



WebGrants for Students

User Guide

Updated: December 7, 2005

Overview of WebGrants for Students

WebGrants for Students is the California Student Aid Commission's (Commission) website that allows students to check the status of their Cal Grant and Chafee Grant applications and, in the case of students already participating in one of our grant programs, to manage their grant records. Specifically, students can go on-line and do the following:

- ◆ Check application status for the Cal Grant A, B, and C programs
- ◆ Check application status for the Chafee Grant program
- ◆ If awarded, change address information on-line
- ◆ If awarded, change school of attendance on-line
- ◆ Review grant amount and payment history
- ◆ Review other posted transactions
- ◆ Access important Web links related to student financial aid

Effective and secure management of student information is important to the Commission. In an effort to minimize risk, students should not share their WebGrants for Students file with anyone. A user's ID and password are confidential and sharing this information can compromise system data security and, ultimately, the integrity of your record.

The WebGrants for Students website is located at <https://mygrantinfo.csac.ca.gov> The "s" after "http" indicating a secure website.

You must remember to always **Sign Out** to end your WebGrants for Students session. Simply leaving the site without logging out may permit other people to re-enter the site using your previously established session. If a user loses or forgets his or her password, they need to follow the instructions found in the [Forgot Your UserID or Password?](#) link on the WebGrants for Students login page.

The minimum browser requirements for accessing WebGrants for Students are Internet Explorer 6.0 or 5.5 and Netscape 7.0 or 6.2.3. You have access to the site on a 24 hour basis except when the database is being updated. During those times you will be informed to try back later.

Finally, please note that the Commission never requests bank account or credit card information to verify Cal Grant eligibility. Students should not disclose this information over the phone or by e-mail.

Login Screen

Access

The Login screen will appear after entering the WebGrants web address into the address field on your browser toolbar. The web address for WebGrants for Students is <https://mygrantinfo.csac.ca.gov>.

Purpose

The Login screen is the entry point through which all authorized WebGrants for Students users gain access to the WebGrants for Students website. The minimum browser requirements for accessing WebGrants are Internet Explorer 6.0 or 5.5 and Netscape 7.0 or 6.2.3.

Page Elements

1. Sign-in Box

To access the WebGrants for Students website, enter your user name and password here.

2. Help Center

Click here to view information on:

- Accessing your account
- Student Aid Commission Forms and Publications
- WebGrants for Student User Guide

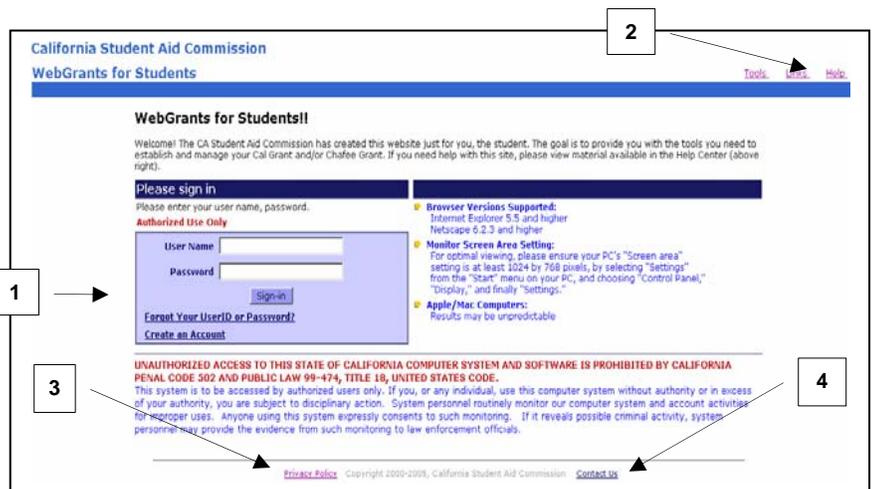


Figure 2-1: Log-In Page

3. Privacy Policy

Commission staff and schools ensure the privacy of student information by complying with the Information Practices Act and the Family Educational Right to Privacy Act (FERPA).

4. CSAC Support

If the Help Center does not address your concerns, you can send an email with technology based questions to the Student Aid Commission Technology Help Desk by selecting the "Contact Us" link and explaining your specific situation. A Commission representative will respond to your inquiry. Questions regarding Student Aid Commission's programs, such as the Cal Grant or Chafee Grant programs, should be made by phone at (888) 224-7268 or by e-mail to studentsupport@csac.ca.gov

Page Functions

WebGrants for Students Website

To access the WebGrants for Students website, a valid user name and password are required. User access to WebGrants for Students is granted to students who want to know the status of their Cal Grant or Chafee Grant application. **If you did not receive an award, the reason will be provided. If you did receive an award, you will be granted access to your account so you can manage it. There is no access on this system for parents, counselors or school staff.**

WebGrants for Students user names and passwords are case sensitive. Your user name and password are also confidential and should not be shared.

1. Type your user name in the user name field of the login box.
2. Tab to the password field.
3. Type your password in the password field of the login box.
4. Click the <Sign-in> button

™ If the user name and password entered are valid, the WebGrants for Students Home Page will appear. If not, you can use the [Forgot Your User ID or Password](#) link to have login information emailed to you.

California Student Aid Commission

WebGrants for Students

[Home](#) [Tools](#) [Links](#) [Help](#)

Student Login

- ▶ Please enter the following fields and click **Submit User ID/Password Request**.
- ▶ All fields must be entered to login.
- ▶ Your userid and password will be sent in separate e-mails to the e-mail address on record.

