



SPECIAL ALERT

STATE OF CALIFORNIA



Update from the California Student Aid Commission

June 20, 2022

GSA 2022-42

TO: Financial Aid Administrators
High School Counselors

FROM: Tae Kang *Tae Kang*
Deputy Director, Program Administration & Services Division

SUBJECT: **Annual Renewal of WebGrants Access**

This Special Alert from the California Student Aid Commission (Commission) notifies institutions that the deadline to submit the annual WebGrants Access Form is **July 29, 2022**.

To renew WebGrants access for the year, please submit the [WebGrants System Administrators Access Request form](#). All institution types may utilize the form to request WebGrants access. System Administrators (SAs) will lose access to the Commission's network and data if this renewal document is not submitted by the deadline.

For best results, please download the form to your computer, open using Adobe Acrobat, complete electronically, digitally sign, and submit to webgrantsaccess@csac.ca.gov.

In an effort to assist with accurate and timely completion of both sections of the document, the Commission has identified the following areas where errors are commonly made.

WebGrants System Administrator's Access Request Form

- Download the form to your computer and open in Adobe Acrobat.
- Submit one Access Request Form for each System Administrator (SA).
- An institution can only have two active SAs. To remove access for an SA, 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 an SA or as a standalone submission. The Authorized Official (AO) must sign off on any disable request.
- The AO listed on the Access Request Form must be the same individual listed on the Confidentiality Agreement on page two of the WebGrants System Administrators Access Request Form.
- All accounts must be registered with an email address that is associated with the institution (for example, john.smith@centralcitycollege.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.

WebGrants Information Security and Confidentiality Agreement

- The AO can designate up to two individuals as the institution's SAs.
- The AO and the SAs cannot be the same individual. The AO will not have authorization to access the Grant Delivery System or WebGrants.
- If the AO and the SAs are different at the institution's additional location(s), a separate Confidentiality Agreement must be completed for each additional institution location.

User Access

- The Institution's SAs will ensure that all Institution employees or agents who require WebGrants access will sign a [WebGrants User Access Request Form](#) prior to being granted access to the WebGrants System.
- Article VI, Item H of the Cal Grant Program Institutional Participation Agreement states that user access is granted for a period of time not to exceed one year, and that User Access Request forms remain at the institution.
- Users must complete annual training in the areas of information security, privacy, and confidentiality to renew access. This training is [offered by the Commission](#) or can be provided by the institution.

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!