

# USING THE WEBGRANTS SYSTEM



*PRESENTED BY:  
CALIFORNIA STUDENT AID  
COMMISSION*



# IN TODAY'S WEBINAR...

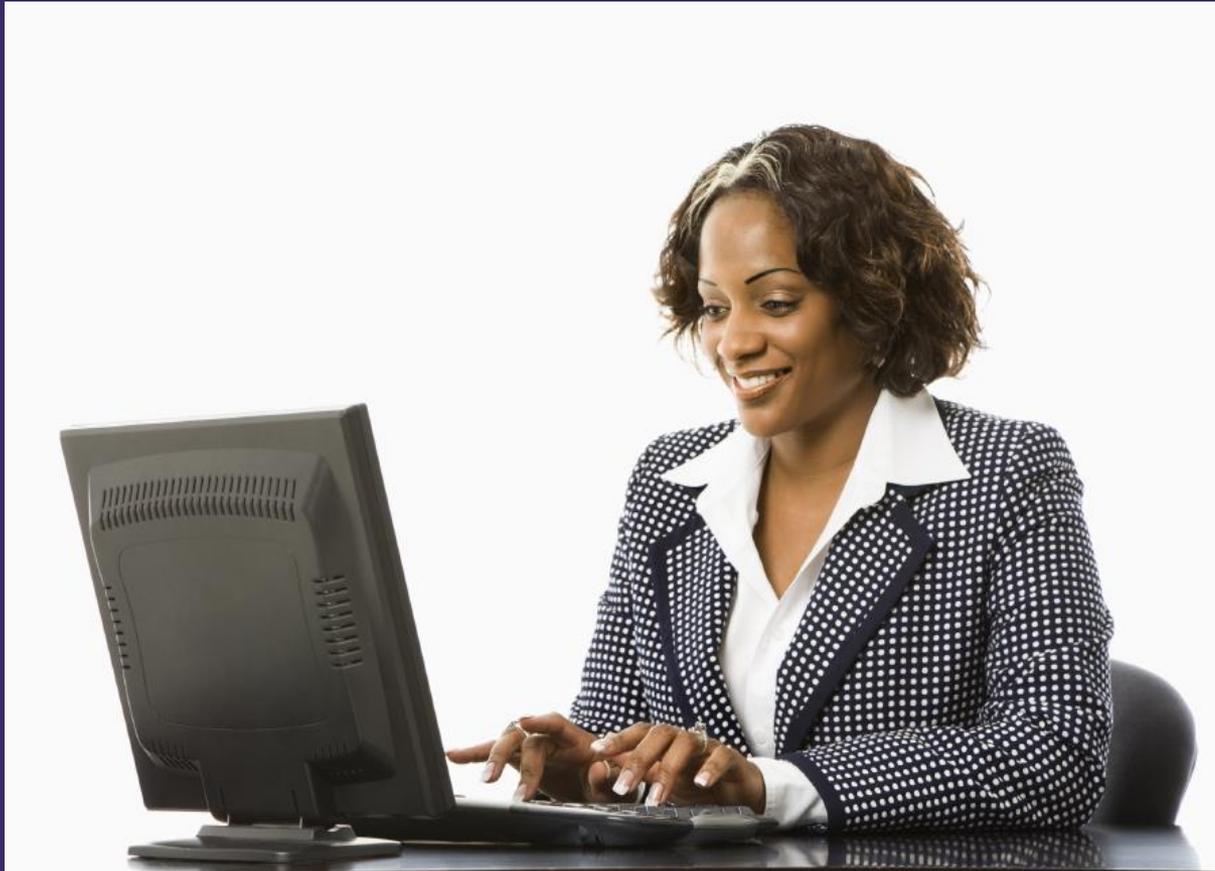
- Phones will be muted to eliminate background noise
- All questions can be typed in the Chat pod to the right, staff is available to answer your questions
- The PowerPoint can be downloaded from the Files pod

# AGENDA

- Your WebGrants Account
- School Information Screens
- Student Information Screens
- Dream Act Screens
- Help Menu and Resources



# **YOUR WEBGRANTS ACCOUNT**



# YOUR WEBGRANTS ACCOUNT

Please contact your School's System Administrator if you need access to additional screens.

## Portal Menu

[WebGrants](#)

[Table Edit](#)

[User Administration](#)

[CA Dream Act](#)

[SB 70](#)

## Account Information

[View Your Account Details](#)

[Help With Your Account](#)

# YOUR ACCOUNT DETAILS

Keep your personal info up-to-date (phone number, email address)  
Change your password if necessary.  
View who (at your campus) is your System Administrator(s)

[Back to Home Page](#)

## Account Summary for Justin Watkins

[Help With Your Account](#)

### Sign-in Info

User Name: SA3JXW

[Change your password](#)

E-mail Address: jwatkins@csac.ca.gov

Change your E-Mail Address:

### Sign-out

You may wish to sign-out from your account when you leave a public computer. [Click here to sign-out.](#)

### Screen Access List

- Enrollment - read
- Upload Enrollment - write
- File Upload Status - write
- Add Enrollment - write
- Delete/View Enrollment - write
- Enrollment Data Inquiry - Details - read
- Enrollment Data Inquiry - Load Summary - read

### Contact Info

Current contact info:

Justin Watkins  
10834 International Drive Ste #100

Rancho Cordova CA 95670

Day Phone: 9164646425 Ext

Change your phone number:

 Ext  

Fax Number:

### School Access List

99999999 - CSAC HS GPA SECURITY

### School Administrators

Name	School ID	Phone Number
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# IF YOU ARE THE SYSTEM ADMINISTRATOR...