First Name:
Last Name:
Social Security Number:
Date of Birth (mm/dd/yyyy):

Figure 3-1: *Forgot Your User ID or password page*

Submit User ID/Password Request

Reset

[Privacy Policy](#) Copyright 2000-2005, California Student Aid Commission [Contact Us](#)

Create Account Screen

Page Functions

Create an Account

To create a WebGrants for Students account, you must enter all of the demographic information required on the Create an Account page. This data must match data the Student Aid Commission has already received from the student on their Free Application for Federal Financial Aid (FAFSA) and Cal Grant Grade Point Average Verification (GPA) Form. **Students who haven't applied for Cal Grant or Chafee Grant benefits cannot create a WebGrants for Students account.**

WebGrants for Students user names and passwords are case-sensitive. The user ID that you choose must be unique to the WebGrants for Students system. The password must be at least six characters in length. Your user ID and password are also confidential and should not be shared.

1. Type a User ID in the User ID field.
2. Tab to the password field.
3. Type your password in the password field of the login box.
4. Retype the password and continue to the Contact Information section. You must enter all fields. The email address that you choose must be an address at which you can be contacted.
5. Hit the <Create an Account> button. The <Reset> button can be used to clear out all fields prior to submitting the data.

California Student Aid Commission
WebGrants for Students [Home](#) [Tools](#) [Links](#) [Help](#)

Create An Account

- The User ID has to be unique within the system
- All fields are required
- Please be innovative in choosing a password

UserID/Password

User ID

Password
Six-character minimum, no spaces

Retype Password

Contact Information

First Name

Middle Initial

Last Name

Social Security Number

Date of Birth
Date Format: mm/dd/yyyy example: 02/18/2002

Email Address

[Privacy Policy](#) Copyright 2000-2005, California Student Aid Commission [Contact Us](#)

Figure 4-1: Create an Account Page

WebGrants for Students Home Page

Access

The Home Page can be accessed by clicking the <Sign-in> button on the Login screen after logging in. You can also access the page by clicking the [Home](#) link on the WebGrants for Students Navigation Bar located in the upper right corner of every WebGrants page once a session has been opened.

Purpose

The WebGrants for Students Home Page is the central information portal for access to all areas within WebGrants for Students. From here, you can navigate to all other pages your user profile allows.

Page Elements

1. WebGrants for Students

Navigation Links- The links allow you to navigate to other pages within the site.

2. Options Box- This box allows you to choose the program you want to review. Place your cursor over the program and click to access.

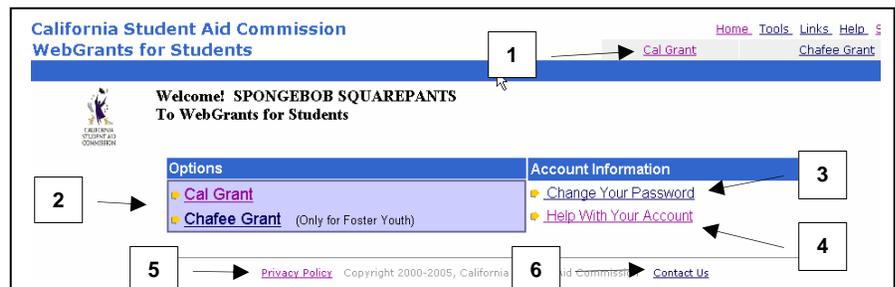
3. Change your Password- Click here to change your user password.

4. Help With Your Account- Click here for information on:

- How to sign in or create your account
- Passwords and password hints
- Privacy and security
- Browser Requirements
- Monitor Resolution

5. Privacy Policy- Click here to view the Commission's policy on Information Privacy.

6. Contact Us- Click here to send an email to the CSAC Help Desk requesting technical assistance.



Time Out

There is a timeout feature that will occur after 20 minutes of inactivity. After 15 minutes of inactivity, a pop-up box will appear prompting you to click the <OK> button if you want to continue working in WebGrants for Students. If the <OK> button is not clicked within 5 minutes, you will automatically be signed out of the site.

Page Functions

Navigate the WebGrants for Students website

Within the WebGrants for Students website, individual web pages are grouped together into areas, each with its own main page. Links to these areas are located in the WebGrants for Students Navigation Bar and in the Options Box. The links are labeled to reflect the functions performed in those areas. You will only be able to access those areas in the site that your profile allows. As a student, you will be able to check the status of your application, or, if awarded a grant, manage your grant account. Click on any link in the Navigation Bar or Options Box to navigate to the indicated area's main page.

View the Commission's policy on privacy

Click on the [Privacy Policy](#) link

TM A new separate pop-up window will appear over the current WebGrants session. To close the pop-up window, click on the <X> button in the upper right corner of the window (see figure 6-1).



Figure 6-1: Closing a pop-up window

Sign out of WebGrants for Students

Click on the [Sign Out](#) link located in the WebGrants for Students Navigation Bar

TM The Sign Out Page will appear confirming that your session has been terminated.

NOTE: When finished working in WebGrants for Students, remember to always sign-out to end your session. Simply leaving the site may permit subsequent users at your workstation to re-enter the site using your previously established session.

Cal Grant Main Screen

Purpose

The Cal Grant Main Screen allows you to view the different information areas tied to the Cal Grant Program. Through this screen, you are able to update your address, check your application status, view the details of your award, and/or make school changes. Every screen allows you to go back to the home page, get help, or sign out. The bulleted information helps you navigate through the screen and redirect you as needed. The blue Navigation Bar at the top of each page allows you to jump quickly between Cal Grant screens.

