

WebGrants

High school and district staff with access to WebGrants can download a CalKIDS report from <https://webgrants.csac.ca.gov/> that shows which students have a CalKIDS Scholarship at their schools!

You will need to contact your high school or district's WebGrants 'System Administrator' to gain 'User' access to WebGrants. If you don't know who your WebGrants System Administrator is, call CSAC's School Support Line to find out - **(888) 294-0153**. If you're told that your institution does not have a System Administrator for WebGrants, CSAC will assist you with the process of getting one set-up.

For more information visit - <https://www.csac.ca.gov/webgrants-access-request>.

STEP 1

Once you have User access to WebGrants, login to your account at <https://webgrants.csac.ca.gov/>.

*(*If it's your first time logging in, please follow the First-Time Login Instructions.)*



FIRST-TIME LOGIN INSTRUCTIONS

- Your first-time login will require a password reset. The First-Time Login Instructions training video provides step-by-step instructions on how to login for the first time to the updated WebGrants system.
- The process includes resetting your password for existing WebGrants users.

[Watch Video](#)

Next, enter your login information:

WebGrants for Institutions

Username
Use your user identifier and not your email address.

Password
Use your password.

Show Password

Remember me on this computer

We use browser cookies to track your session to give better experience
You can refer our [Cookie Policy](#) for more details.

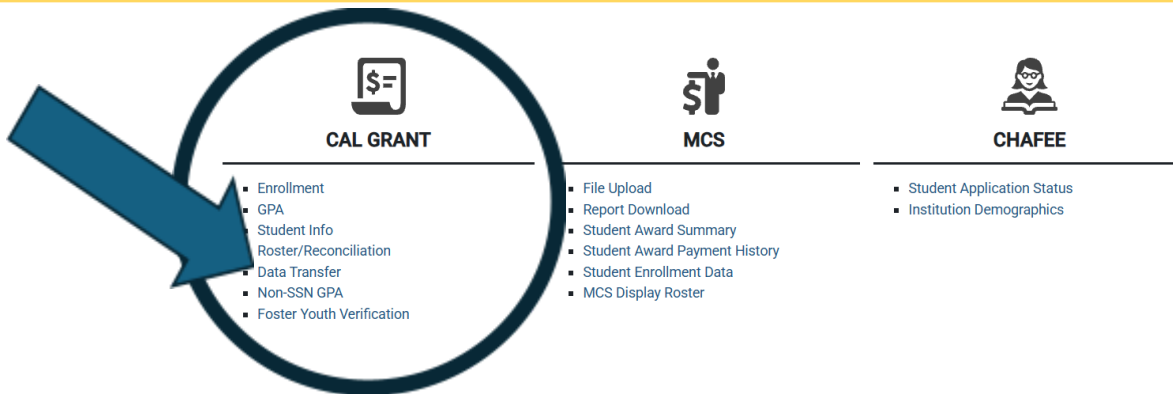
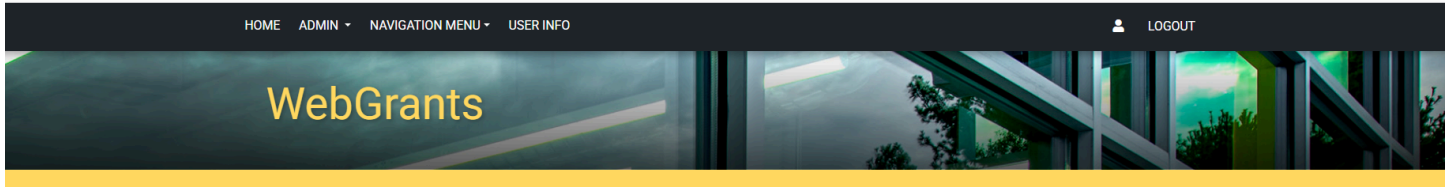
By logging in, you agree to our [Privacy Policy](#)

[Sign In](#)

[Forgot Username or Password ?](#)