You have access to create/change WebGrants User Accounts for your campus

Please contact your School's System Administrator if you need access to additional screens.

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## Account Information

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# USER ADMINISTRATION

## User Administration Menu

[Add New Users](#)

[Edit Existing Users](#)

[User Access Report](#)

# ADDING A NEW USER

- User ID must be unique
- All fields marked with (\*) are required
- Access cannot exceed 1 calendar year

UserID/Password	
User ID *	<input type="text"/>
Password *	<input type="password"/>
<small>Six-character minimum; no spaces</small>	
Retype Password *	<input type="password"/>

Contact Information	
First Name *	<input type="text"/>
Last Name *	<input type="text"/>
Title	<input type="text"/>
Address 1 *	<input type="text"/>
Address 2	<input type="text"/>
City *	<input type="text"/>
State *	<input type="text"/>
Zip Code *	<input type="text"/>
Email Address *	<input type="text"/>
ReType Email Address *	<input type="text"/>
Phone Number *	<input type="text"/> <input type="text"/> Ext <input type="text"/>
Fax Number	<input type="text"/>
Security Training Received Date	<input type="text"/>
<small>Date Format: mm/dd/yyyy example: 02/18/2002</small>	

User Roles	
User Role *	<input type="text"/>
Screen Templates	<input type="text"/>
Effective Start Date *	03/18/2014
Effective End Date *	<input type="text"/>
<small>Date Format: mm/dd/yyyy example: 02/18/2002</small>	

Add New User

# EDIT EXISTING USERS

- Assign access to specific WebGrants screens depending on what the User will be doing
- For Example, a User from your fiscal office may only need access to 'Report Download', and the Reconciliation screens.

Screen Access				
Screen Name	Access Permissions			
<b>Enrollment</b>				
<b>GPA</b>				
<b>Student Info</b>				
<i>Award Summary</i>	<input type="radio"/> None	<input checked="" type="radio"/> Read	<input type="radio"/> Write	<input type="radio"/> Grant
<i>Award Detail</i>	<input type="radio"/> None	<input checked="" type="radio"/> Read	<input type="radio"/> Write	<input type="radio"/> Grant
<i>Student History</i>	<input type="radio"/> None	<input checked="" type="radio"/> Read	<input type="radio"/> Write	<input type="radio"/> Grant
<i>CA Aid Report</i>	<input type="radio"/> None	<input checked="" type="radio"/> Read	<input type="radio"/> Write	<input type="radio"/> Grant
<i>Grant Record Changes</i>	<input type="radio"/> None	<input type="radio"/> Read	<input checked="" type="radio"/> Write	<input type="radio"/> Grant
<i>Simulator</i>	<input type="radio"/> None	<input type="radio"/> Read	<input checked="" type="radio"/> Write	<input type="radio"/> Grant
<b>School Info</b>				
<b>Roster/Reconciliation</b>				
<i>Customize Roster</i>	<input type="radio"/> None	<input type="radio"/> Read	<input checked="" type="radio"/> Write	<input type="radio"/> Grant
<i>Display Roster</i>	<input type="radio"/> None	<input checked="" type="radio"/> Read	<input type="radio"/> Write	<input type="radio"/> Grant
<i>Print Roster</i>	<input type="radio"/> None	<input checked="" type="radio"/> Read	<input type="radio"/> Write	<input type="radio"/> Grant
<i>Display Accept / Reject Report</i>	<input type="radio"/> None	<input checked="" type="radio"/> Read	<input type="radio"/> Write	<input type="radio"/> Grant
<b>Data Transfer</b>				
<b>Chafee Grant</b>				
<b>Accounting</b>				
<b>California National Guard</b>				
<i>EAAP Roster</i>	<input type="radio"/> None	<input type="radio"/> Read	<input checked="" type="radio"/> Write	<input type="radio"/> Grant
<i>EAAP Payment</i>	<input type="radio"/> None	<input type="radio"/> Read	<input checked="" type="radio"/> Write	<input type="radio"/> Grant
<b>CA Dream Act</b>				
<b>NON-SSN GPA</b>				
<b>SB 70</b>				

[Save Changes to CSAC](#)

# WEBGRANTS USER ACCESS REPORT

- View all active or inactive accounts for your campus
- See when each User account will expire (End Date)

California Student Aid Commission  
Web Grants User Access for  
CSAC

Active Users Report

Number of Records: 73  
Print Date: 3/18/2014 9:00:53 AM

Rec #	Name	User ID	Start Date	End Date
1	Ofélia	SA0000	11/21/2002	11/21/2016
2	Cheryl	SA0000	6/24/2013	6/24/2016
3	Shaunda	SA0000	11/3/2010	8/8/2014
4	Monique	SA0000	9/26/2013	9/26/2014
5	Tabitha	SA0000	8/5/2009	8/8/2015
6	LeAnn	SA0000	12/4/2013	12/4/2014
7	Justin	SA0000	1/25/2007	1/22/2015

# SCHOOL INFORMATION SCREENS



# SCHOOL INFO MENU

## School Info Menu

[Demographics](#)

[Contact Information](#)

[Cost Estimate](#)

[Search](#)

# INSTITUTION DEMOGRAPHICS

School ID = 00123200 GO!

