California
Student Aid Commission

User Reference Guide

WebGrants 4 Students
Overall Look and Feel

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COURSE OVERVIEW

Course Description

The CA Student Aid Commission (CSAC) is excited to announce the launching of WebGrants 4 Students. WebGrants 4 Students is the first interface to be designed in the Grant Delivery System Modernization project. Many of the launch features will include enhancements to navigation, compatibility, and accessibility.

1) Navigation: The student landing page has an updated look that will be easy for students to navigate. The navigation is made simple by allowing the students to access most necessary functions with one click. In most cases, that one click will pull up a modal (pop-up) window, which can be closed once the information is no longer needed or the required actions have been taken, keeping the student steadily on the home page.
2) Compatibility: WebGrants 4 Students will be accessible through most modern browsers, operating systems, and yes…. Most modern devices as well. This means a student can access WebGrants 4 Students on their cell phone, tablet, laptop, or computer and view a screen that fits the structure and limitations of their device.
3) Accessibility: The student landing page is designed to be compliant with the Americans with Disabilities Act (ADA) and will be easy for all to use.

1 OVERALL LOOK AND FEEL

1.1 Landing Page
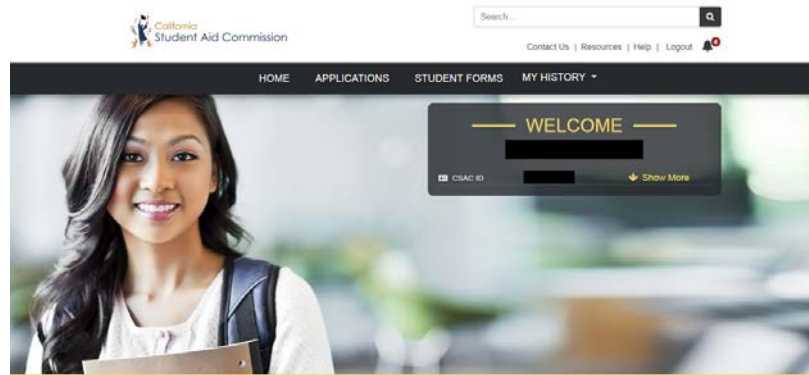
This is the top of the Landing Page of the new WebGrants 4 Students. The key functions in this section are the ability for students to manage their demographic information, and view system generated messages.

However, students will also be able to:
- view their application and award histories,
- access the FAFSA, CADAA, and/or Chafee Grant application,
- access student forms they may need to fill out and submit
- View Commission contact information

In order for the students to access their profile information, all they have to do is click the downwards facing arrow labeled "Show More" in the 'Welcome' box

1.2   Profile information

Clicking the "Show More" downward arrow will expand the list of profile information gathered from a student's application (CADAA or FAFSA). As you can see, this window will list out the student's

- CSAC ID
- Date of Birth
- Last four of their social security number or Dream Act ID (if they have one)
- Phone number
- Email address
- 3rd party access users.

If a student notices that any of their profile information is incorrect, they will be able to update it through options displayed on the "edit profile" pop-up menu. Easy corrections a student can make on spot include adjustments to their phone number, email address, physical address, and 3rd party access users. However, if a student notices their date of birth, name, or social security number is incorrect, there will be directions with the corresponding actions that must be taken in order to update this information.

1.3   Award Panels

The FAFSA and the CADAA are the first steps for consideration for many of the CSAC programs. This includes the Cal Grant, Middle Class Scholarship, and the Chafee Grant programs. If a student is flagged as potentially eligible for one, two, or all three of these grants, then they will be displayed the corresponding drop-down option. Once a student clicks the downward arrow, the panels for that section will be displayed.

1.4   Cal Grant Panel: Application Status 'Incomplete'
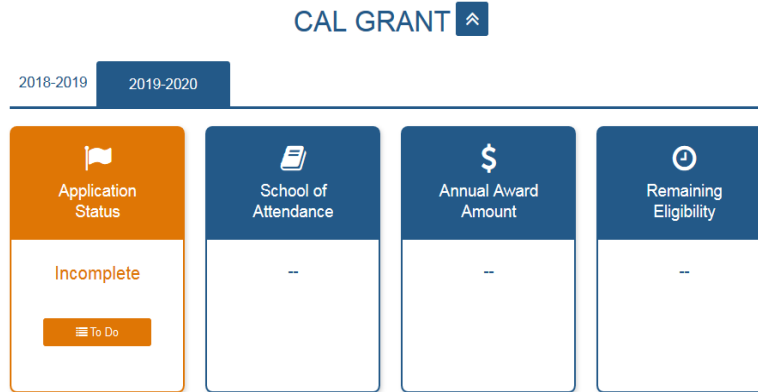
Let's start with the Cal Grant, the Commission's biggest program…

The Cal Grant panel will display for all students, regardless of whether they have received an award or not.

