# INSTRUCTIONS TO CREATE CSAC DATA REPORTS: NO APP / NO MATCH / NO EFC

1. Log in to your account on Webgrants Logon at <a href="https://webgrants.csac.ca.gov">https://webgrants.csac.ca.gov</a>



Note: If you don't have an account, you need to request one from your account administrator. If you don't know who your account administrator is, call 1-888-294-0148 or E-mail CSAC Support.

## 2. Click Webgrants link



### 3. Click Data Transfer



## 4. Click Report Download



#### 5. Click 'GO'



Note: You can pull data from previous years by selecting the academic year. You can narrow your search for reports through the drop-down menus. Just remember you need the 'data file' type to create an Excel file.

6. <u>For No-App/No Match report</u>: Click Non-SSN GPA Status Report—Retrieve File <u>For No EFC report</u>: Click Student Summary Report—Retrieve File ...

Note: You want the Data Files to properly export data into an Excel file.

School ID = 0526610	0 ∨ Acad Year = 2016-2017 ∨	Month =	All	$\sim$		
	Report = All	/ Media I	Type = All	~	GO!	
Report Date <b>₹</b>	Description	Media Type	Month			
19-FEB-16	NON-SSN GPA School Unmatched Report	Report	FEB	Retriev	e File	
19-FEB-16	Non-SSN GPA Status Report	Report	FEB	Retriev	e File	
19-FEB-16	NON-SSN GPA Roster Report	Report	FEB	Retriev	e File	
19-FEB-16	Non-SSN GPA Status Report	Data File	FEB	Retriev	e File	
19-FEB-16	GPA Summary	Report	FEB	Retriev	e File	
16-FEB-16	Your Cal Grant Awardees	Report	FEB	Retriev	e File	
13-FEB-16	Student Summary Report	Report	FEB	Retriev	e File	
13-FEB-16	Student Summary Report	Data File	FEB	Retriev	e File	
02-FEB-16	Your Cal Grant Awardees	Report	FEB	Retriev	e File	
16-DEC-15	NON-SSN GPA School Upload Report	Data File	DEC	Retriev	e File	
16-DEC-15	NON-SSN GPA School Upload Report	Data File	DEC	Retriev	e File	

7. Right Click Display/Download



8. Save As or Save Target As

Display/Downlo	ad	
	Open	
	Open in new window	
2016, California	Save target as	
.5 Date: 2/4/20	Print target	
	Cut	
	Cut	
	Сору	
	Copy shortcut	
	Paste	

9. Save to Computer Desktop—name file (Ex: CSAC NO APP or CSAC NO EFC)



10. Open Excel, click Excel FILE, click drop down menu ALL FILES, find your file on your desktop (it will be a text file)...

★ Favorites ■ Desktop ▶ Downloads		<b>Computer</b> System Folder		Network System Folder			E
♥ Dropbox           Image: Second Places		2016 C4C File folder	Et.	2016 PDF transcripts File folder			
Libraries		<b>AB540</b> File folder	a de la compañía de	AEL TUTORING CENTER File folder			
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19 Computer	18	<b>College</b> File folder	E	<b>College Night</b> File folder			
💷 92Share (\\dfs-67 👻	100	College Perourcer	103	Community Persurger			~
File nar	ne:				-	All Excel Files	-
					Tools 🔻	All Files All Excel Files Excel Files	
						All Web Pages	

#### 11. Open your File



12. Click Next

If this is correct, choose Next, or choose the data type that best describes your data.								
Original data type								
Choose the file type that best describes your data:								
Choose the file type that best describes your data:								
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Fixed width - Fiel	ius are aligneu în column	is with spaces betw	veen each field.					
Start import at <u>r</u> ow: 1	÷ File <u>o</u> rigin:	437 : OEM Unite	d States		-			
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13. Make sure your student names are all in one column (you may need to adjust your lines. Click Next, and then click Finish.

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nes with arrows signify	y a column break.				
To CREATE a break lin To DELETE a break lin To MOVE a break line	ne, click at the desired po: ne, double click on the line e, click and drag it.	sition. e.			
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14. Now you can sort your data. Sort by Grad Year—delete all grads except your current graduating class. (There will be grads going way back and some students with no graduation date showing—delete all those). Then sort by application status—you'll see who has NO APP, NO EFC, Yes -Completed, and Not Matched.

Note: No Match may be students who have submitted their financial aid application with slightly different information than was uploaded with their GPA—you can manually match those students to their app or in some cases you might need to correct the student information that you uploaded. It is also possible that this student is not your student but another with a similar name and DOB. More information about how to manually match your students is included in a separate handout.

N	ALEAIS A	<del></del>	2.65	Jun-15	556006	7.046705	NUAPP			
00	MONIQUE	###########	2.36	Jun-15	274555	9.03E+09	NO APP			
A	MATTHEW	9/5/1996	1.78	Jun-15	265330	9.02E+09	NO APP			
Δ.	SERENA L	###########	3.81	Jun-15	266247	6.02E+09	YES			
<b>3</b>	GWENDAL	###########	3.25	Jun-16	459627	4.08E+09	NO APP			
<b>S</b>	RANDAL J	##########	2	Jun-15	331374	3.04E+09	NO APP			
0	ADRIANA	9/2/1998	2.82	Jun-16	447942	3.04E+09	YES			
0	DAYANE	##########	3.47	Jun-15	447940	9.03E+09	YES			
R	JOSE A	2/2/1998	2.72	Jun-16	282488	9.04E+09	NO 40	LNAME, FN	AME, INIT	
R	PAOLA	##########	3.35	Jun-16	283799	4.04E+09	NO 40	LNAME, FN	AME, INIT	
SOCHO	VANESSA	9/4/1998	3.36	Jun-16	281903	2.04E+09	NO APP			