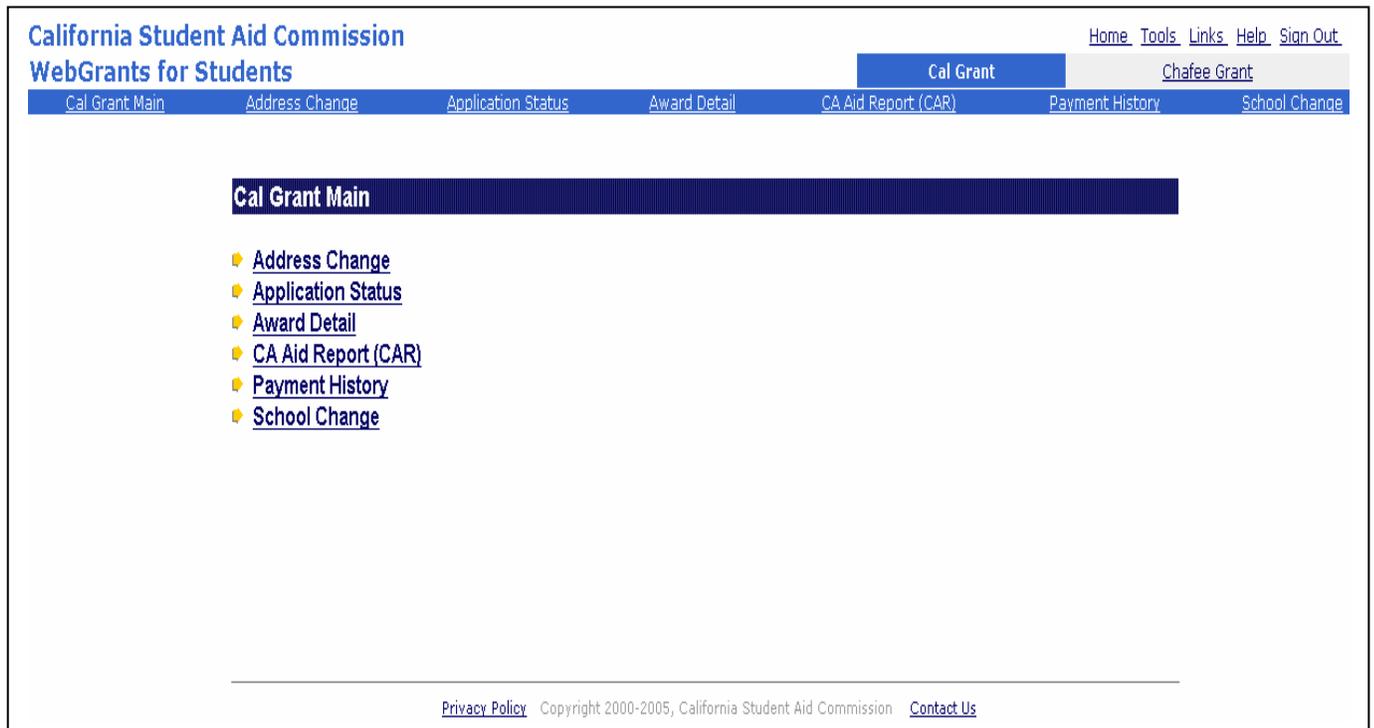


Figure 7-1: Cal Grant Main Screen

Cal Grant Address Change Screen

Page Elements

- 1. Name and SSN Changes-** This requires submission of supporting documentation. Click on the second bullet to get to the Grant Record Change Form, complete it, print it out and forward as instructed.
- 2. Change Address Area-** Update your address here. When updating, the old information moves to the “previous data” fields on the screen.
- 3. Phone and Email Fields-** Allows you to change your primary phone number and provide your latest email address.
- 4. Submit Changes/ Reset Bar-** Click here to submit completed address/contact changes. The reset button allows you to reset the information fields before submitting your new information.
- 5. Previous Data-** This field lists previous updates to your address information.

California Student Aid Commission
WebGrants for Students

[Home](#) [Tools](#) [Links](#) [Help](#) [Sign Out](#)

Cal Grant

Chafee Grant

Cal Grant Main

Address Change

Application Status

Award Detail

CA Aid Report (CAR)

Payment History

School Change

Address Change

- ◆ Changes to your address, phone numbers and email address may be made on this Web page.
- ◆ Changes to your name, SSN or date of birth require supporting documentation. [Click here](#) to print a form and instructions for requesting such changes.
- ◆ Changes will not be processed until you click on the [Submit Changes](#) button.

SPONGEBOB SQUAREPANTS

Address 1:

Address 2:

City:

State: **zip:** -

E-Mail:

SSN:

CSAC ID:

Date of Birth:

Home Phone: () -

Alternate Phone: () -

Source of Last Change: Student

Previous Data

Previous Data	Source of Change	Change Date
SPONGEBOB SQUAREPANTS 1 PINEAPPLE ROAD BIKINI BOTTOM, CA 94122 (415)555-5555	CSAC	25-AUG-05

Figure 8-1: Cal Grant Address Change Screen

Cal Grant Application Status Screen

Page Elements

- 1. Search by Academic Year-** You choose the academic year for which you are inquiring and click on <GO>. The academic year runs from July through June. To look at the academic year that includes spring 2006, for example, you choose 2005-06 in the Search By Academic Year drop down box.
- 2. Contact Information Display-** Your name, current address and other identifying information is displayed here. If changes are needed, click on the “address change” option listed at top of screen.
- 3. Application Status Display-** As noted in the bullets, missing information will be displayed in red. If the needed information has been received, a green check will show in the box next to the item (e.g., 2005-06 Free Application for Federal Student Aid (FAFSA)). Note: The Student Aid Commission tracks these items only for students applying for new Cal Grant awards. Other than the initial award year, the results on this page are not required. Once a student has been accepted into the program, they should contact their school to determine whether any further information is needed.
- 4. Application Status Items-** These items are needed for you to be considered for a Cal Grant award. If you do not have these items, you can click on the actual item to see what you need to do to comply with this requirement.

The screenshot shows the 'Application Status' page for a student named SPONGEBOB SQUAREPANTS. The page includes a navigation menu with options like 'Cal Grant Main', 'Address Change', 'Application Status', 'Award Detail', 'CA Aid Report (CAR)', 'Payment History', and 'School Change'. The main content area displays the student's personal information, including their address (1 Pineapple Road, Bikini Bottom, CA 94122), email (SPONGEBOB@SPONGENET.COM), SSN, CSAC ID, date of birth (12/24/1985), and home phone number (405) 555-5555. Under the 'Application Status' section, there are two green checkmarks indicating that the 2004-2005 FAFSA and Grade Point Average (GPA) Verification have been received. The GPA is listed as 4.00 Regular. The application status is shown as 'Application has been processed.' in red text. At the bottom, there are links for 'Privacy Policy' and 'Contact Us', along with a copyright notice for 2000-2005, California Student Aid Commission.