On the Cal Grant panel you will see two tabs. These two tabs correspond to the current academic year and the next academic year. If a student wishes to view their application or award history, they should use the history options located on the black navigation bar near the top of the screen.

Displayed on this screen is the orange Cal Grant Application Status "Incomplete" card. This card displays when a new applicant does not have their GPA submitted to the Commission, when a new student has an incomplete FAFSA/CADAA, or when a student is looking to renew their award/consideration but has not filed a financial aid application for the corresponding academic year.

Most Application/Award Status panels have a corresponding button that can be clicked for more information. In this example, the To Do button will provide additonal steps that must be taken to complete the Cal Grant application process.

1.5   Cal Grant Incomplete Application Modal Window
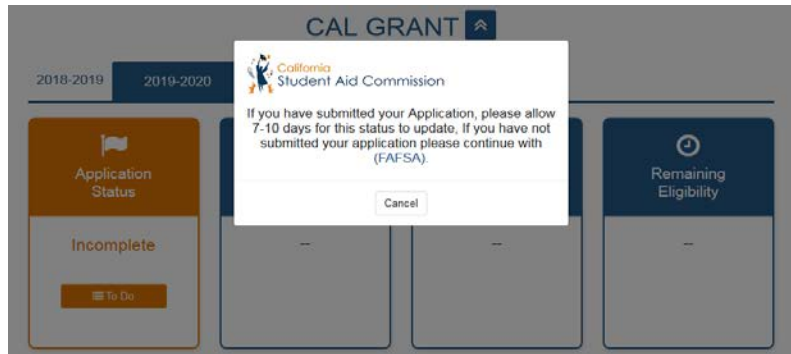
If a student sees this card they should click on the "To Do" button, which will pop-up a modal window which will display the actions they have to take in order to complete their application. In this scenario CSAC had yet to receive a renewal student's FAFSA Individual Student Indetification Records (ISIRs). When the student clicked on the "To do" button a pop-up modal window displayed with a message letting the student know what to do if they have not already submitted their application, which is to submit their

application. This window also contains a link to the FAFSA so the student would be led directly to the FAFSA. If this was a CA Dream Act student, the link would be to the CADAA site.

1.6   Cal Grant Panel: Award Status 'Pending'

Displayed on this screen is the orange Cal Grant Award Status "Pending" card. This card displays when a student needs to complete an action to be processed for an award. To complete the requirement the student needs to click on the "To do" button and the actions needed will present themselves to the student. Some examples of this include the:

- High School Entitlement verification form
  - Verifies 'School of Attendance' and
  - Verifies 'High School Graduation'
- Cal Grant C Supplemental form
  - Verifies that the student is Cal Grant C eligible and assigns them a score
- Grant Correction form
  - Verifies that all the information listed on the application is correct
- The E-2 or Transfer Entitlement form, which
  - Verifies that the student meets the requirements for the Transfer Entitlement Program

1.7   Cal Grant Transfer Entitlement Form

This form displays when a student is ran for the Transfer Entitlement. In this scenario a student has clicked the "To do" button and they were presented with a "Transfer Entitlement Cal Grant Certification Form" or (G-6). This form will allow the student to fill it out instantly and submit it to the Commission. Once all the "To-do" items are completed, the student will be processed and will either be awarded or not awarded. If a student is awarded they will see the screen in the next section

1.8   Cal Grant Panel: Award Status 'Awarded'

Displayed on the Cal Grant Award status "Awarded" screen a student will be able to see that they are awarded, which school they are awarded at, for how much, and for how long.
The students will also be able to
- View their California Aid Report (CAR), which is essentially a letter outlining their award details.
- Make a school change, if necessary.
- Place a "Hold" or "Leave of Absence" on their award if they are not using their award.

