OPERATIONS MEMO
Update from the California Student Aid Commission

December 7, 2015   **GOM 2015-40**

TO: Financial Aid Administrators
           High School Counselors

FROM: Catalina G. Mistler
           Chief, Program Administration & Services Division

SUBJECT: **2016-17 Cal Grant Electronic GPA Submission Training Resources**

This Operations Memo from the California Student Aid Commission (Commission) announces that the 2016-17 Cal Grant Electronic Grade Point Average (GPA) Submission Training resources are available. The training schedule includes sessions on GPA submission processes.

Training session topics will include:

- Education Code 69432.9
- How to set up and renew a WebGrants account
- The benefits of uploading GPAs electronically
- How to prepare files prior to upload, including record layout & required fields
- How to add GPA records one-by-one
- How to access GPA related reports
- How to avoid and correct common mistakes

Library of Pre-recorded Webinar Trainings and Modules

Pre-recorded webinar trainings can be viewed for those who are not able to register for a live webinar session. Viewers can also watch the on-demand modules which target specific topics and processes that may be important in the GPA Submission process. This library of trainings may be access from the Commission's Training Website.

Live Session Registration Information

Each online training session will be approximately one hour. Participants can log on from their office or home computer and follow along screen-by-screen while listening to the live audio feed.

To register, visit the Commission's Adobe Training Website. Once you have registered, a confirmation email will be sent to you with the Website login and teleconference phone line information. Retain this confirmation email, as you will need it to join the training session.

Need to contact us?
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