RIVERSIDE CITY COLLEGE Segment 02 - COMMUNITY COLLEGE ▼

Address 1: \*  Contract Date: 09/01/1978

Address 2: 4800 MAGNOLIA AVE.  Phone: ( 951 ) 222 - 8000

City: RIVERSIDE  Source of Change: CSAC

State: CA  Zip: 92506 - 1299  Comments:

School Inactive Flag:

**Previous Data**

Previous Data	Source of Change	Change Date	Comments
RIVERSIDE COMMUNITY COLLEGE * 4800 MAGNOLIA AVE. RIVERSIDE, CA 92506-1299 (951)222-8000	CSAC	02-JUN-11	
RIVERSIDE COMMUNITY COLLEGE * 4800 MAGNOLIA AVE. RIVERSIDE, CA 92506-1299 (951)222-8700	CSAC	28-JUL-05	
RIVERSIDE COMMUNITY COLLEGE * 4800 MAGNOLIA AVE. RIVERSIDE, CA 92506-1299 (909)222-8700	CSAC	28-JUL-05	
RIVERSIDE CITY COLLEGE * 4800 MAGNOLIA AVE. RIVERSIDE, CA 92506-1299 (909)222-8700		10-NOV-03	

# CONTACT INFORMATION

CHAFEE PROGRAM COORDINATOR		Edit	Delete
* *	DIR, ADMISSIONS AND RECORDS		
OFFICE OF FINANCIAL AID	Phone: 805 – 922 – 6966		
800 S. COLLEGE DR.	E-Mail:		
SANTA MARIA, CA 93454 – 6399			
Comment:			
Last Changed By: SA01	Change Date: 09/19/2011		
		History	

CHAFEE PROGRAM COORDINATOR	
First Name*: *	Phone*: 805 – 922 – 6966
Middle Initial:	E-Mail*:
Last Name*: *	
Title*: CHAFEE PROGRAM COORDINATOR	
Address 1*: OFFICE OF FINANCIAL AID	
Address 2*: 800 S. COLLEGE DR.	
City*: SANTA MARIA	
State*: CA Zip Code*: 93454 – 6399	
Comments:	
Maximum of 500 Characters allowed. Current count:	
Save Cancel	

# COST ESTIMATE

	2014-2015	2013-2014
<b>Title IV School ID#</b>	<input type="text"/>	<input type="text"/>
<b>Program/Course Length</b>		
<b>#of Months/Clock Hours/Credit Hours</b>	<input type="text"/> Months <input type="button" value="v"/>	<input type="text"/>
<b>Required Attendance During Academic Year</b>		
<b>Number of Terms Per Year</b>	2 Semesters <input type="button" value="v"/>	2 Semesters
<b>Term Start Dates</b>		
Fall	<input type="text"/> 08/23/2014	08/24/2013
Winter	<input type="text"/>	
Spring	<input type="text"/> 01/17/2015	01/18/2014
Summer	<input type="text"/> 06/08/2015	06/01/2014
<b>Enter 9-Month Budgets for the Following Costs</b>		
<b>Tuition</b>		
Amount	<input type="text"/> \$ 0	\$0
<b>Fees</b>		
Fee Type/Amount	<input type="text"/> \$	
Fee Type/Amount	<input type="text"/> \$	
Fee Type/Amount	<input type="text"/> \$	
Fee Type/Amount	<input type="text"/> \$	
Total Amount	<input type="button" value="Delete Fees"/> <input type="text"/> \$1104	\$1,104
<b>Expense Amounts</b> Indicate below the cost of attendance minus tuition and fees already indicated above.		
On Campus Amount	<input type="text"/> \$ 17318	\$17,145
Off Campus Amount	<input type="text"/> \$ 17318	\$17,145

# INSTITUTION SEARCH

School Name =  City =   
 Segment Type =  [GO!](#)

[Contact Us](#)

- Segment 00 - HIGH SCHOOL
- Segment 02 - COMMUNITY COLLEGE
- Segment 03 - UNIVERSITY OF CALIFORNIA CAMPUS
- Segment 04 - CALIFORNIA STATE COLLEGE AND UNIVERSITY
- Segment 05 - PRIVATE TWO YEAR NON-PROFIT
- Segment 06 - PRIVATE FOUR YEAR AND PRIVATE GRADUATE
- Segment 07 - VOCATIONAL PROFIT MAKING
- Segment 08 - HOSPITAL EDUCATIONAL