Let's take a look at the CAR. In order for a student to access their CAR, they must click the "View CAR" button on their Award Status card.

1.9   California Aid Report (CAR)

The California Aid Report (CAR) will pop-up through a modal window. The CAR displays the congratulatory message along with information the student may need to present to a financial aid officer at the college they attend. Additionally, the CAR will have instructions informing the students of additional steps the student might have to take in order to secure their award.

Since students may need to download and/or print this report, there are download and print options at the bottom of the modal window.

1.10 Cal Grant Panel: School of Attendance Card & 'School Change' button

The school displayed on the School of Attendance Card is taken from the first Cal Grant eligible school on the student's FAFSA or CADAA at the time CSAC processed the Cal Grant award.
If a student notices the school listed on the School of Attendance card is incorrect, they would want to make a school change. They can make a school change by clicking the "School Change" button, which will generate a pop-up modal window

1.11 Cal Grant Panel: School Change Continued
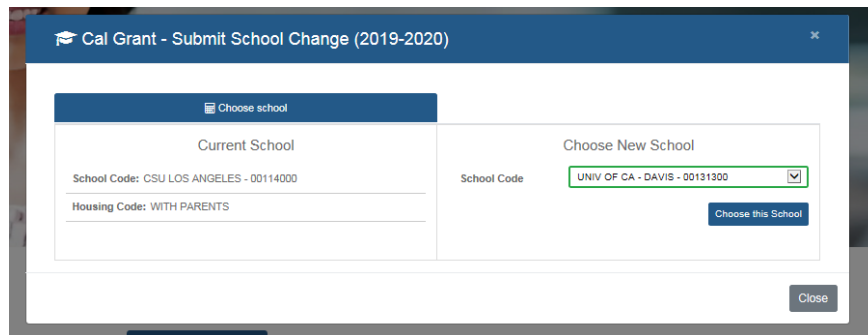
On the pop-up the student will see their "current school" on the left hand side, and will be able to select the school they plan on attending on the right hand side. Once the student selects the school they would like to attend, they must click "Choose this school" and they will be taken to a confirmation page outlining the change they are about to make. On the confirmation page the student must select the term the change will be made for, certify that they understand what they are doing, and complete the action.

1.12 Cal Grant Panel: School of Attendance - 'Show Details' panel

Once a student makes a school change, the newly selected school will populate on the "School of Attendance Card" and the "show details" section under the School of attendance card.
In "Show details" under the School of Attendance card, a student will also be able to view
- Their housing status
- Estimated total cost of education
- Expected family contribution (EFC)
- Their unmet need
- Estimated Cal Grant award amount
- Estimated Federal Pell Grant Award amount
- Estimated Cost Remaining

This is a great opportunity to explain the i-pop-up. All throughout WebGrants 4 Students there are blue 'i' icons. These 'i's stand for "information" and by clicking on them the students will be presented with a pop-up which may give definitions, and explanations. All i-pop-ups have no-action oriented text, but some of the text is static and some of it is dynamic. So, if a student is unsure about something they are looking at and there is an i-pop-up, we highly recommend they click on it. The i-pop-up is also compatible on most devices.

1.13 Cal Grant Panel: Remaining Eligibility - 'Show Details' panel

Under the Estimated Remaining Eligibility card "Show Details" a student will be able to view a summary which includes

- The total amount of eligible years offered when first receiving the award, and the total years remaining on the award.
- What their beginning education level was, and what their current education level is.
- What their total Grant reserve (Leave of Absence) offered in years is, and how many of those years are still remaining.
- The total years of less than half time allowed, and how many years of half time remains.
- Whether the award is on CCR or Community College Reserve.

Additionally under "History", a student will be able to view the history of how their grant was applied in earlier semesters. This will display the percentage of a grant that was used at any given semester, which will provide context to the amount of eligibility they have left.