Figure 9-1: Cal Grant Application Status Screen

Cal Grant Student Award Detail Screen

Page Elements

- 1. Search by Academic Year-** You choose the academic year to guide the search and click <GO>.
- 2. Student Information Display-** Your full name, phone number(s), Social Security number and other specific information about you is listed.
- 3. Application Status Display-** If awarded a grant, your personal educational profile will be provided here such as your school name, educational level, housing status, amount of grant, and more.
- 4. Award Status-** Auto-Accepted means this is the Cal Grant program selected for you. Qualified means you also met the requirements for selection into this program but state law allows only one Cal Grant award per student. Refer to your Cal Grant notification letter for the description of other status listed here or call the Student Aid Commission's Student Services Branch at (888) 224-7268.

California Student Aid Commission
WebGrants for Students

[Home](#) [Tools](#) [Links](#) [Help](#) [Sign](#)
[Cal Grant](#) [Chafee Grant](#)

Cal Grant Main
Address Change
Application Status
Award Detail
CA Aid Report (CAR)
Payment History
School Chan

Student Award Detail

- ◆ Both new and renewal students can be viewed.
- ◆ Only award types with data will be displayed.

Search By Academic Year = 2004-2005 GO!

SPONGEBOB SQUAREPANTS 1 PINEAPPLE ROAD BIKINI BOTTOM, CA 94122 Email: SPONGEBOB@SPONGENET.COM	SSN: CSAC ID: Date of Birth: 12/24/1985 Home Phone: (405) 555-5555 Alternative Phone: State of Residence: CA
---	---

Registered Domestic Partner: No	Marital Status: UNMARRIED	Education Level (EL): 1
Dependency Status: DEPENDENT	Net Worth: \$0	Family Size: 4
Total Income: \$44,959		Family in College: 1

NEW Cal Grant A
Award Status: AUTO-ACCEPTED
Total Award Amount: \$2,334

School of Attendance: 00115400 00 CSU-SAN FRANCISCO

Attendance Status: Full Time	Housing Code: WITH PARENTS	
Remaining Program Eligibility (years): 4.00	Grade Point Average (GPA) : 4.00	
Unmet Need \$7,657	Total Award Amount: \$2,334	
	Tuition/Fees: \$2,334	
	Access/Books & Supplies: \$0	

NEW Cal Grant B
Award Status: FINANCIALLY INELIG

School of Attendance: 00115400 00 CSU-SAN FRANCISCO

Attendance Status: Full Time	Housing Code: WITH PARENTS	
Remaining Program Eligibility (years): 4.00	Grade Point Average (GPA) : 4.00	
Unmet Need \$7,657		

[Privacy Policy](#) Copyright 2000-2005, California Student Aid Commission [Contact Us](#)

Figure 10-1: Student Award Detail Screen

California Aid Report Screen

Page Elements

- 1. Search by Academic Year-** You choose the academic year to guide the search and click <GO>.
- 2. Print Date-** One or more CARs may be listed here if school changes or award amount changes occurred on the record.
- 3. CA Aid Report (CAR) Display-** Name, date, Social Security number, school of choice, type of grant, and potential award amount are listed.
- 4. Code Description/ Domestic Partnership Information Buttons-** Click for more information.

California Aid Report (CAR)

◆ Please select the academic year which you were first awarded. If multiple award dates display, please select a print date to view.

Search By Academic Year = 2004-2005 GO!

Print Date

[03/05/2004](#)
[08/19/2004](#)
[04/30/2005](#)

Congratulations! Based on the information you filed on your FAFSA application and GPA, the California Student Aid Commission has determined that you are eligible to receive a Cal Grant award. A California Aid Report (CAR) containing important information about your Cal Grant was mailed to you on the date(s) listed below.

SPONGEBOB SQUAREPANTS **Date Issued:** 08/19/04 **Cycle ID:** E2
SSN: **CSAC ID:** **Grant ID:**

School Choice	Cal Grant A	Cal Grant B
UNIV OF CA - LOS ANGELES	SEE CODE #1	\$1,551
UNIV OF SOUTHERN CALIF	\$8,322	SEE CODE #1
UNIV OF CA - IRVINE	SEE CODE #1	\$1,551

Code Descriptions

Domestic Partnership Information

The award amounts listed above indicate the type and amount of your Cal Grant award for the first three qualified schools that you listed on your FAFSA application. The amount of your Cal Grant depends on the school you attend. If the school you plan to attend is not the first school listed above, please notify the Commission.

Please note that the information provided is an estimate of your Cal Grant. To take full advantage of your award, it is important that you read the Cal Grant Reference manual (available under the Help menu). The final amount of your financial aid package, including your Cal Grant will be determined by your financial aid advisor. Your advisor is responsible for verifying your eligibility for all financial aid programs.

[Privacy Policy](#) Copyright 2000-2005, California Student Aid Commission [Contact Us](#)

Figure 11-1: California Aid Report Screen

Cal Grant Payment History Screen

Purpose

The Cal Grant Payment History Screen allows you see any Cal Grant payments that have been reported by your school. Since the disbursement of Cal Grant amounts is the responsibility of schools, amounts reported on the Payment History Screen for the current school term may reflect payments that have not yet been disbursed but soon will be. In the event that you feel the amount listed on the Payment History Screen was not disbursed to you or credited to your school account, please contact your school financial aid office.

