(Figure 1 – mygrantinfo.csac.ca.gov)

Step	Description	Action
1.	When a student is creating their WebGrants 4 Students account they should start by going to the website mygrantinfo.csac.ca.gov and click the 'Student Login' button located in the 'Get Started Today' box.	Go to mygrantinfo.csac.ca.gov – Click 'Student Login'
2.	After the student clicks 'Student Login' they will see the WebGrants 4 Students 'Login' page (Figure 1). Under the 'Login' button the student will see a 'Create an Account' option. The student should click, 'Create an Account'.	Click 'Create an Account'

1.1.1   Key Points

- Start by going to mygrantinfo.csac.ca.gov and click the 'Student Login' button on the home page.
- Click the 'Create an Account' button under the 'Login' button.

1.2   Completing the Registration Form
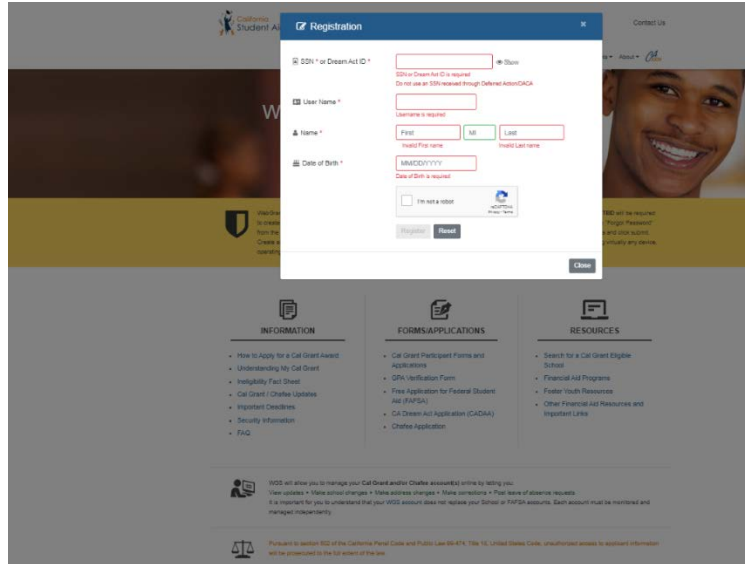
(Figure 2 – mygrantinfo.csac.ca.gov)

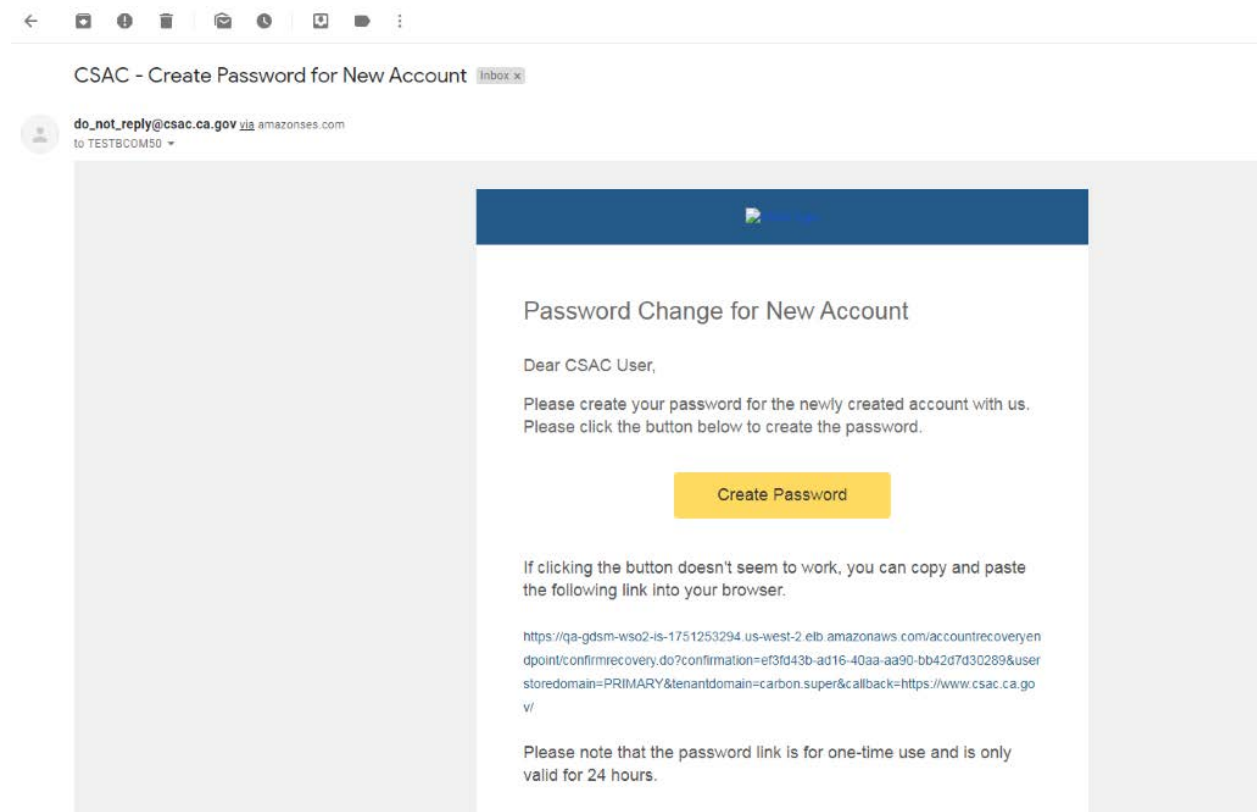| Step	Description	Action
1.	After the student clicks on 'Create an Account' they will be presented with a modal (pop-up) window (Figure 2) which requests the students to fill in the following mandatory fields: 'Social Security Number (SSN) or Dream Act ID', 'Username', 'Student's name', and the student's 'Date of Birth'.	Complete Registration form
2.	The student then verifies they are "not a robot" and clicks register and they will receive a success message instructing them to check their email.	Click register
3.	**Note:** A student will not be able to do this step until the Commission receives their application. It may take a week for the Commission to retrieve the application after it is submitted.	'NA'