School ID	School Name	City	Segment	Cal Grant A	Cal Grant B	Cal Grant C
05281500	ABRAHAM LINCOLN HIGH SCH	SAN DIEGO	00			
05282000	ACADEMY OF OUR LADY OF PEACE	SAN DIEGO	00			
05282200	AL-BASIT ACADEMY	SAN DIEGO	00			
01111700	ALLIANT INTERNATIONAL UNIV	SAN DIEGO	06	Y	Y	
02179947	ARGOSY ART INST OF CA SD	SAN DIEGO	07	Y	Y	Y
02179929	ARGOSY UNIVERSITY SAN DIEGO	SAN DIEGO	07	Y	Y	
02110800	CALIFORNIA COLLEGE SAN DIEGO	SAN DIEGO	07	Y	Y	
05289600	CATHEDRAL CATHOLIC HIGH SCHOOL	SAN DIEGO	00			
05283800	CLAIREMONT CHRISTIAN SCHOOL	SAN DIEGO	00			
05283700	CLAIREMONT HIGH SCHOOL	SAN DIEGO	00			
02332809	CNTR FOR EMPL TRNG-SAN DIEGO	SAN DIEGO	05		Y	Y
00793000	CONCORDE CAREER INST - SAN DIEGO	SAN DIEGO	07		Y	Y
05289700	CRAWFORD HIGH SCHOOL	SAN DIEGO	00			
00115100	CSU-SAN DIEGO STATE UNIVERSITY	SAN DIEGO	04	Y	Y	

# BEST PRACTICE



# STUDENT INFORMATION SCREENS



# AWARD SUMMARY

Displays history of a Cal Grant application for individual students

Hover mouse over many of the fields to see more detail

## Student Award Summary

- All data columns can be sorted either ascending or descending order.
- Click on the blue column headings to change the sort order of the data.
- Additional information can be viewed by moving your mouse over certain data fields.

Search =

**MEG RIGHT**

Home Phone:  
Cell Phone:  
E-Mail:

SSN:  
CSAC ID:  
Grant ID:  
Date of Birth:  
WGS Account: Inactive  
Third Party Access: NONE

Academic Year	Program Name	Application Status	Award Status	Award Status Date	Award Amount	Cycle ID	School ID	P/E Reason	C/E Reason	CC Reserve
2013-2014	B	F-E CMPL	FIN ELIG	06/15/2013	\$1,473	C1	00123200			Y
2012-2013	B	F-E CMPL	FIN ELIG	07/30/2012	\$1,473	C1	00123200			Y
2011-2012	A	F-E CMPL	P/E DISQ	08/25/2011	\$0	C1	00123200	4		Y
2011-2012	B	F-E CMPL	AUTO ACC	07/29/2011	\$1,551	C1	00123200			Y
2011-2012	C	F-E CMPL	COMM WTH	08/25/2011	\$0	C1	00123200	74		Y
2010-2011	A	P/E DISQ	P/E DISQ	04/23/2010		C1	00123200	4		Y
2010-2011	B	P/E DISQ	P/E DISQ	04/23/2010		C1	00123200	4		Y
2010-2011	C	P/E DISQ	P/E DISQ	04/23/2010		C1	00123200	74		Y

# STUDENT AWARD DETAIL

- Information listed on the FAFSA or Dream Act
- View details of award or disqualification by academic year
- Shows Cal A & B Scores

**JAM HARR**

Dependency Status: DEPENDENT      Cycle ID: C2      SSN:  
 Parents' Total Income: \$34,513      Parents' Marital Status: UNMARRIED      CSAC ID:  
 Parents' Net Worth: \$52      Parents' Family Size: 2      Grant ID:  
 Registered Domestic Partner: No      Family in College: 1      Edu Level (EL): 2  
 Year Entered Program: 2008      ISIR Ref: 01 Date: 02/12/2008      EL Verification:

NEW		
	Cal Grant A	Cal Grant B
School ID/Program Code	00123200 00	00123200 00
Segment	CC	CC
Semester/Quarter	SEMESTER	SEMESTER
Score	139	
Score Detail	CAL A SCORES	CAL B SCORES
GPA/Type	2.81 / Community College GPA	2.81 / Community College GPA
Attendance Status	FULL	FULL
Housing Code	2 - OFF CAMPUS	2 - OFF CAMPUS
Remaining Program Eligibility	300.00%	300.00%
Award Status	SCORE BELOW CUTOFF	FINANCIALLY INELIG
Budget Amount/Duration	\$23,322 / 9	\$16,188 / 9
Expected Family Contribution (EFC)	\$2,159	\$2,159
Other Aid	\$0	\$0
Veterans Benefits	\$0	\$0
Unmet Need		
Total Award Amount	\$7,126	\$1,551
Tuition/Fees	\$7,126	\$0

# STUDENT HISTORY

## Student History

- Each term payment ever reported
- Dollar amounts
- Amount of eligibility used for each payment
- Remaining eligibility

- ♦ Academic year selection will display all payments prior to and including the year selected.
- ♦ Data can be sorted by Academic Year, Term or Date.
- ♦ Click on the blue column headings to change the sort order of the data.