Page Elements

- 1. School ID/Name-** Displays your school of record. This is the school that reported a Cal Grant payment to the Student Aid Commission.
- 2. Academic Year-** Provides the academic year in which the payment transaction occurred. Please note that the year showing indicates the first year in a standard academic year. For example, the year 2002 means the 2002-03 school year. Therefore, a payment listed here as SP (Spring) of 2002 would mean Spring of 2002-03 or Spring 2003.
- 3. Term-** Describes the term (FL = Fall, WN = Winter, SP = Spring and SU = Summer) in which the transaction occurred.
- 4. Pay Type-** Identifies the type of payment made. Payment can be for tuition and fees (T/F), Cal Grant B Access (ACCS), or book and supplies (B/S).
- 5. Payment Amount-** Refers to the amount of pay you received for the academic year and term in question.
- 6. Date-** This category refers to the day on which the transaction posted.

Payment History							
<ul style="list-style-type: none">For questions regarding your payment history, contact your school's financial aid office or click on the Contact Us link below.NOTE: Only transactions that have been processed will be displayed.							
SSN:				CSAC ID:			
Program: Cal Grant B							
School Id	School Name	Acad Yr	Term	Pay Type	Pay Amt	Date	
00115000	CSU SACRAMENTO	2003	FL	T/F	1,023	10/03/2003	
00115000	CSU SACRAMENTO	2003	FL	ACCS	776	10/03/2003	
00115000	CSU SACRAMENTO	2002	FL	T/F	714	11/27/2002	
00115000	CSU SACRAMENTO	2002	FL	ACCS	776	11/27/2002	
00115000	CSU SACRAMENTO	2002	SP	T/F	786	02/13/2003	
00115000	CSU SACRAMENTO	2002	SP	ACCS	775	01/30/2003	
00123700	MERCED COMMUNITY COLLEGE	2001	FL	ACCS	776	02/28/2002	
00123700	MERCED COMMUNITY COLLEGE	2001	SP	ACCS	775	02/28/2002	

Figure 12-1: Cal Grant Payment History Screen

Cal Grant School Change Screen

Purpose

The Cal Grant School Change Screen allows you to report your school of attendance to the Student Aid Commission. This screen is set up to accept a school change only for the first term that you will be attending a school. This means that to do a school change, you only need to report the first term that you will be attending a school. Please do not report school changes to that school for later terms. We will assume that you will continue at a school unless you tell us otherwise.

Page Elements Refer to Figure 14-1: Cal Grant School Change Screen

- 1. Search by Academic Year-** You choose the academic year for which you are reporting the school change and click on <GO>. The academic year runs from July through June. To report a change for spring 2006, for example, you choose 2005-06 in the Search By Academic Year drop down box and then choose Spring in the Term Transfer to Occur drop down box.
- 2. School Change Student Information-** Your personal information such as your name, Social Security number and CSAC ID are listed here.
- 3. Current School of Attendance-** School code number and name of school you stated you are attending.
- 4. School Transferring To-** This field asks you to list the school to which you want to change.
- 5. Term Transfer to Occur-** You list the term (e.g., fall, winter, etc.) you expect to transfer. If already transferred, then list the term when the transfer occurred. Please be aware that once a school has passed its financial aid disbursement period (typically after the end of the academic year), payment for a particular payment period may not be possible.
- 6. Certification Check Box-** In order for the school change to be accepted you must read the text and check the "I understand and agree with the above statements" box.
- 7. Submit School Change/ Reset Buttons-** Click here to submit completed school changes. The reset button allows you to reset the information fields before submitting your new information.

School Change

- If you are a first year participant in the Cal Grant program, use the [School Change Simulator](#) found in the "Tools" menu to see if any potential problems with your Cal Grant may occur prior to submitting your School Change.
- If you are reporting a school change during your first year of Cal Grant eligibility, a letter will be sent to you and a notice of potential eligibility will be sent to the school.
- If you are reporting a school change after your first year of Cal Grant eligibility, you will not receive a letter. Only the school will receive a notice of potential eligibility.
- Select the school to which you intend to transfer.
- Select the term which you are currently attending or will be attending.
- Students currently may only submit a school change. If you want to make a housing change (on campus, off-campus, at home), please click on the [G-10 Grant Record Change Form For Students](#), print and fill out, then send to the Commission. If you have questions, please contact the Commission.

Search By Academic Year = 2004-2005

SPONGEBOB SQUAREPANTS
1 PINEAPPLE ROAD
BIKINI BOTTOM, CA 94122
E-Mail: SPONGEBOB@SPONGENET.COM

SSN: 970-63-5084
CSAC ID: 100580377
Date of Birth: 12/24/1985
Home Phone: (405) 555-5555

Current School of Attendance: 00115400 - CSU-SAN FRANCISCO

School Transferring To: CALIFORNIA MAR MY - 00113400

Term Transfer to Occur: Fall

I have verified that the address information shown above is correct. If not correct, I will immediately update that information on the "Address Change" screen.

I will contact the school to which I am changing my Cal Grant to inform them of my potential eligibility.

I understand that the final amount of my Cal Grant award will be determined by my school.

I understand that school changes reported after any term or school year that has ended may occur too late for the school to be able to issue Cal Grant payments on my behalf.

I understand and agree with the above statements.

Figure 14-1: Cal Grant School Change Screen

Note: Report a school change only for the first term that you will attend a school. After that, the Student Aid Commission will assume you will continue at that same school.

Chafee Grant Main Screen

Purpose

The Chafee Grant Main screen allows Chafee Grant applicants to check the status of their application and update address/contact information. The Chafee Grant is for former foster youth.