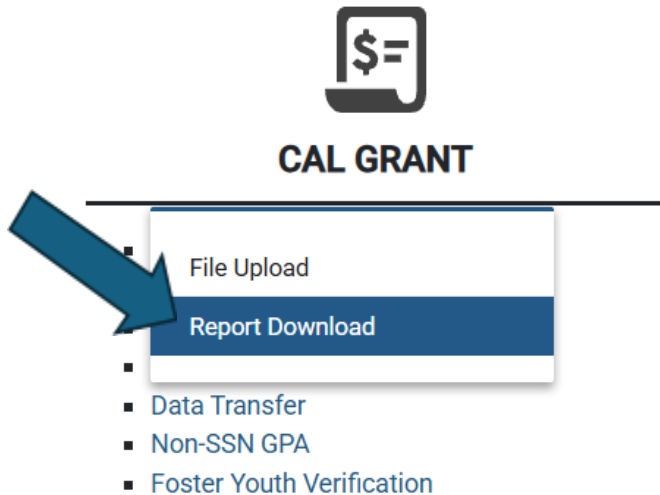
STEP 2

From the landing page, scroll down until you find the “CAL GRANT” section and select “Data Transfer.”



The screenshot shows the main navigation menu with three sections: CAL GRANT, MCS, and CHAFEE. A large blue arrow points to the CAL GRANT section, which is highlighted with a dark blue circle. The CAL GRANT section contains a list of items: Enrollment, GPA, Student Info, Roster/Reconciliation, Data Transfer, Non-SSN GPA, and Foster Youth Verification. The MCS section contains: File Upload, Report Download, Student Award Summary, Student Award Payment History, Student Enrollment Data, and MCS Display Roster. The CHAFEE section contains: Student Application Status and Institution Demographics.

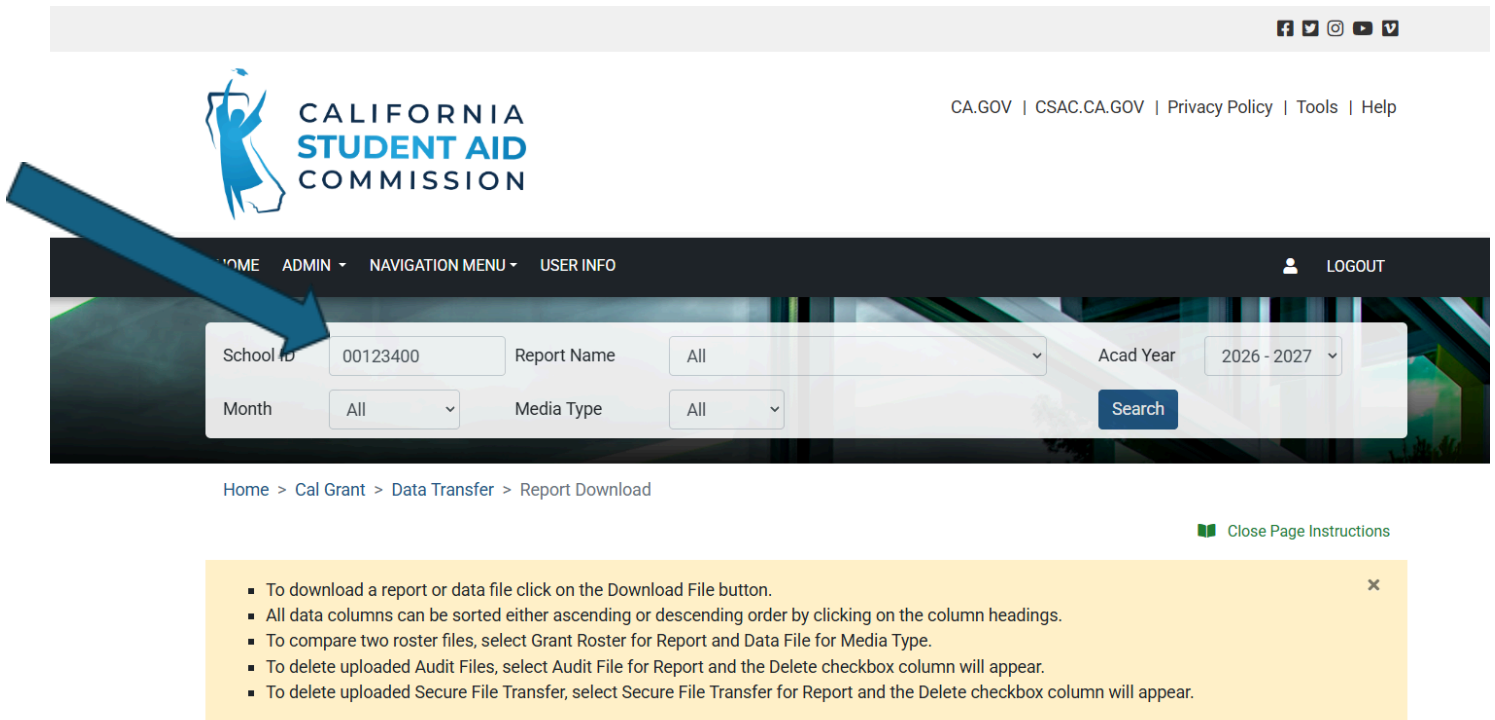
Next, click “Report Download” on the pop-up menu.



