OPERATIONS MEMO
Update from the California Student Aid Commission

January 11, 2017   **GOM 2017-02**

TO: Financial Aid Administrators
            High School Counselors
            High School District Administrators

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

SUBJECT: **Training Schedule for GPA Upload Submission and Reports**

This Operations Memo from the California Student Aid Commission (Commission) announces the availability of Cal Grant Electronic Grade Point Average (GPA) related training sessions. These trainings are being scheduled in an effort to increase the number of GPA uploads to the Commission for those high schools/districts who have not yet submitted their GPAs.

Non-SSN GPA Upload Submission Training Details

Wednesday, January 18, 2017	2:00 pm – 3:00 pm
Wednesday, January 25, 2017	10:00 am – 11:00 am
Wednesday, February 01, 2017	2:00 pm – 3:00 pm
Wednesday, February 08, 2017	10:00 am – 11:00 am

Topics included in this session:

- Education Code 69432.9 (GPA Upload Requirement)
- Importance of uploading GPAs electronically
- Setting up and renewing a WebGrants account
- Preparing files prior to upload, including record layout & required fields
- Adding GPA records one-by-one
- Avoiding and correcting common mistakes

GPA Reports and Matching Training Details

Thursday, January 19, 2017	2:00 pm - 3:00 pm
Thursday, January 26, 2017	10:00 am - 11:00 am
Thursday, February 02, 2017	2:00 pm - 3:00 pm
Thursday, February 09, 2017	10:00 am - 11:00 am

Topics included in this session:

- Accessing GPA related reports
- Editing incorrect student data
- Matching GPAs to the student financial aid applications
- Verifying high school graduation dates

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.

Library of Pre-recorded Webinar Trainings and Modules

Pre-recorded webinar trainings can be viewed for those who are not able to register for one of the live webinar sessions. Viewers can also watch the on-demand modules which target specific topics and processes that may be important in the GPA submission process. The training library may be accessed from the Commission's [Training Website](#).

Need to contact us?

- Institutional Support phone number: (888) 294-0153
- E-mail: schoolsupport@csac.ca.gov

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