Page Elements

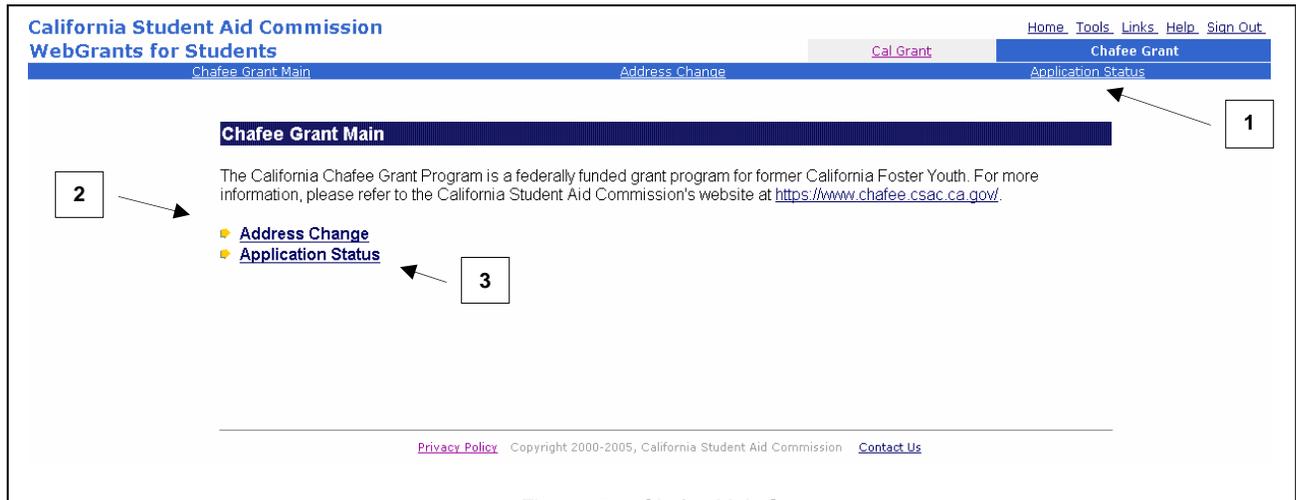


Figure 15-1: Chafee Main Screen

1. WebGrants for Students Navigation Bar- The navigation bar contains links to other areas within the site. It allows you to get help, use other tools, or sign out..

2. Address Change Screen- This screen allows Chafee recipients to update their mailing address, phone numbers and email address. Some demographic changes, such as changes to the applicant's name, Social Security number or date of birth require the submission of supporting documentation to the Commission.

3. Application Status- This screen will display a record of the application elements. Those with a check mark have been received and accepted. Those items without a checkmark are still required before full Chafee Grant consideration can be given.

Chafee Grant Address Change Screen

Page Functions

Address Change Screen

1. Enter any new mailing address, telephone and e-mail information.
2. If you make an error prior to hitting the <Submit Changes> button, you can reset all the entries by hitting the <Reset> button.
3. When ready to save the new information, click the < Submit Changes > button
4. Previous address information that the Student Aid Commission had is listed at the bottom of the page.

Address Change

- Changes to your address, phone numbers and email address may be made on this Web page.
- Changes to your name, SSN or date of birth require supporting documentation. [Click here](#) to print a form and instructions for requesting such changes.

SPONGEBOB SQUAREPANTS

Address 1:

Address 2:

City:

State: Zip: -

E-Mail:

SSN: _____

CSAC ID: _____

Date of Birth:

Home Phone: () -

Alternate Phone: () -

Source of Last Change: Student

1 → (City)
4 → (E-Mail)
3 → (Submit Changes)
2 → (Reset)

Previous Data

Previous Data	Source of Change	Change Date
SPONGEBOB SQUAREPANTS 1 PINEAPPLE ROAD BIKINI BOTTOM, CA 94122 (415)555-5555	CSAC	25-AUG-05

Address Update Requirements

1. Use an address where you will be able to receive important mail from the Student Aid Commission.
2. Use an email address that we can use to contact you if necessary.
3. An alternate phone number is one we can use when you are not available at your home number.
4. A box may appear asking whether to enable or disable macros. Select <Enable Macros>.

Submitting Name, Social Security number (SSN) or date of birth changes

Submissions for these reasons require the completion of the Grant Record Change Form and supporting official documentation such as a copy of your Social Security card or birth certificate. Mail any supporting documentation, along with the Grant Record Change Form to:

California Student Aid Commission
Application Processing Unit
PO Box 419027
Rancho Cordova CA 95741-9027

Chafee Grant Application Status Screen

Purpose

The Chafee Grant Application Status screen allows Chafee Grant applicants to check the status of their application and update address/contact information.

California Student Aid Commission
WebGrants for Students

Home Tools Links Help Sign Out
Cal Grant Chafee Grant

Chafee Grant Main Address Change Application Status

Application Status

- Missing Chafee Grant Program information will be displayed in red.
- For questions regarding your Chafee record, please contact Specialized Programs at (888) 224-7268 #3.

Search By Acad Year - 2004-2005 GO!

1 → **SPONGEBOB SQUAREPANTS**
1 PINEAPPLE ROAD
BIKINI BOTTOM, CA 94122
E-Mail: SPONGEBOB@SPONGENET.COM

SSN:
CSAC ID
Date of Birth: 12/24/1985
Home Phone: (405) 555-5555
Alternative Phone:

2 → Application Status
✓ [Chafee Grant Application](#)
✓ [ILP Eligibility Verification](#)
✓ [2004-2005 FAFSA](#)
✓ [Financial Need Analysis](#)

Submitted by:
UNIV OF CA - IRVINE
UNIV OF CA - IRVINE
FINANCIAL AID OFFICE 102 ADM
IRVINE CA 92697-2825
Unmet Need: 5661

Institution Code: 00131400
Date Submitted: 15-SEP-04

3 → **2004-2005 Chafee Award**
Award Amount: 5000
Payment Amount: 1666
Payment Amount: 1667
Payment Amount: 1667

Award Date: 04-APR-05
Payment Date: 04-APR-05
Payment Date: 04-APR-05
Payment Date: 04-APR-05

Term: FL
Term: WN
Term: SP

[Privacy Policy](#) Copyright 2000-2005, California Student Aid Commission [Contact Us](#)

Page Elements

Figure 17-1: Chafee Application Status Page

1. Student Demographic Information

This information can be changed by clicking on the Address Change link on the blue bar above.