Search =  Acad Year =  Txn Type =

**JAM HADD**

PG	AW	School Id	Acad Yr	Term	Leap/Sleep	TANF Paid	Pay Amt	Pay Stat	Elig Used	Adj Amt	Adj Rsn	Date	Rec Type	Created By
B	T/F	02179945	2012	FL		Y	3,074	RP	33.33			10/12/2012	PAY	
B	ACCS	02179945	2012	FL			491	RP	33.33			10/12/2012	PAY	
B	T/F	02179945	2012	WN		Y	3,074	RP	33.33			01/25/2013	PAY	
B	ACCS	02179945	2012	WN			491	RP	33.33			01/25/2013	PAY	
B	T/F	02179945	2012	SP				RA	16.67	1,537	HT	04/25/2013	PAY	
B	ACCS	02179945	2012	SP				RA	16.67	246	HT	04/25/2013	PAY	
B	T/F	02179945	2011	FL			3,236	RP	33.33			01/20/2012	PAY	
B	ACCS	02179945	2011	FL			517	RP	33.33			01/20/2012	PAY	
B	T/F	02179945	2011	WN			3,236	RP	33.33			02/03/2012	PAY	
B	ACCS	02179945	2011	WN			517	RP	33.33			02/03/2012	PAY	
B	T/F	02179945	2011	SP			3,236	RP	33.33			07/06/2012	PAY	
B	ACCS	02179945	2011	SP			517	RP	33.33			07/06/2012	PAY	
B	T/F	02179945	2011	SU			3,236	RP	33.33			07/27/2012	PAY	
B	ACCS	02179945	2011	SU			517	RP	33.33			07/27/2012	PAY	

# GRANT RECORD CHANGES (G-21)

Changes/updates to student records:

- Education Level Correction
- Request Dependency Override
- Update Income/Asset Information for student or parent
- Misc. requests

All G-21's submitted are reviewed by Commission staff before approval

## Grant Record Changes

EM RAT

Date of Birth:

SSN:

Grant ID:

CSAC ID:

### Educational Level (EL) Verification:

The above student's initial grant payment was or is to be made at this institution.

At the time of this grant payment the student's EL was  (2-Sophomore) verify without change

**Dependency Status Override:** My institution has determined that the student should be considered independent for purposes of establishing federal and campus financial aid eligibility not otherwise qualifying as an independent student. (Appropriate financial information must be provided below).

### Dependency Status:

- Dependent
- Independent with dependents other than a spouse
- Independent without dependents other than a spouse

### Estimated Family Contribution (EFC) Formula Calculation:

- Automatic Zero
- EFC Simplified
- Regular

Number of Family Members:  (4)

EFC:  7018 (5791)

Unmet Need:  52309 (53481)

Parents:

Student (and Spouse):

Marital Status:  (Married or Remarried)  (Single)

Total Income:  (73517)  (0)

Adjusted Net Worth (assets):  82000 (0)  (0)

### Registered Domestic Partnership:

- Parent
- Student

### Reason:

PLEASE REVIEW ISIR 02 WHICH HAS ACTUAL PARENT INVESTMENT VALUES. PARENT ASSETS ARE OVER THE ASSET CEILING. PLEASE DECLINE CAL GRANT FOR THIS STUDENT.

# DREAM ACT SCREENS IN WEBGRANTS



# CA DREAM ACT ISIR SEARCH

Allows you search for students who completed a CA Dream Act Application

- Dream Act ID
- Student First Name
- Student Last Name
- Student DOB
- Email Address
- Student School Name/City

*Dream Act ISIR Search*

### Student Search

Search by:

- Pseudo SSN
- Partial first name with minimum 3 characters
- Partial last name with minimum 2 characters
- Date of Birth and partial first or last name or both
- Email address before the @ with minimum 3 characters
- Partial school name or city with minimum 3 characters

Academic Year: 2014 - 2015

Pseudo SSN/SSN:  **Use Dream ID, if you have it**

Student's first name:

Student's last name:

Student's DOB:  /  /  **Must enter info in 2 fields**

Email Address:

Student's School Name/City:

# CA DREAM ACT ISIR SEARCH

- Make Corrections to student application
- Update Income/Assets after verification process
- Request Dependency Override
- View Confirmation page
- View Cal SAR report

