

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

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

California Student Aid Commission  
WebGrants System

Welcome! [Help With Your Account](#)

**Please sign in** | **Need to create an account?**

Please enter your user name, password.

**Authorized Use Only**

User Name  Password

**For a School Administrator Account:**  
Please call 1-888-294-0148

**For Browser Versions or Monitor Screen Area Settings:**  
Help With Your Account

**Apple/Mac Computers:**  
Results may be unpredictable

Pursuant to section 502 of the California Penal Code and Public Law 99-474, Title 18, United States Code, unauthorized access to applicant information will be prosecuted to the full extent of the law.

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

California Student Aid Commission  
WebGrants System

Welcome! EKMartin  
To the CSAC Portal Menu

The last time you logged on to this system was: 02/19/2016 01:00:51 pm  
Number of failed attempts since your last login: 1

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

**Portal Menu** | **Account Information**

[WebGrants SB 70](#) | [View Your Account Details](#)  
[Help With Your Account](#)

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3. Click Data Transfer

California Student Aid Commission  
WebGrants System

Welcome! EKMartin  
To the WebGrants Menu

The last time you logged on to this system was: 02/19/2016 01:00:51 pm  
Number of failed attempts since your last login: 1

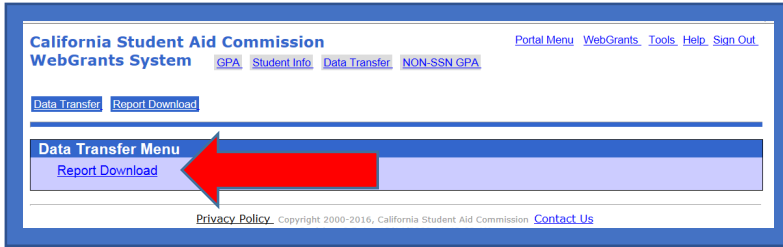
Please contact your School's System Administrator if you need access to additional screens.

**WebGrants Menu** | **Account Information**

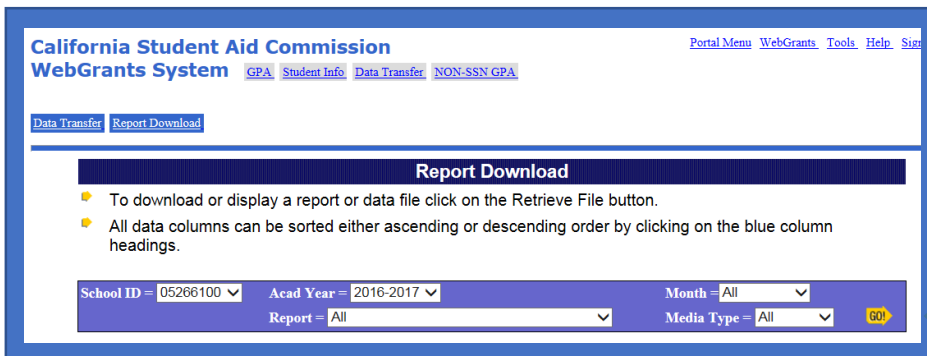
[GPA](#)  
[Student Info](#)  
[Data Transfer](#)  
[NON-SSN GPA](#) | [View Your Account Details](#)  
[Help With Your Account](#)

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#### 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. For No-App/No Match report: Click Non-SSN GPA Status Report—Retrieve File

For No EFC report: Click Student Summary Report—Retrieve File ...

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

Report Date	Description	Media Type	Month	
19-FEB-16	NON-SSN GPA School Unmatched Report	Report	FEB	Retrieve File
19-FEB-16	Non-SSN GPA Status Report	Report	FEB	Retrieve File
19-FEB-16	NON-SSN GPA Roster Report	Report	FEB	Retrieve File
19-FEB-16	Non-SSN GPA Status Report	Data File	FEB	Retrieve File
19-FEB-16	GPA Summary	Report	FEB	Retrieve File
16-FEB-16	Your Cal Grant Awardees	Report	FEB	Retrieve File
13-FEB-16	Student Summary Report	Report	FEB	Retrieve File
13-FEB-16	Student Summary Report	Data File	FEB	Retrieve File
02-FEB-16	Your Cal Grant Awardees	Report	FEB	Retrieve File
16-DEC-15	NON-SSN GPA School Upload Report	Data File	DEC	Retrieve File
16-DEC-15	NON-SSN GPA School Upload Report	Data File	DEC	Retrieve File