2. Application Status

As the various components of a complete Chafee application are received, these will be displayed here. Those items without a checkmark are still required before full Chafee Grant consideration can be given. Please call the Student Aid Commission at (888) 224-7268 with questions on the Chafee Grant.

3. Chafee Award Payments

Payments will be listed here with the payment amount, date and term when payment was made.

Help Center Screen

Summary

The Help Center contains links to different website elements that allow you to successfully navigate in WebGrants for Students. You can change your password, get help with logging in, review Commission codes like the ones listed on the second page of the California Aid Report (CAR), and other related actions. There is also a link to important Student Aid Commission forms that you may need while you are a Cal Grant participant. Many of these documents are published in Adobe Acrobat Portable Document Format (.pdf). If your system does not have Adobe software that can read .pdf files, you can download the free Adobe reader from the “Tools” menu.

Resources available on this screen will vary as new and different versions of documents are produced.

California Student Aid Commission
WebGrants for Students

[Home](#) [Tools](#) [Links](#) [Help](#) [Sign Out](#)

[Cal Grant](#)

[Chafee Grant](#)

Help Center

General Information

- ▶ [Changing Your Password](#)
- ▶ [Help with your Account](#)
- ▶ [Codes to Explain the California Aid Report](#)

California Student Aid Commission (Commission) Publications

- ▶ [Commission Forms and Publications](#)

Student Forms and Applications

- ▶ [List of Forms and Applications for Students](#)

User Guide

- ▶ [User Guide](#)

[Privacy Policy](#) Copyright 2000-2005, California Student Aid Commission [Contact Us](#)

Figure 18-1: Help Center

Commission Forms and Publications

Here you'll find Adobe Portable Document File (.pdf) versions of a large number of Student Aid Commission publications, fact sheets and reference manuals.

Student Forms and Applications

Following this link will bring you to Adobe Portable Document File (.pdf) versions of several useful forms used for the Cal Grant program. These include the Grant Record Change Form for Students (G-10), the Request for Cal Grant Fifth Year Benefits (G-42), Request for Cal Grant Teaching Credential Benefits Form (G-44) and the Cal Grant Registered Domestic Partnership Reposting Form (G-37).

User Guide

Following this link will open a .pdf version of the most recent version of this User Guide.

Tools Screen

Purpose

Various tools are available to assist the WebGrants for Students user.

California Student Aid Commission
WebGrants for Students

Home Tools Links Help Sign Out
Cal Grant Chafee Grant

Tools

Each of these tools may assist in your search for Cal Grant and Chafee Grant information.
To access these tools, click on the underlined link shown below.

Tools	Description
Cal Grant Institution Search	Search for a Cal Grant eligible college/vocational school
Users Guide	On line help guide for using WebGrants for Students
School Change Simulator	A tool for new Cal Grant recipients to determine eligibility prior to requesting a school change.
Get Acrobat	Links to the Adobe product website so users can download free software needed to read .PDF files

Privacy Policy Copyright 2000-2005, California Student Aid Commission Contact Us

Figure 19-1 Tools Main Page

Page Elements

1. Cal Grant Institution Search

Use this tool to locate any Cal Grant eligible school.

2. Users Guide

You can access the most recent version of this user guide at any time here.

3. School Change Simulator

The School Change Simulator is to be used by recipients of new Cal Grant awards to see if their Cal Grant would be transferable to another eligible Cal Grant school. This tool will not work for students who are beyond their first year in the program. Students in this situation should simply contact the college they wish to attend to see if their Cal Grant can be activated at that school.

4. Download Acrobat Reader

Various documents stored in WebGrants for Students are published in Adobe Acrobat Portable Document Format (.pdf). If your system does not have Adobe software that can read .pdf files, you can download the free Adobe reader here.

Cal Grant Institutional Search Screen

Purpose

This tool can be used to see whether a college or school can accept Cal Grant payments at that school and in which Cal Grant programs, A, B or C, they participate. Only California colleges, universities and schools are listed.

The screenshot shows the 'Cal Grant Eligible Institution Search' interface. At the top is a banner with 'Welcome to California' and various scenic images. Below the banner is the search form. Callout 1 points to the instructions: 'To find an eligible Cal Grant School please enter in any or all of the following information and Click Go. Leaving selection criteria blank will return all eligible Cal Grant schools.' Callout 2 points to the search input fields: 'School Name = Sacramento City College', 'City = Sacramento', and 'Segment Type = Segment 02 - COMMUNITY COLLEGE'. Callout 3 points to the search results table. Callout 4 points to the footer links: 'Privacy Policy', 'Copyright 2000-2005, California Student Aid Commission', and 'Contact Us'.

Cal Grant Eligible Institution Search

To find an eligible Cal Grant School please enter in any or all of the following information and Click Go.
Leaving selection criteria blank will return all eligible Cal Grant schools.

School Name = Sacramento City College City = Sacramento Segment Type = Segment 02 - COMMUNITY COLLEGE GO!

Total Number of Records: 1 Total Number of Pages: 1

School ID	School Name	City	Segment	Cal Grant A	Cal Grant B	Cal Grant C
00123300	SACRAMENTO CITY COLLEGE	SACRAMENTO	02 - COMMUNITY COLLEGE	Y	Y	Y

[Privacy Policy](#) Copyright 2000-2005, California Student Aid Commission [Contact Us](#)

Figure 20-1 Cal Grant Institutional Search

Page Elements

1. School Name

Enter the full school name here. If no results are returned, enter a part of the name. If you're not sure of the school's exact name, try the search under the segment. For example, to find all of the University of California campuses, list nothing in the school name and city fields and choose the "University of California Campus" option from the drop down list in the Segment Type field.

