



NonSSN GPA Matching and Edit Screens

WebGrants User Guide

Updated: FEBRUARY, 2014

NON-SSN GPA MAIN Menu

Purpose

The California Student Aid Commission (Commission) is accepting NON-SSN GPAs through on-line submission. This training provides detailed instructions for High Schools, Community Colleges and Four Colleges on the process of matching a NonSSN GPA record to a student's Financial Aid Application.

Page Elements

1. **NON-SSN GPA:** After clicking on the WebGrants link the user will be directed to the WebGrants Menu. From there the user will then click on the NON-SSN GPA link. This shortcut link directs the user to the Upload NON-SSN GPAs screen.

California Student Aid Commission WebGrants System

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Welcome! TEST1_HS
To the [WebGrants](#) Menu

The last time you logged on to this system was: 02/03/2014 02:19:41 pm
Number of failed attempts since your last login: 0

Please contact your School's System Administrator if you need access to additional screens.

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GPA Student Info School Info Data Transfer Web Service Registration NON-SSN GPA	View Your Account Details Help With Your Account

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NON-SSN GPA Menu Page

Access

The Non-SSN GPA Menu will be displayed after clicking the NON-SSN GPA link.

Page Elements

1. **NonSSN GPA to Fin App Match:** This link will direct the user to the matching screen.

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Match NON-SSN GPA to Financial Application

Access

The Match NON-SSN GPA to Financial Application screen will be displayed after clicking the [NonSSN GPA to Fin App Match](#) link from the NON-SSN GPA menu screen (see page 2).

Page Elements

The first part of the search will run against the Non-SSN GPAs submitted. For this search, the student Date of Birth is required along with part of the first OR last name.

- 1. Last Name:** If the last name will be used, at least 2 characters are required for the search.
- 2. First Name:** If the first name will be used, at least 3 characters are required for the search.
- 3. GO!:** After entering the search criteria click the GO! button to view the Non-SSN GPA records. If the student DOB and Last Name OR First Name were not entered an error message will be returned.

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Match NON-SSN GPA to Financial Application

- Used to match a NON-SSN GPA record to a Financial Application
- Students highlighted in GREEN have already been matched
- Date of Birth and partial first OR last name is required to do search
- Partial first name with MINIMUM 3 characters
- Partial last name with MINIMUM 2 characters
- Click Submit Changes to match records

1 2 3

Academic Year: 2014 - 2015
DOB (mm/dd/yyyy): 07/03/1996
School ID: 99999900

Last Name: ST First Name: TES GO!

Student City: School City:

Exit

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Match NON-SSN GPA to Financial Application

Access

After the GO! button is clicked, the Non-SSN GPA student data is returned. By clicking on the student returned the data elements used to search for the Non-SSN GPA record will be used to search against any completed Financial Applications.

- If no Financial Applications are found the following message will be returned “**NO ISIR DATA FOUND FOR SELECTION CRITERIA**”. The user should refine the selection criteria and select the student again.
- If too many Financial Applications are found the following message will be returned “**More than 3 ISIR records found. Refine your search to limit results.**” The user should refine the selection criteria and select the student again.

Page Elements

1. **Demographic Information:** The user can change the DOB, Last Name, and First Name to search against the Financial Applications.
2. **Student Name:** By clicking on any part of the student name, the data entered in the demographic information will be used to search against the Financial Applications.
3. Please note that any students highlighted in Green have already been matched and can't be selected.

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Match NON-SSN GPA to Financial Application

- Used to match a NON-SSN GPA record to a Financial Application
- Students highlighted in GREEN have already been matched
- Date of Birth and partial first OR last name is required to do search
- Partial first name with MINIMUM 3 characters
- Partial last name with MINIMUM 2 characters
- Click Submit Changes to match records

Academic Year: 2014 - 2015 Last Name: ST First Name: TES
DOB (mm/dd/yyyy): 07/03/1996 Student City: School City:
School ID: 99999900

Record(s): 1 **NON-SSN to Financial Application** Page: 1 of 1

Name	DOB	Address	School	Std Phone	Par Phone	Std Email	Par Email
STUDENT, TEST	07/03/1996	123 ANYSTREET, ANY CITY 95555	99999900				

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Match NON-SSN GPA to Financial Application

Access

Once the student is selected and the number of possible matches is 3 or less, a list of Financial Applications will be displayed.

Page Functions

- Match:** Check the “Match” radial button once the Financial Application is found.
- Submit Changes:** Click the “Submit Changes” to complete the match.

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Match NON-SSN GPA to Financial Application

- Used to match a NON-SSN GPA record to a Financial Application
- Students highlighted in GREEN have already been matched
- Date of Birth and partial first OR last name is required to do search
- Partial first name with MINIMUM 3 characters
- Partial last name with MINIMUM 2 characters
- Click Submit Changes to match records

Academic Year: Last Name: First Name:

DOB (mm/dd/yyyy): Student City:

School ID: School City:

	Non-SSN GPA Data	Record #1	Record #2	Record #3
	SSN or Dream App ID	Financial Application Data	Financial Application Data	Financial Application Data
Last Name	STUDENT	STUDENT34	STUDENT35	STUDENT36
First Name	TEST	TEST	TEST	TEST
Middle Init			A	
DOB	07/03/1996	7/3/1996	7/3/1996	7/3/1996
Address	123 ANYSTREET	234 ANY STREET	345 ANY STREET	123 ANY STREET
City	ANY CITY	SACRAMENTO	SACRAMENTO	SACRAMENTO
Zip	95555	95811	95833	95834
School Code	99999900	05366500		
Student Phone			(916) 464-2995	
Parent Phone				
Student Email		TEST@CSAC.CA.GOV	TEST@CSAC.CA.GOV	TEST@CSAC.CA.GOV
Parent Email				
GPA	3.50			
State Student ID				

Match Match Match



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Match NON-SSN GPA to Financial Application

Record Matched

1. After the match has been made the user will receive a count of the number of records matched.
2. The record that has just been matched will now be highlighted in green.