Dream Act ISIR Search						
Record(s): 40			Search Results		Page: 1 of 2	
Pseudo SSN/SSN	Name Address	DOB Phone	Email Address User ID EFC	App Received Date Transaction Number Transaction Received Date	Submit Flag	
000012345	GAETA, JOSE 34 WE AVENUE FRESNO, CA. 93702	05/18/1900	74@GMAIL.COM 2020240 0	02/25/2014 2 02/25/2014	Y	<a href="#">Correct Confirmation View Cal SAR report</a>
000012345	GALEANA, JOSE A 29 BO AVE. SAN DIEGO, CA. 92113	01/25/1900	NA@GMAIL.COM 2070576 0	02/19/2014 2 02/19/2014	Y	<a href="#">Correct Confirmation View Cal SAR Report</a>
000012345	GALICIA, JOSE M 14 5TH AVE SAN DIEGO, CA. 92101	05/18/1900	E0@GMAIL.COM 2075927 0	02/28/2014 1 02/28/2014	Y	<a href="#">Correct Confirmation View Cal SAR report</a>
000012345	GALINDO, JOSE P 14 BEACH BLVD COMPTON, CA. 90221	01/25/1900	NBA@YAHOO.COM 2013876 1856	01/26/2014 1 01/26/2014	Y	<a href="#">Correct Confirmation View Cal SAR Report</a>
000012345	GALINDO, JOSE A 11 TORY BLVD NORTH HOLLYWOOD, CA. 91606	05/18/1900	122@YAHOO.COM 2055489 0	02/03/2014 2 02/03/2014	Y	<a href="#">Correct Confirmation View Cal SAR report</a>
000012345	GALLARDO, JOSE A 90 SIA BLVD BELLFLOWER, CA. 90706	01/25/1900	444@GMAIL.COM 2063101 0	02/04/2014 2 02/04/2014	Y	<a href="#">Correct Confirmation View Cal SAR Report</a>
000012345	GALVAN, JOSE E 21 MERY AVE. HAYWARD, CA. 94541	05/18/1900	N23@YAHOO.COM 2031364	1 03/12/2014		
000012345	GALVAN, JOSE M 21 TA ST. LOS ANGELES, CA. 90031	01/25/1900	EL@YAHOO.COM 2006116 0	02/18/2014 1 02/18/2014	Y	<a href="#">Correct Confirmation View Cal SAR Report</a>
000012345	GALVEZ HERNANDEZ, JOSE N 15 REA WAY SAN RAFAEL, CA. 94903	05/18/1900	AN@HOTMAIL.COM 2008814	1 01/10/2014		
000012345	GAMINO, JOSE A 29 N ST. FIREBAUGH, CA. 93622	01/25/1900	O24@MAIL.FRESNOSTATE.EDU 2037383 0	02/27/2014 1 02/27/2014	Y	<a href="#">Correct Confirmation View Cal SAR Report</a>
000012345	GARAY, JOSE A 45 TON AVE LANCASTER, CA. 93535	05/18/1900	517@YAHOO.COM 2063369 0	01/26/2014 4 02/18/2014	Y	<a href="#">Correct Confirmation View Cal SAR report</a>

# CA DREAM ACT ISIR CORRECTIONS

- Make Corrections to student application
  - Update Income/Assets after verification process
  - Request Dependency Override
- View Confirmation page
- View Cal SAR report

Dependency Override

\* Date the application was initially received

12/27/2013

Enter the month, day, and year (MM/DD/YYYY)

Verification Required

**This student's application has been selected for verification. Check this checkbox after verifying student's application information.**

Exit

Simulate

Submit

# CA DREAM ACT ISIR CORRECTIONS

31.	
32. Student filed 2013 income tax return?	Already completed
33. Student's type of 2013 tax form used:	IRS 1040
34. Student's tax filing status for 2013:	Single
35. Student's eligible to file a 1040a or 1040ez?	Don't know
36. Student's 2013 adjusted gross income:	19415
37. Student's 2013 U.S. income tax paid:	0
38. Student's 2013 exemptions claimed:	0
39. Student's 2013 income earned from work:	19415
40. Spouse's 2013 income earned from work:	
41. Student's total of cash, savings, and checking accounts:	110
42. Student's net worth of current investments:	300