1.2.1 Key Points
- Complete the form and click 'Register'.

1.3 Creating a Password

(Figure 3 – Email Generated from WebGrants 4 Students)

Step	Description	Action
1.	After the student completes the registration form, they will receive an email to the email address listed on their FAFSA or CADAA (Figure 3). In the email there is a 'Create Password' button. The student needs to click 'Create Password'.	Open email and click 'Create Password'
2.	**Note:** This password link is for one-time use and is only valid for 24 hours.	'NA'

1.3.1   Key Points
- Log into email address, open 'Create Password for New Account' email, click 'Create Password', and create a password.
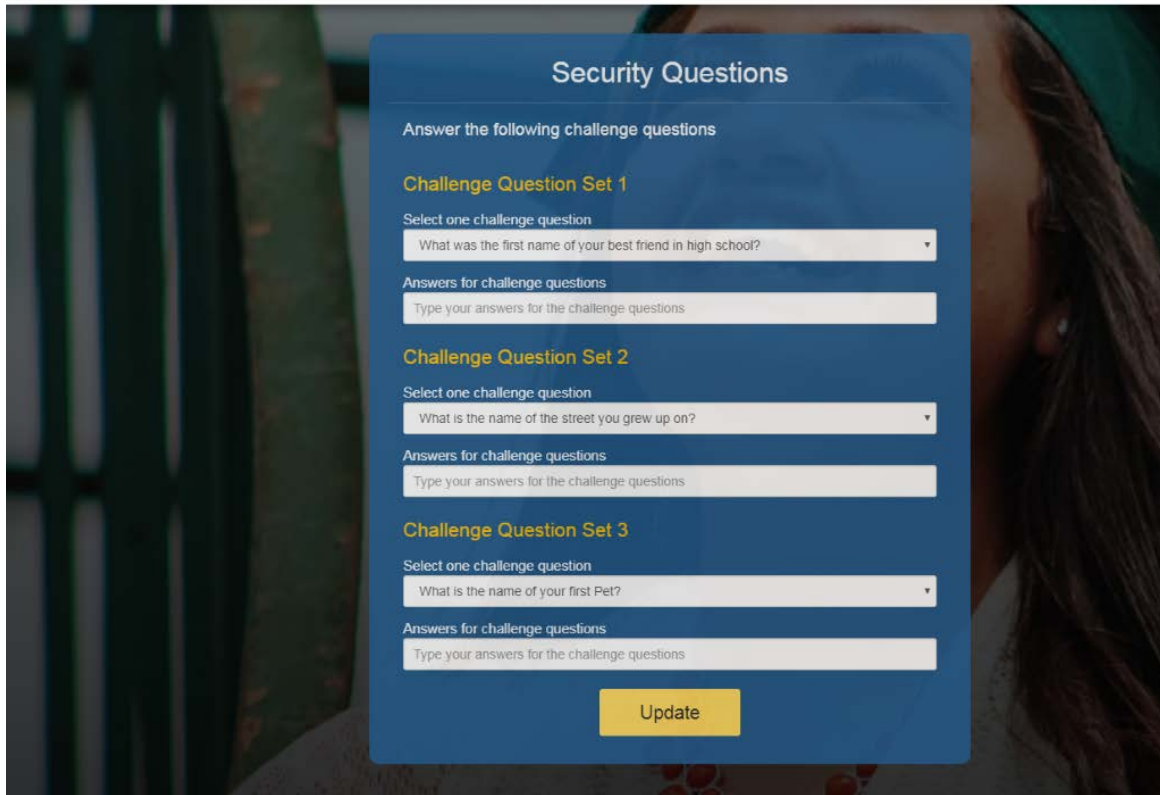
1.4   Signing in
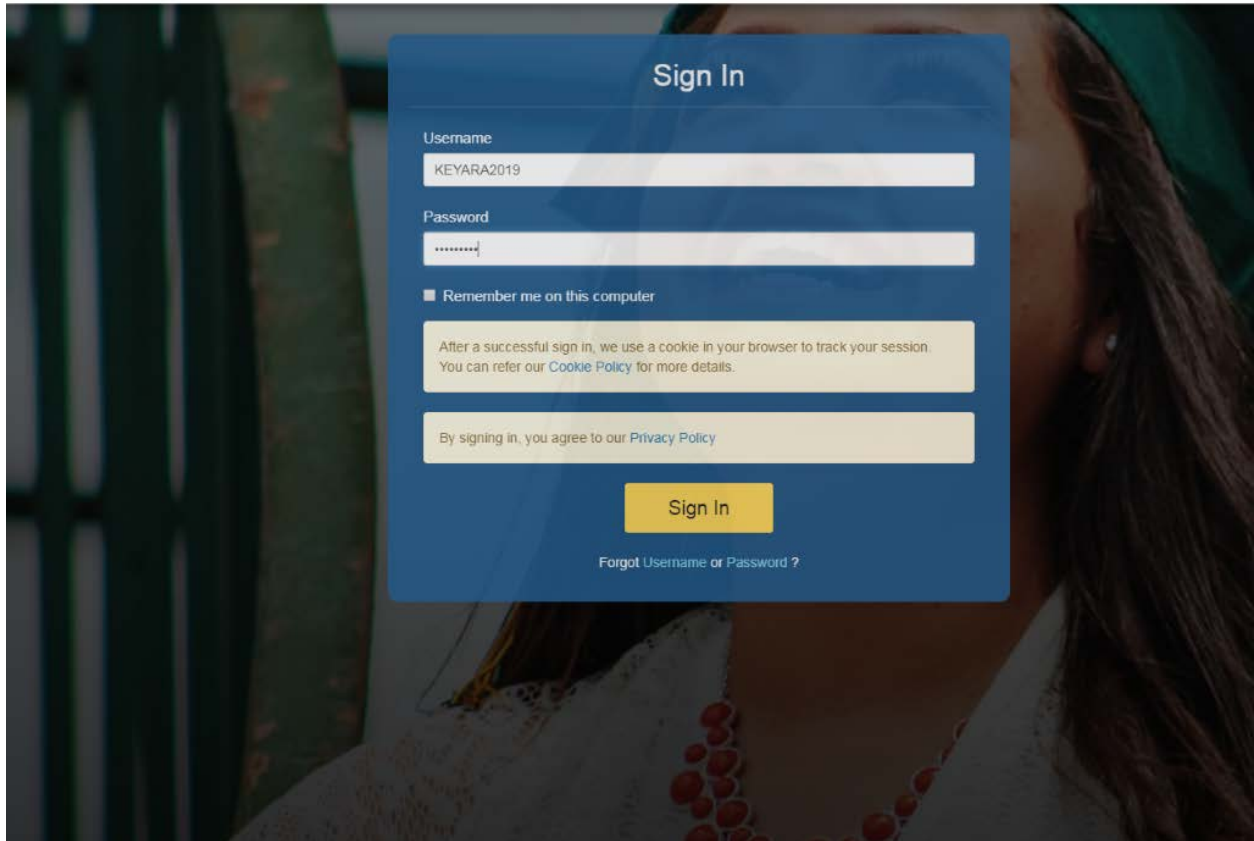
(Figure 4 – WSO2)

Step	Description	Action
3.	After the student creates their password, they will be able to login from the 'Student Login' page (Figure 1) by clicking 'Login'.	Click 'Login' on 'Student Login' page
4.	After the student clicks 'Login' they will be able to enter their newly created username and password.	Enter newly created username and password
5.	The student then needs to click 'Sign-in'.	Click 'Sign-in'

1.4.1 Key Points
- Go back to 'Student Login' page and click 'Login'.
- Type in newly created username and password and click 'Sign-in'

1.5 Security Questions

(Figure 5 – WSO2)

Step	Description	Action
6.	After the student 'Signs in' they will be presented with a menu of challenge questions (Figure 5) that they must answer. The student must select the questions they would like to answer, and then enter the answers that pertain to them. Students will be unable to change these questions at a later time, so it is recommend they document their questions for future reference.	Select and answer Challenge Questions
7.	After the student completes all three challenge questions, they need to click ' Update' and their answers will be saved, and they will be logged into their WebGrants 4 Students account.	Click 'Update'
8.	**Note:** Prior to creating security questions, the student will be sent the One Time Passcode to their email. They must enter this One Time Pass Code (OTP) prior to creating their security questions.	'NA'

1.5.1   Key Points
- Select and answer security questions and click update.