## 7. Right Click Display/Download

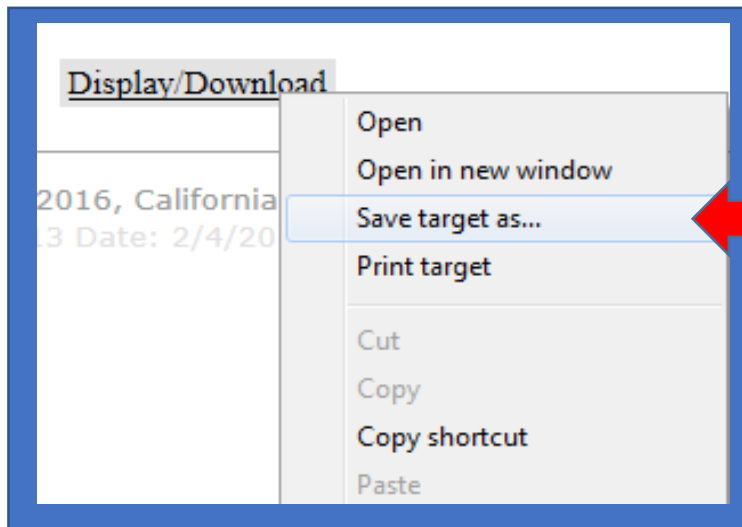
To view, select the Display/Download link.

To download, right click on the Display/Download link and choose the "Save" option.