2. City

Enter the name of the city where the college or school is listed. You can see a list of all schools in a particular city by listing only the city and hitting <GO>.

3. Segment Type

To help us find the school you are looking for, select the type of school you are looking for from the drop down list. If you are not sure, you can leave this blank.

4. Results Line

This will show the results from your search. If the college participates in a Cal Grant program, a "Y" will be listed under that program.

School Change Simulator Screen

Purpose

The School Change Simulator allows you to see if your new Cal Grant award is transferable to another school. Students use this tool when considering another school other than the one listed on the California Aid Report (CAR). The Simulator will not work for students who are beyond their first year in the Cal Grant Program. Students renewing their Cal Grant award, and wanting to attend a different one from that on our records, should simply contact the new school to see if their Cal Grant can be activated at that school. The result from the School Change Simulator is for Cal Grant purposes only and it does not determine eligibility for other financial aid programs. Please check with the Financial Aid Office on your campus for additional financial aid resources.

School Change Simulator

- School Change Simulator is a tool for new Cal Grant recipients to determine Cal Grant eligibility when changing school of attendance
- Simulator available for new Cal Grants A, B and C recipients only
- Simulator will display transfer or payment restrictions if any are required
- Award amounts and student eligibility are estimates and may change
- School of attendance will certify actual Cal Grant award amount

Disclaimer: The result from the School Change Simulator is for Cal Grant purposes only and it does not determine eligibility for other financial aid programs. Please check with the Financial Aid Office on campus for additional financial aid resources.

Search By Acad Year = 2004-2005

1 **Current Award Information**

Name:	
SSN:	
CSAC ID:	
USED Code:	001313 00 UNIV OF CA - DAVIS
Housing Code:	1 CAMPUS
Annual Award Details:	
Grant Program:	Cal Grant A
Total Annual Award Amount:	\$5,684
Tuition Fees:	\$5,684
Access Amount:	N/A
Books and Supplies:	N/A
<u>Award Status:</u>	Auto Accept

2 Cycle ID: E1

Simulated Award Information

USED Code:	ACADEMY OF ART COLLEGE - 00753100
Housing Code:	01 - On Campus

3 Cycle ID: E1

4

Figure 21-1: School Change Simulator

Simulator Page Elements

See Figure 21-1 on preceding page

- 1. Search by Academic Year-** From the Drop down box, find the year that you entered the Cal Grant program. Then hit the <GO> button.
- 2. Current Award Information-** For the year listed, this is where a Cal Grant award has been offered. If this school is a community college and the recipient was placed in the Cal Grant A program, the words “CC Reserve” will show under the Cal Grant A column.
- 3. USED Code-** This is the United States Department of Education (USED) code and school name for the school at which the student has been awarded a Cal Grant and for the school where the Cal Grant award is being simulated.
- 4. Housing Code-** This code refers to the housing code used when being considered for a Cal Grant (real or simulated). Drop menu choices include on-campus (dorm), off-campus (apartment) or living with parent(s) or relative(s).

Simulator and Simulator Results Page Elements

See Figure 23-1 on the following page

- 5. CSAC ID-** The Student Aid Commission assigns Cal Grant applicants a CSAC ID number. Please use this number when referring to your Cal Grant or when contacting the Student Aid Commission. We advise students to not send us their Social Security numbers. The CSAC ID should be used instead.
- 6. Grant Program-** This describes the Grant program awarded or simulated.
- 7. Cycle ID-** The Cycle ID refers to the selection method used for the award. That will be either E1 for the Cal Grant Entitlement selection method, E2 for the Cal Grant Transfer Entitlement selection method, C1 for March 2nd deadline Competitive awards and C2 for September 2nd deadline community college Competitive Cal Grant awards.
- 8. Total Annual Award Amount-** This is the **PROJECTED** award amount based on full-time attendance. For schools following a 9-month normal attendance year, this amount will list the full-time award for 9 months of attendance. For schools following a year-round attendance schedule, this amount will list the full-time award for 12 months of attendance. Students attending less than full-time will receive lower award payments.
- 9. Tuition/Fees-** Tuition and/or Fees can be a component of a Cal Grant A, B or C award.
- 10. Access Amount-** The Access award amount is for Cal Grant B participants only.
- 11. Books and Supplies-** The Books and Supplies component is for Cal Grant C participants only.
- 12. Award Status-** Click on Award Status for a description of the various award status indicators used in the School Change Simulator results.

School Change Simulator

- School Change Simulator is a tool for new Cal Grant recipients to determine Cal Grant eligibility when changing school of attendance
- Simulator available for new Cal Grants A, B and C recipients only
- Simulator will display transfer or payment restrictions if any are required
- Award amounts and student eligibility are estimates and may change
- School of attendance will certify actual Cal Grant award amount

Disclaimer: The result from the School Change Simulator is for Cal Grant purposes only and it does not determine eligibility for other financial aid programs. Please check with the Financial Aid Office on campus for additional financial aid resources.

Search By Academic Year = 2004-2005

Current Award Information

Name:
SSN:
CSAC ID: ← 5
USED Code:
Housing Code:
Annual Award Details:
 Grant Program:
Total Annual Award Amount:
 Tuition Fees:
 Access Amount:
 Books and Supplies:
Award Status: ← 12

001313 00 UNIV OF CA - DAVIS
 1 CAMPUS
 ← 6
 Cal Grant A
\$5,684
 ← 8
 \$5,684
 N/A ← 10
 N/A
 Auto Accept ← 11
 Cycle ID: E1 ← 7

9

Simulated Award Information

USED Code: CSU SACRAMENTO - 00115000
Housing Code: 01 - On Campus
Annual Award Details: Cycle ID: E1

Grant Program:	Cal Grant A
Total Annual Award Amount:	\$2,334
Tuition Fees:	\$2,334
Access Amount:	N/A
Books and Supplies:	N/A
<u>Award Status:</u>	Auto Accept

Figure 23-1: School Change Simulator results page