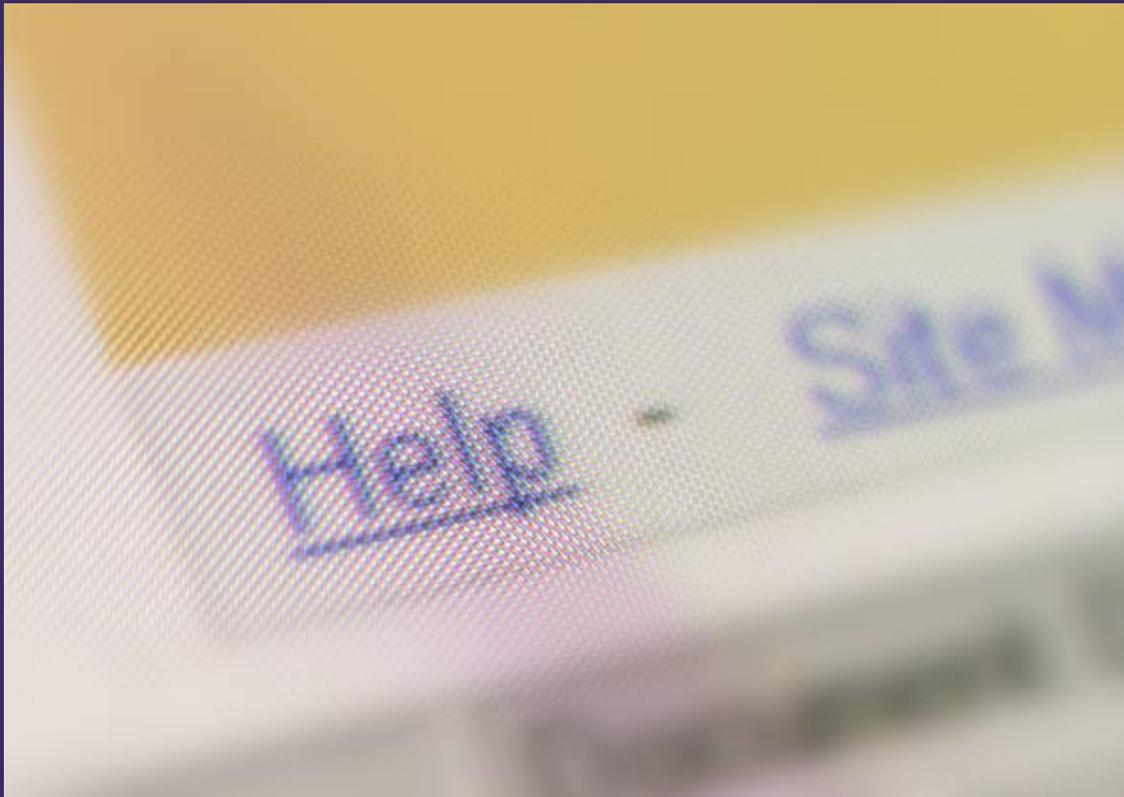
# CAL SAR REPORT

- Once correction is made, a new transaction will be created
- All information listed below can also be seen by student

## Cal Student Aid Reports for GARCIA, JOSE E

Transaction Number	Submitted By	Processed	
3	CSAC or School Administrator	02/27/2014	
2	Student - Correction	03/13/2013	
1	Student	03/01/2013	

# HELP MENU AND RESOURCES



# USER GUIDES

## User Guides

- ◆ [Getting Started](#) (Revised April 15, 2004)
- ◆ [Getting Started for High Schools](#) (Revised November 13, 2003)
- ◆ [High School Grad. Date Verification Screen](#) (Revised May 14, 2014)
- ◆ [Tools](#) (Revised November 5, 2004)
- ◆ [Enrollment Screens](#) (Revised July 7, 2004)
- ◆ [Student Information Screens](#) (Revised December 4, 2004)
- ◆ [School Information Screens](#) (Revised June 17, 2004)
- ◆ [Roster/Reconciliation Screens](#) (Revised June 8, 2008)
- ◆ [Data Transfer Screens](#) (Revised October 27, 2011)
- ◆ [School Information Screens for High Schools](#) (Revised June 17, 2004)
- ◆ [Data Transfer Screens for High Schools](#) (Revised October 27, 2011)
- ◆ [User Administration](#) (Revised April 15, 2004)
- ◆ [User Administration for High Schools](#) (Revised April 23, 2004)
- ◆ [Transfer Entitlement Processes Guide](#) (Revised November 20, 2006)
- ◆ [Accept Reject Screen User Guide](#) (Updated April 12, 2007)
- ◆ [Student Overlap Report User Guide](#) (Updated July 31, 2007)
- ◆ [Web Services User Manual](#) (Updated May 11, 2009)
- ◆ [New Cal Grant Pay Codes User Guide](#) (Revised February 20, 2014)
- ◆ [Non-SSN GPA Upload User Guide](#) (Updated November, 2014)
- ◆ [Non-SSN GPA Matching and Edit Screens User Guide](#) (Updated February 24, 2014)
- ◆ [SSN GPA Upload User Guide](#) (Updated August, 2014)



# WEBGRANTS FILE SPECIFICATIONS

- The Commission has many processes that can be completed by uploading a batch file.
- All file submitted must meet certain criteria, all of which can be found in the Help Menu

## File Specifications

- ◆ [Award Status Extract](#)
- ◆ [C2 Enrollment](#)
- ◆ [EL Verification](#)
- ◆ [High School Grad. Date Verification](#)
- ◆ [GPA Upload](#)
- ◆ [Grant Roster](#)
- ◆ [School Change Data File Upload](#)
- ◆ [Unclaimed Awards Report](#)
- ◆ [Student Program Change Upload](#)
- ◆ [Disqualified Renewal Students](#)
- ◆ [Non-SSN GPA Record Layout](#)
- ◆ [Review Dream Act IT Technical Documentation](#)
- ◆ [SB70 File Layout](#)

# SECURITY SECTION

- Here, you can access the Annual Security Training, User Access forms for new Users at your campus

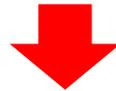
## Security

- ◆ [IPA Information Security Training](#)
- ◆ [Secure Data Transfer](#)
- ◆ [Individual External User Access Form](#) (Retain at the Institution)
- ◆ [Information Security & Confidentiality Agreement](#) (Submit to Commission)
- ◆ [WebGrants System Administrator's Access Request Form](#) (Submit to Commission)
- ◆ [High School Security Agreement](#) (Submit to Commission)
- ◆ [High School System Administrator's Access Request Form](#) (Submit to Commission)
- ◆ [Individual High School User Access Request Form](#) (Retain at the Institution)

# GRANT OPS MEMOS AND ALERTS

## Publications

- ◆ [Operation Memos and Alerts](#)



## Professional Subscriptions

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### Operation Memos

- ⇒ [Current Year](#) | [Prior Years](#)

### Policy Bulletins

- ⇒ [Current Year](#) | [Prior Years](#)

### Special Alerts

- ⇒ [Current Year](#) | [Prior Years](#)