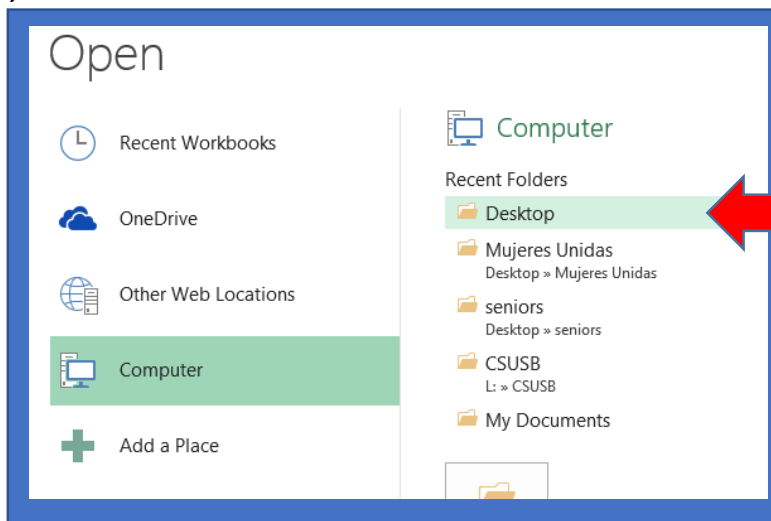
Display/Download



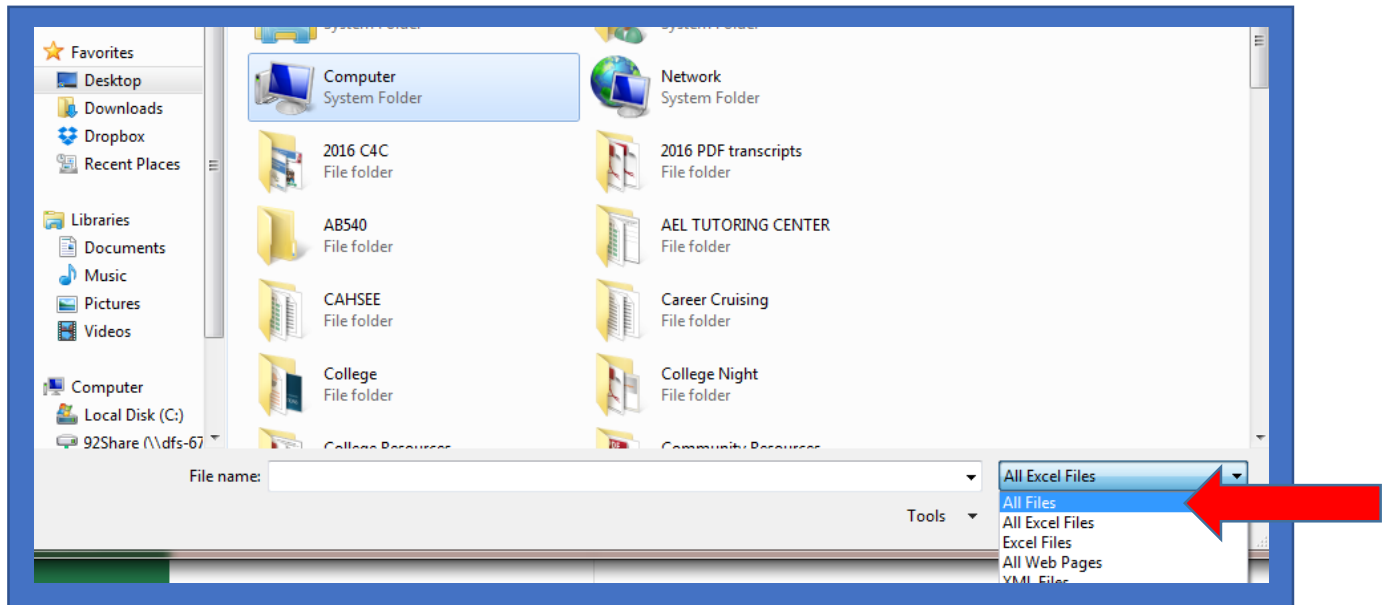
## 8. Save As or Save Target As



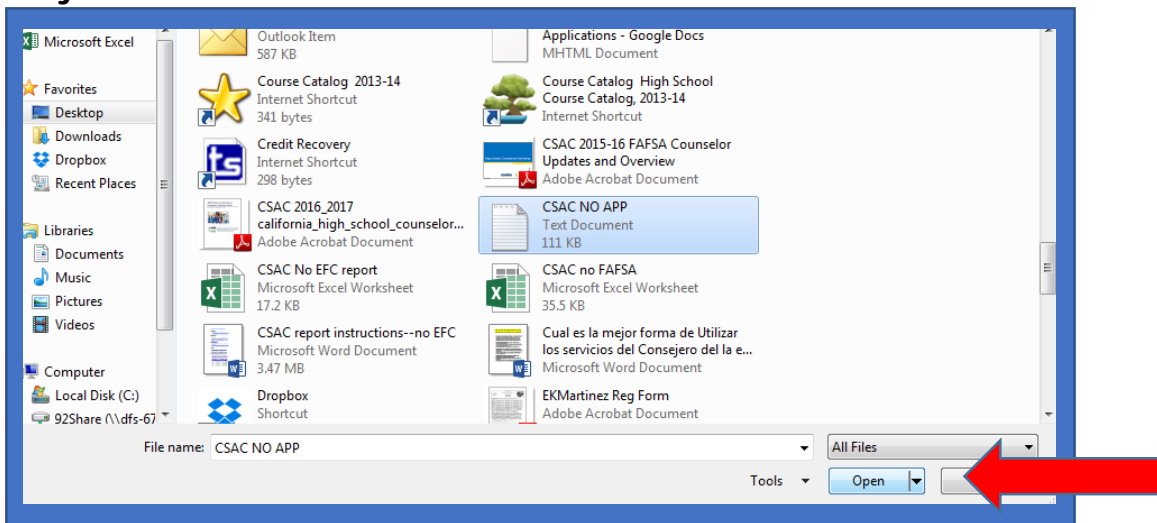
## 9. Save to Computer Desktop—name file (Ex: CSAC NO APP or CSAC NO EFC)