1.14 Cal Grant Panel: Not Awarded
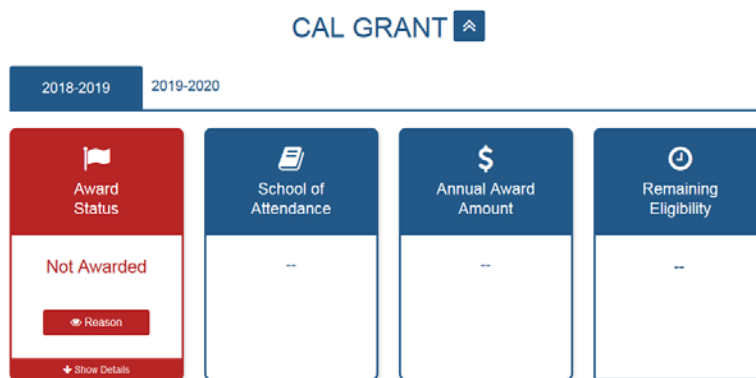
Displayed on the Cal Grant Award Status "Not Awarded" screen is the red "Not Awarded" card. All the other cards will display null/no values because the award does not exist for this student. If the student is interested in knowing the reason they were not awarded, they may click the "Reason" button.

1.15 Cal Grant: Not Awarded Reason Modal Window
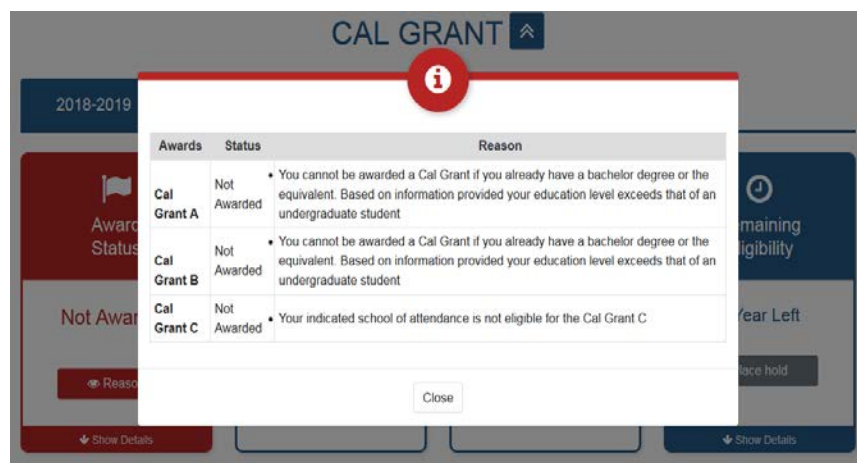
When the "Reason" button is clicked, a pop-up modal window will appear explaining why the student was not awarded for each type of Cal Grant. If a student sees this pop-up and feels the reason code was

given in error, they can appeal by clicking the appeal button under "Show details" on the Award status card.

1.16 Middle Class Scholarship (MCS) Panel

The MCS panel will have two tabs, one for the current year, and one for the next academic year able to be applied for. This display will only show up if a student is listed on a CSU, UC, or select bachelor degree granting enrollment files at a California Community College.

For MCS, a student will either have a status of awarded or not awarded. If a student is awarded they will have an Awarded status, the school that reported enrollment will be shown, the award amount they may receive will be shown, and their remaining eligibility will be shown. If a student is not awarded then they will have a reason code informing them that they were financially ineligible, and to contact their financial aid office if they would like reconsideration.

1.17 MCS Panel: Award Status – 'Show Details' panel
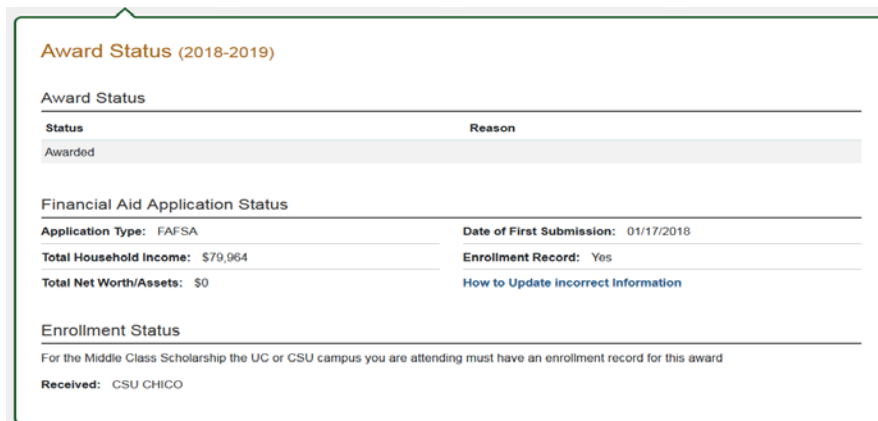
If a student clicks on the 'Award status' show details button then a drop down will appear which will display the following.
1) The award status will be displayed, and if a student is not awarded, the reason they were not awarded would be listed next to the status.
2) The Financial Aid Application Status will be displayed, so a student can verify that they submitted their application on time, that their reported total household income and assets/net-worth are accurate, and that they are on an enrollment record. If a student notices that any of this

information is incorrect they will be given a link which will explain how they can update incorrect information.