# WEBINARS

The screenshot shows the California Student Aid Commission website. At the top, there is a navigation bar with links for Web Grants, Cal Grants, Cash for College, Cal Dream Act, and FAFSA. The main header includes the logo and the text "California Student Aid Commission". Below the header is a navigation menu with categories: HOME, STUDENTS & PARENTS, HIGH SCHOOLS, COLLEGES, OUTREACH & PROGRAMS, REPORTS & PUBLICATIONS, NEWS ROOM, and ABOUT CSAC. The main content area is divided into several columns of links. Red arrows point to specific links: one points to "Training" under the "Webinars and power point" section, another points to "Financial Aid Programs" under "Information on programs available", and a third points to "Cash for College Workshops" under "Help to apply for financial aid". Below the main content area, there are three sections: "Cal Grant Channel" with a video player, "Important News" with a news item about Heald College, and "California Colleges.EDU" with a link to the official website. On the right side, there are promotional banners for "SCAM ALERT" and "CALGRANT" (Transfer Entitlement Program).

Web Grants | Cal Grants | Cash for College | Cal Dream Act | FAFSA

CA.GOV California Student Aid Commission

Search

● This Site ○ California

HOME | STUDENTS & PARENTS | HIGH SCHOOLS | COLLEGES | OUTREACH & PROGRAMS | REPORTS & PUBLICATIONS | NEWS ROOM | ABOUT CSAC

[Financial Aid Programs](#)  
Information on programs available

[Cal Grant - How to Apply](#)  
Application process and forms

[Counselor Workshop](#)  
Presentation Information

[Training](#)  
Webinars and power point

[GPA Submission](#)  
Online training

[Fund Your Future Outreach Publications](#)  
Multilingual publications to download or order

[Cash for College Workshops](#)  
Help to apply for financial aid

[WebGrants](#)  
High school online access

[GPA Calculator](#)  
Calculation Instructions

[GPA Verify](#)  
GPA Requirements

[GPA Q&A](#)  
Frequently asked questions

[GPA Award Summary](#)  
Statistical information

[IT Technical Documents](#)  
Technical and IT related documents

[District Access - WebGrants](#)  
District System Administrators Access Request Form

**Cal Grant Channel**

What's the difference between a Loan a

**Important News**

**Student Aid Commission Issues Statement on the Department of Education's Actions Against Heald College**

SACRAMENTO — Executive Director Diana Fuentes-Michel issued a statement on the U.S. Department of Education's actions against Heald College. Heald College's Institutional Participation Agreement (IPA) with the California Student Aid Commission is now terminated. Heald Colleges are no longer eligible...Click here for official statement

**California Colleges.EDU**

CaliforniaColleges.edu is the one-stop website for information about higher education in California for students, counselors, and parents. It has been developed in collaboration with the California State University (CSU), University of California (UC), California Community Colleges (CCC), Association of Independent California Colleges and Universities (AICCU), and the California Department of Education. More...https://secure.californiacolleges.edu/home/about\_us.aspx

**SCAM ALERT**

Transfer Entitlement Program  
**CALGRANT**  
Making college financially accessible

**FUND YOUR FUTURE**

EXPLORE

# ON DEMAND MODULES

Web Grants | Cal Grants | Cash for College | Cal Dream Act | FAFSA



Search

This Site  California

HOME | STUDENTS & PARENTS | HIGH SCHOOLS | COLLEGES | OUTREACH & PROGRAMS | REPORTS & PUBLICATIONS | NEWS ROOM | ABOUT CSAC

## Mini-Trainings

The Commission provides on-demand training for high school and financial aid administrators. Each mini-training below is approximately five minutes in length and targets a specific subject. To watch a mini-training, simply select a link below.

### ▼ New to Financial Aid

Front Desk 101- **Coming Soon! Please check back.**

### ▼ Middle Class Scholarship

Middle Class Scholarship  
MCS: Awards  
MCS: File Types  
MCS: File Submission Process  
MCS: Reports

### ▼ Cal Grant

Cal Grant Basics  
Cal Grant Eligibility  
Cal Grant A, B, C's

Cal Grant GPA Calculations  
Individual SSN GPA Submission Process  
SSN GPA Batch Upload  
Individual Non SSN GPA Submission Process  
Creating a NON SSN GPA Text File for Batch Upload  
Uploading a NON SSN GPA Text File  
NON SSN GPA Matching Process  
NON SSN GPA Edit Process  
High School GPA Reports  
Cal Grant Payment Reporting  
Cal Grant Payment Codes  
Cal Grant Common Payment Scenarios

### ▼ WebGrants

Establishing and Accessing WebGrants  
WebGrants Help Menu  
WebGrants Tools  
Student Information Screens in WebGrants

Customizing Your Roster  
Grant Record Changes (G-21)  
CA Dream Act Screens in WebGrants  
WebGrants Reports (Colleges)  
Cal Grant Reconciliation Reports

WebGrants for Students  
California License Exam Reporting - **Coming Soon! Please check back.**  
SB 70: Data Reporting  
SB 70: Uploading Your Text File

**Click to Access Full Webinar Recordings**

# **THANK YOU!**

***California Student Aid Commission  
Institutional Support Services***

***(888) 294-0153***

***[schoolsupport@csac.ca.gov](mailto:schoolsupport@csac.ca.gov)***