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Match NON-SSN GPA to Financial Application

- Used to match a NON-SSN GPA record to a Financial Application
- Students highlighted in GREEN have already been matched
- Date of Birth and partial first OR last name is required to do search
- Partial first name with MINIMUM 3 characters
- Partial last name with MINIMUM 2 characters
- Click Submit Changes to match records

Academic Year: 2014 - 2015 | Last Name: STU | First Name: TEST
DOB (mm/dd/yyyy): 7/3/1996 | Student City: | School ID: 99999900 | School City: |

Database Update results

Matched: 1
Match Errors: 0

Record(s): 1 | NON-SSN to Financial Application | Page: 1 of 1

Name	DOB	Address	School	Std Phone	Par Phone	Std Email	Par Email
STUDENT, TEST	07/03/1996	123 ANYSTREET, ANY CITY 95555	99999900				

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Edit NON-SSN GPA Record

Purpose

The next section provides detailed instructions on editing a submitted, not matched NonSSN GPA record.

Page Elements

1. **Edit NON-SSN GPAs:** After returning to the Non-SSN GPA Menu and clicking the NON-SSN GPA link click on the Edit NON-SSN GPAs screen.

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Edit NON-SSN GPA Record

Access

The Edit NON-SSN GPA screen will be displayed after clicking the [Edit NON-SSN GPAs](#) link from the NON-SSN GPA menu screen (see page 2).

Page Elements

1. **Demographic Information:** Enter as much student information to narrow your search results.
2. **Editing Student Information:** To edit student information click on any part of the row of the student to be edited.

Please note that any students highlighted in Green have already been matched and can't be edited.

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Edit NON-SSN GPA Record

- Used to edit non-matched NON-SSN GPA Records
- Students highlighted in GREEN have been matched and can't be updated
- Enter as much information to narrow your search
- Click Submit Changes to update record changes

1

Academic Year: 2014 - 2015 Last Name: STUDENT First Name: TEST

DOB (mm/dd/yyyy): Student City:

School ID: 99999900 School City:

Record(s): 3		Select a NON-SSN record to Edit					Page: 1 of 1	
Name	DOB	Address	School	Std Phone	Par Phone	Std Email	Par Email	
STUDENT, TEST	07/03/1996	123 ANYSTREET, ANY CITY 95555	99999900					
STUDENT, TEST	12/02/1995	123 ANY STREET, LOS ANGELES 95522	99999900	(916) 555-7575				
STUDENTS, TEST	06/04/1995	234 ANY STREET, ANY CITY 95555	99999900	(916) 555-6565				

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Edit NON-SSN GPA Record

Access

The Edit NON-SSN GPA form will be displayed after clicking any part of the student row.

Page Elements

- 1. Demographic Information:** Once the student form is open any field that is not grayed-out can be updated.
- 2. Submit Changes:** Click the “Submit Changes” to complete the update. If the data entered is not in the correct format a message will appear below the field that needs to be corrected.

Edit NON-SSN GPA Record

- Used to edit non-matched NON-SSN GPA Records
- Students highlighted in GREEN have been matched and can't be updated
- Enter as much information to narrow your search
- Click Submit Changes to update record changes

Academic Year: 2014 - 2015 Last Name: STUDENT First Name: TEST GO

DOB (mm/dd/yyyy): Student City: School ID: 99999900 School City:

School Code: * <small>(School Submitting GPA)</small>	99999900	Graduation Date: * <small>(YYYYMMDD)</small>	20140615
GPA * <small>(001-400)</small>	225	Date of Birth: * <small>(YYYYMMDD)</small>	19951202
Student's Last Name: *	STUDENT	Student's First Name: *	TEST
Student's MI:		Student's Address: *	321 OTHER STREET
City: *	THIS CITY	Zip Code: * <small>(12345)</small>	95522
Gender: * <small>(M or F)</small>	M	Student Email:	
Student Phone:	9165557575	Mother's Last Name:	
Father's Last Name:		Parent's Email:	
Parent's Phone:		CSAC ID:	
School Student ID:		State Student ID:	

Submit Changes Reset Back

1 points to the Student's First Name field.

2 points to the Submit Changes button.

Edit NON-SSN GPA Record

Record Updated

After the changes have been submitted, the user can verify the student data by clicking the GO! button.

Page Functions

1. **Edited Record:** Edited student data.

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Edit NON-SSN GPA Record

- ✦ Used to edit non-matched NON-SSN GPA Records
- ✦ Students highlighted in GREEN have been matched and can't be updated
- ✦ Enter as much information to narrow your search
- ✦ Click Submit Changes to update record changes

Academic Year: Last Name: First Name: **GO!**

DOB (mm/dd/yyyy): Student City:

School ID: School City:

Record(s): 3		Select a NON-SSN record to Edit				1	Page: 1 of 1	
Name	DOB	Address	School	Std Phone	Par Phone	Std Email	Par Email	
STUDENT, TEST	07/03/1996	123 ANYSTREET, ANY CITY 95555	99999900					
STUDENT, TEST	12/02/1995	321 OTHER STREET, THIS CITY 95522	99999900	(916) 555-7575				
STUDENTS, TEST	06/04/1995	234 ANY STREET, ANY CITY 95555	99999900	(916) 555-6565				

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