A close-up of the CAL GRANT section from the previous screenshot. A dark blue circle highlights the CAL GRANT icon and text. A blue arrow points to the "Report Download" option in the pop-up menu. The pop-up menu also shows "File Upload" and "Data Transfer". Below the pop-up menu, the remaining items from the CAL GRANT section are visible: "Non-SSN GPA" and "Foster Youth Verification".

STEP 3

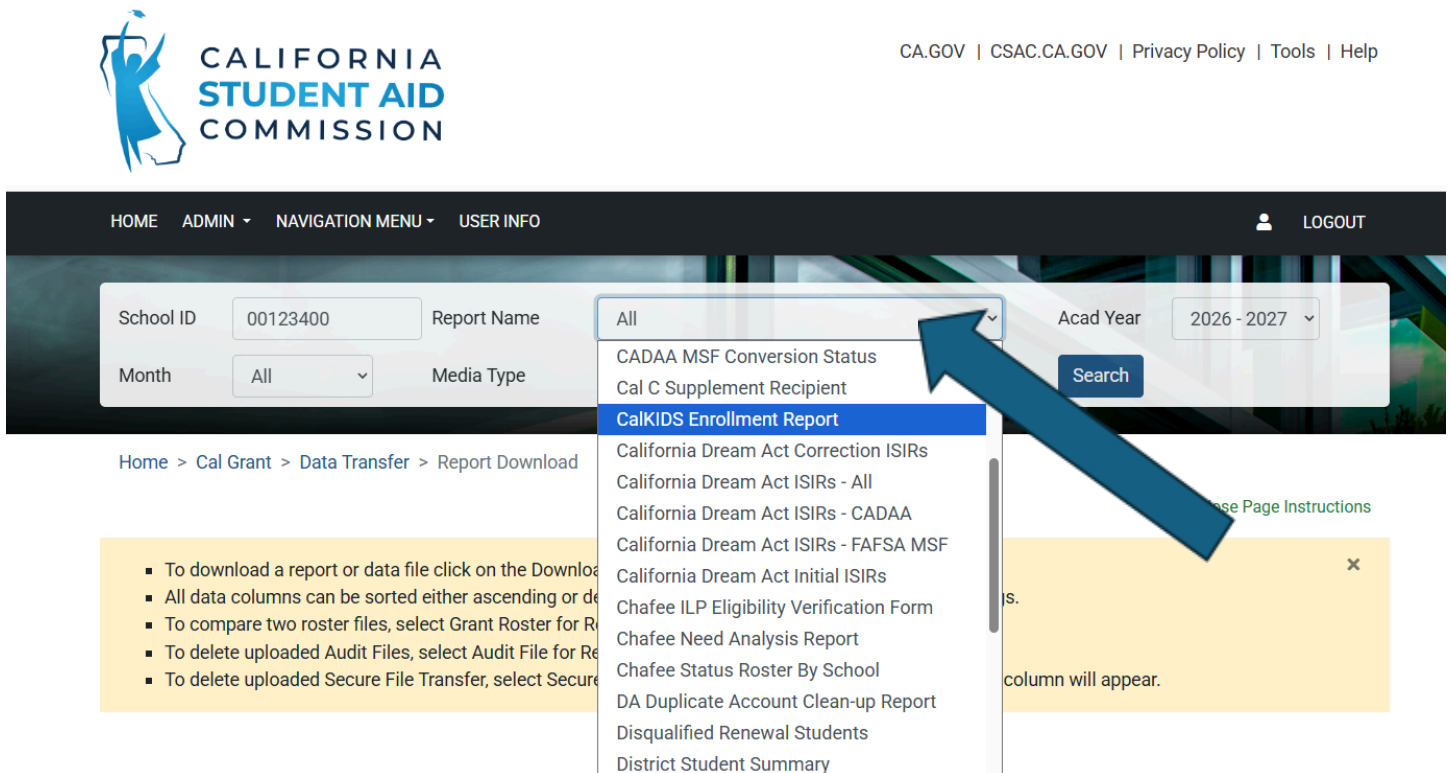
On the Report Download page select your School ID from the drop down.