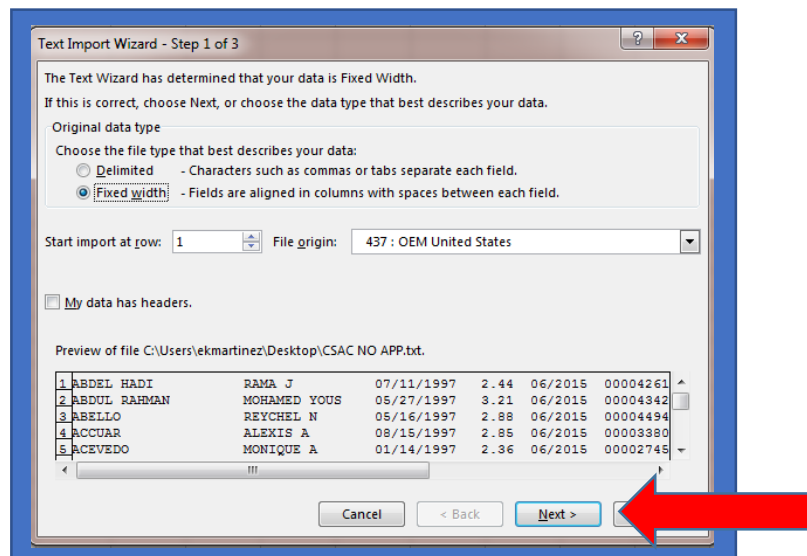
10. Open Excel, click Excel FILE, click drop down menu ALL FILES, find your file on your desktop (it will be a text file)...



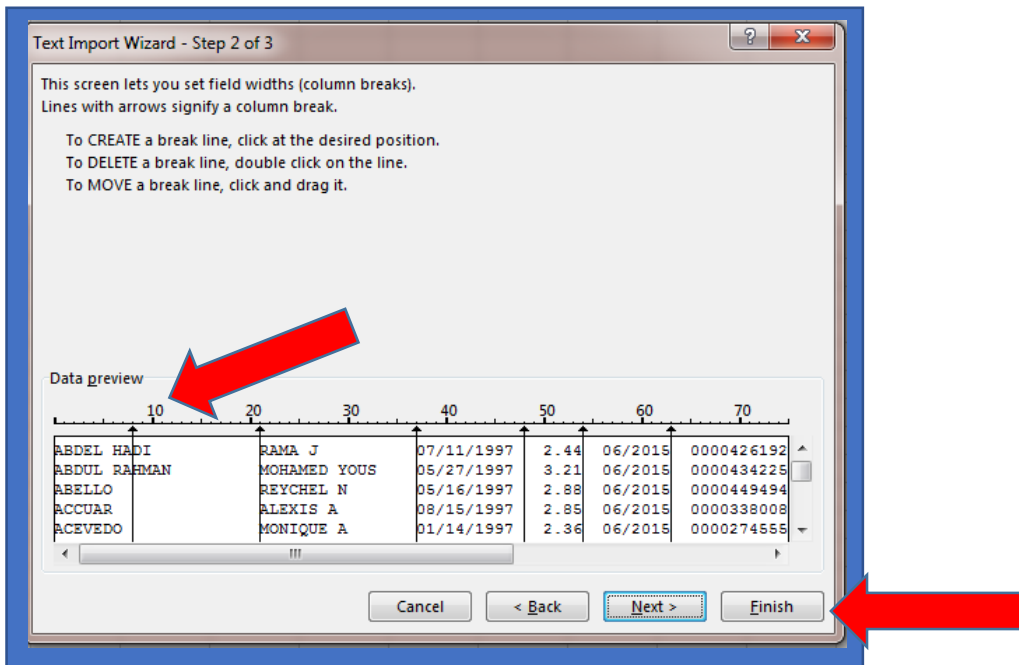
11. Open your File



12. Click Next



13. Make sure your student names are all in one column (you may need to adjust your lines. Click Next, and then click Finish.



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.

R	ALEXIS A	#####	2.85	Jun-15	338008	7.04E+09	NO APP			
DO	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			
A	SERENA L	#####	3.81	Jun-15	266247	6.02E+09	YES			
S	GWENDAL	#####	3.25	Jun-16	459627	4.08E+09	NO APP			
S	RANDAL J	#####	2	Jun-15	331374	3.04E+09	NO APP			
O	ADRIANA	9/2/1998	2.82	Jun-16	447942	3.04E+09	YES			
O	DAYANE	#####	3.47	Jun-15	447940	9.03E+09	YES			
IR	JOSE A	2/2/1998	2.72	Jun-16	282488	9.04E+09	NO	40	LNAME, FNAME, INIT	
IR	PAOLA	#####	3.35	Jun-16	283799	4.04E+09	NO	40	LNAME, FNAME, INIT	
SCCHO	VANESSA	9/4/1998	3.36	Jun-16	281903	2.04E+09	NO APP			