3) The enrollment status will show which school's enrollment file a student is currently listed on. If the listed school is not the correct school it is important for the student to contact that school to begin the school correction process.

1.18 MCS Panel: Annual Award Amount – 'Show Details' panel

If a student clicks on the Annual Award Amount "Show Details" drop down they will be able to view how much their school reported they are receiving from other state, federal, and institutional grants and scholarships, as well as how much they may be eligible to receive from their Middle Class Scholarship.

1.19 Chafee Grant for Foster Youth (Chafee) Panel

Here, we show the Chafee Grant for Foster Youth panel. There are tabs for both the current academic year and the academic year being applied for displayed. The Chafee panel will only display for students who indicated that they were in foster care/ward of the court past the age of 13 when they submitted a FAFSA or past the age of 16 when they submitted a California Dream Act Application.

Chafee lists the Application Status and the Award Status at the same time. The other two displayed cards are the School of Attendance, and the Remaining Eligibility. Next, we will be going into the details of each displayed card.

1.20 Chafee Panel: Application Status – 'More Details' panel

Chafee Grant Application Status (2018-2019)

FAFSA

Status	Received
Complete	06/28/2018

Chafee Application

Status	Received
Complete	06/28/2018

Department of Social Services Record

Status	Received	County
Complete	03/11/2013	SHASTA

Application History

Academic Year	Application Type	Date Received	Award Status
2018-2019	FAFSA	06/28/2018	Pending School Verification
2018-2019	FAFSA	06/28/2018	Ineligible
2018-2019	FAFSA	06/28/2018	Awarded

When a student clicks the Application Status 'show details' button, they will be displayed a screen as shown above. This screen will show the status of the three required steps to apply for the Chafee award. A student must submit a FAFSA/CADAA, a Chafee Grant Application, and a Department of Social Service Verification Form.

The first status is whether a student submitted a FAFSA or CA Dream Act Application. Some students believe that the FAFSA or CADAA is not necessary for a Chafee Grant, but since it is, we want it displayed to them so they know they have to submit one every year.

The second status is whether a student submitted a Chafee Application, which is a quick internal application that only has to be done once. This online application can be accessed at chafee.csac.ca.gov.

The third status is whether the Commission has received record of the student's foster youth status from the California Department of Social Services. If CSAC has it, it will be displayed here, and if it is not, the student will have instructions on how to proceed.

The last section is an application history section which displays the academic year, the application type they filed, the date the application was received, and the student's award status.

1.21 Chafee Panel: School of Attendance – 'More Details'

School of Attendance (2018-2019)

My School

School Name: SHASTA COLLEGE	**Unmet Need:** $22,749
Housing Status:	**Est. Chafee Grant:** $5,000
Est. Total Cost: $22,749	**Est. Cost Remaining:** $-5,000
Expected Family Contribution: $0	

When a student clicks the School of Attendance "show details" the student will be shown the school the grant will be issued to. This drop down will also display the student's
- housing status
- estimated total cost of attendance
- expected family contribution (EFC)
- unmet need
- estimated Chafee Grant Amount
- estimated cost remaining

1.22   Chafee Panel: Award Status – 'More Details' panel

When a student clicks the Award Status "Show details" drop down, the student will be shown the history of their payment statuses, how much they were paid, what their warrant number was, and the amount the warrant was issued for. If the student has a problem with their check they will be able to click the 'Problem with your check?' button in the upper righthand corner to request a new check be issued. Common problems include losing the check or the check being damaged beyond deposit.

1.23   Chafee Panel: Estimated Remaining Eligibility – 'More Details' panel

When a student clicks the Estimated Remaining Eligibility "Show details" the student will see how much remaining eligibility they have left, and the payment history for their Chafee award. The history will include the status of their previously issued warrants, including the amounts paid, and the school of attendance.