The screenshot shows the top navigation bar with links for HOME, ADMIN, NAVIGATION MENU, and USER INFO. The main header features the California Student Aid Commission logo and the text "CALIFORNIA STUDENT AID COMMISSION". Below the header is a search form with the following fields: School ID (00123400), Report Name (All), Acad Year (2026 - 2027), Month (All), and Media Type (All). A blue arrow points to the School ID field. Below the search form is a breadcrumb trail: Home > Cal Grant > Data Transfer > Report Download. A "Close Page Instructions" button is visible in the top right corner. A yellow instruction box contains the following text:

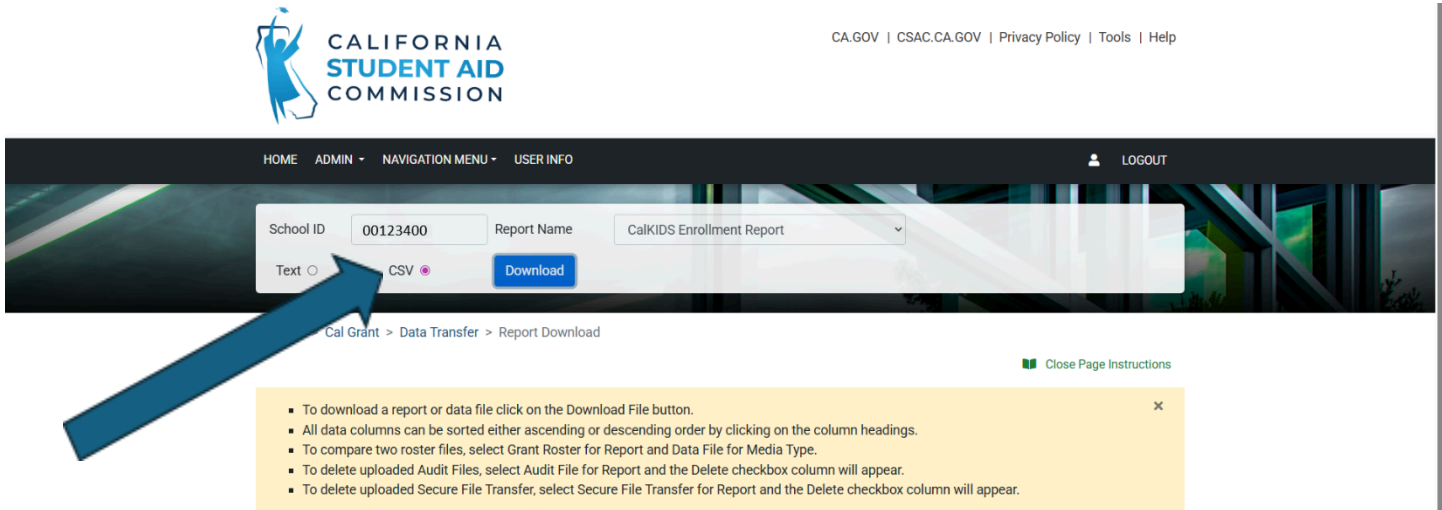
- To download a report or data file click on the Download File button.
- All data columns can be sorted either ascending or descending order by clicking on the column headings.
- To compare two roster files, select Grant Roster for Report and Data File for Media Type.
- To delete uploaded Audit Files, select Audit File for Report and the Delete checkbox column will appear.
- To delete uploaded Secure File Transfer, select Secure File Transfer for Report and the Delete checkbox column will appear.

