July 27, 2022   **GSA 2022-50**

TO: High School Counselors

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

SUBJECT: **WebGrants Access for High Schools and Equivalents**

This Special Alert from the California Student Aid Commission (Commission) reminds high schools, districts, and county officials to ensure that their WebGrants access is available for use in the electronic 2022-23 Cal Grant GPA submission process. A subsequent communication will be sent out when GPA submissions for the class of 2023 are open.

To renew WebGrants access, please complete the appropriate WebGrants Access Request form. Both System Administrators and on-site users can request WebGrants access by using this form. For best results, please complete and sign this form electronically. Submit completed forms to webgrantsaccess@csac.ca.gov.

Please see the applicable sections below for more information on each type of access.

System Administrator Access

Each school has an Authorized Official (AO) who may designate no more than two individuals as the school or district System Administrators (SAs). Submit one Access Request Form for each SA. The AO and the SA cannot be the same person. The AO does not have authorization to access WebGrants.

- WebGrants System Administrator Access Request forms must be completed every two years for accounts to remain active. At the end of two years, accounts are automatically disabled, and password resets will not re-enable accounts. Authorized Officials, System Administrators, and Users can renew their access by completing a new WebGrants Access Request Form.

- 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 school/district (for example, joan.smith@centralcityusd.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.

User Access

- User access is granted and administered by the System Administrator.

- School/district employees or agents who require WebGrants access must complete the WebGrants User Access form. The user should complete the form, then the user and the institution's System Administrator should read and sign the Security and Confidentiality Agreement. Schools should retain copies of User Agreements on site.

- The System Administrator will ensure that all school/district employees or agents who require WebGrants access have completed and signed a WebGrants User Access form prior to being granted access to the WebGrants System.

- 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.

FAFSA/Dream Act Completion Program Agreement

Please be sure that your institution has a valid FAFSA/Dream Act Completion Program Agreement on file with the Commission. Institutions may be required to resubmit an agreement when renewing or creating a new SA account.

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. Effective August 1, 2022, the option will change to Option 5.

- ➢ 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!