Then select the "CalKIDS Enrollment Report" from the Report Name drop-down menu.



The screenshot shows the same search form as in the previous image, but with the Report Name dropdown menu open. The dropdown menu lists the following options: All, CADAA MSF Conversion Status, Cal C Supplement Recipient, CalKIDS Enrollment Report (highlighted with a blue arrow), California Dream Act Correction ISIRs, California Dream Act ISIRs - All, California Dream Act ISIRs - CADAA, California Dream Act ISIRs - FAFSA MSF, California Dream Act Initial ISIRs, Chafee ILP Eligibility Verification Form, Chafee Need Analysis Report, Chafee Status Roster By School, DA Duplicate Account Clean-up Report, Disqualified Renewal Students, and District Student Summary. The breadcrumb trail and instruction box are also visible.

Now select either Text or CSV. We recommend the CSV option which is compatible with Excel or Google Sheets.



CALIFORNIA STUDENT AID COMMISSION

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HOME ADMIN - NAVIGATION MENU - USER INFO LOGOUT

School ID: 00123400 Report Name: CalKIDS Enrollment Report

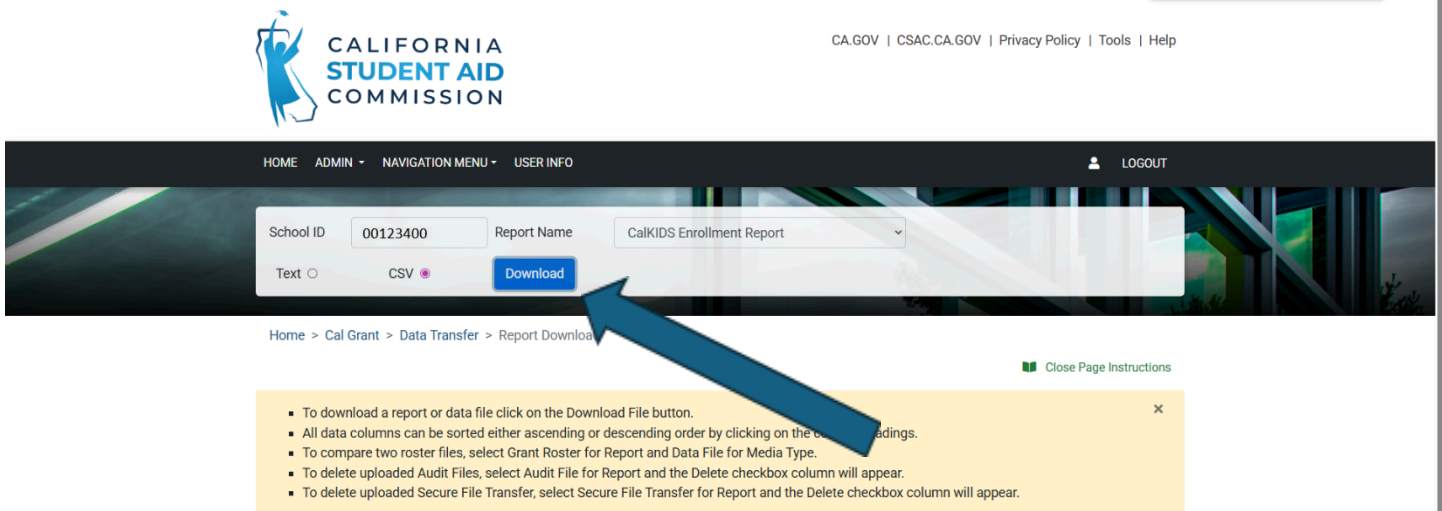
Text CSV Download

Cal Grant > Data Transfer > Report Download

Close Page Instructions

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Click "Download."



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HOME ADMIN - NAVIGATION MENU - USER INFO LOGOUT

School ID: 00123400 Report Name: CalKIDS Enrollment Report

Text CSV Download

Home > Cal Grant > Data Transfer > Report Download

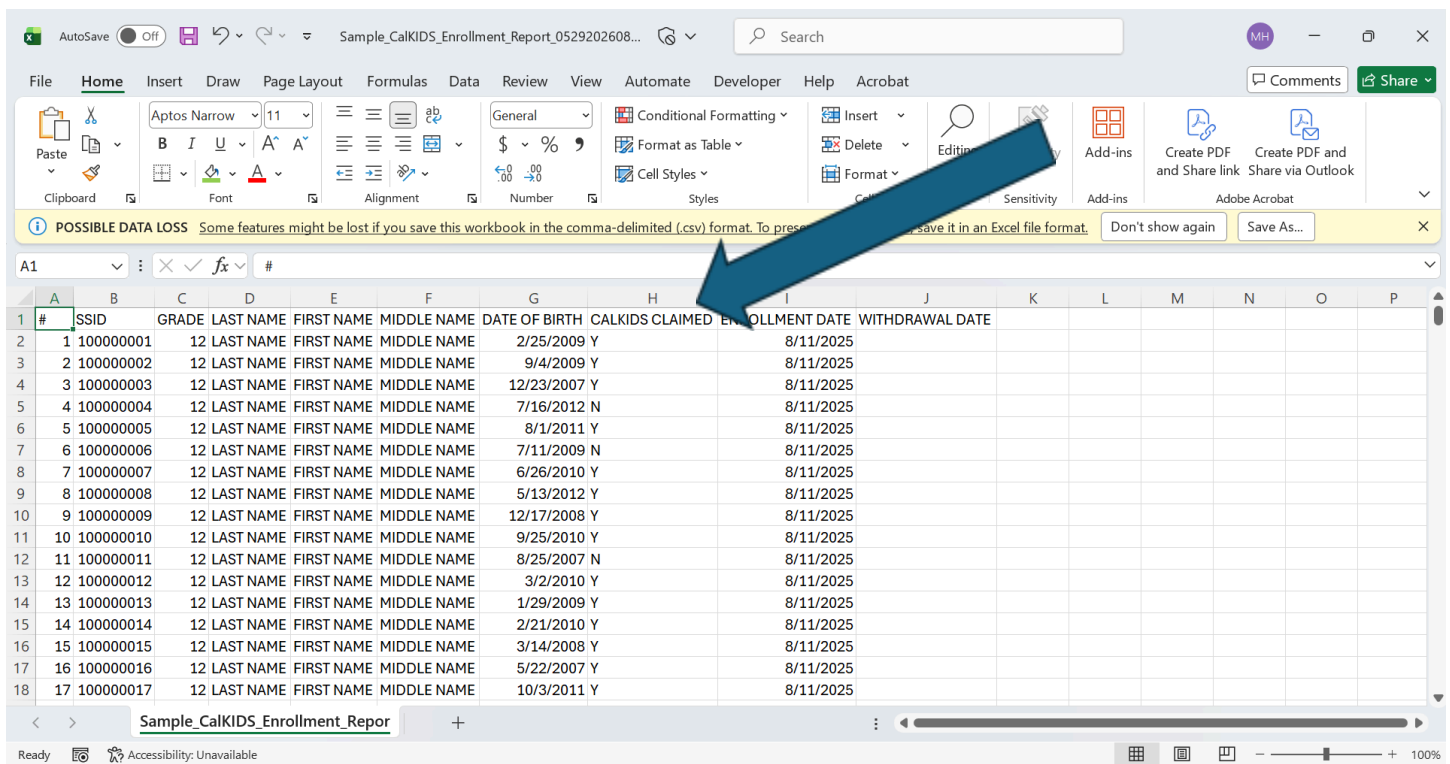
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How to Read the Report

The “CaKIDS CLAIMED” column contains the status of the student’s CaKIDS Scholarship Account.

Y	The student has claimed their CaKIDS Scholarship Account. (No Action Required)
N	The student has not claimed their CaKIDS Scholarship Account (Action Required).
Blank	The student was not awarded a CaKIDS Scholarship (No Action Required).



Now you’re ready to notify your students that they have a CaKIDS Scholarship worth at least \$500 waiting to be claimed!

For more information about CaKIDS visit - [CaKIDS](#)

To access our CaKIDS Marketing Toolkit visit - [Marketing Toolkit | CaKIDS](#)

To partner with our CaKIDS program visit - [Partners | CaKIDS](#)