CALIFORNIA STUDENT AID COMMISSION

California Cash for College Student User Guide

California Student Aid Commission

CASH FOR COLLEGE IS HERE FOR YOU.

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Overview

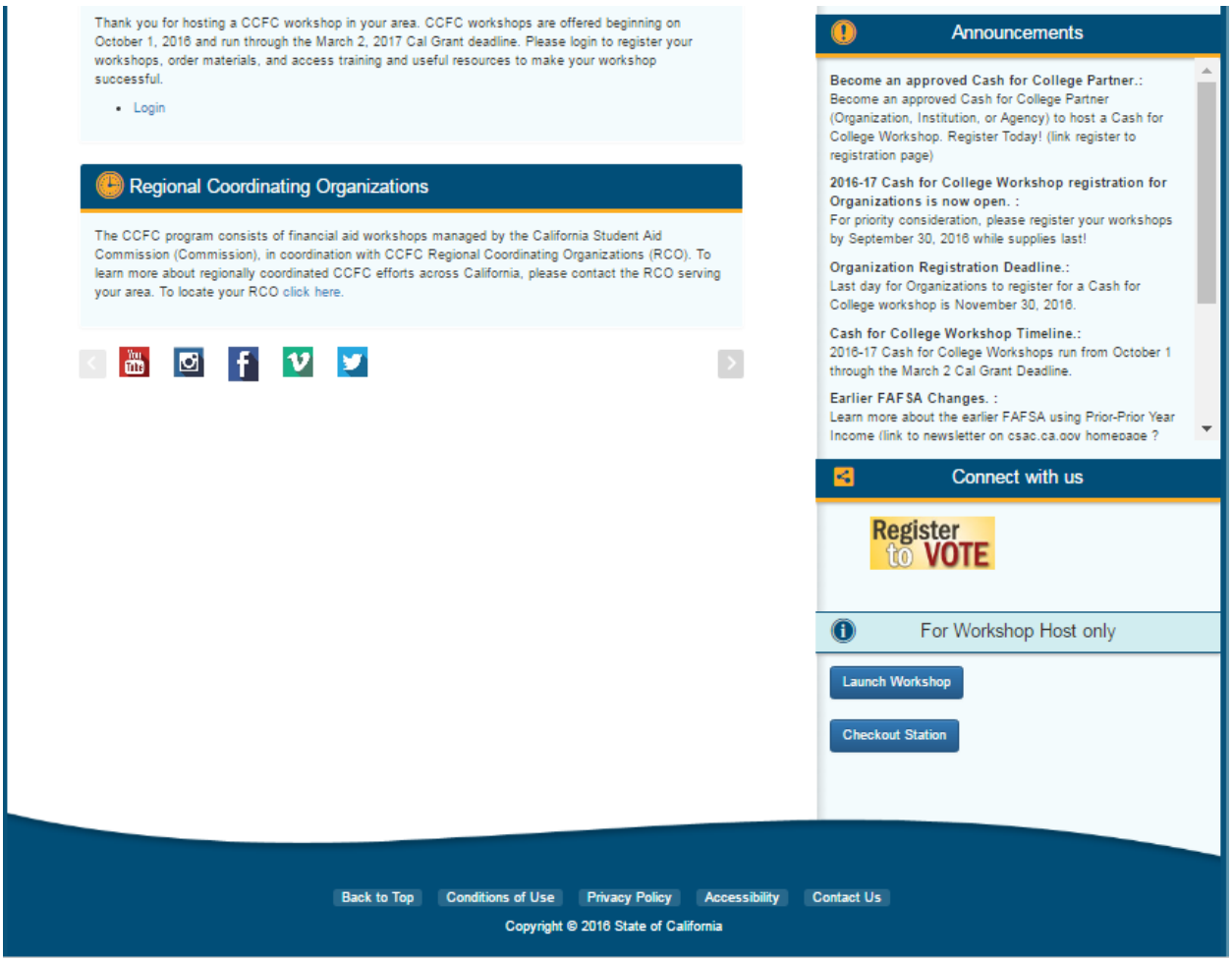
This training guide is for Student users of the California Cash for College (CCFC) Workshop Management System (WMS). WMS is used to streamline the CCFC workshop process that are hosted by the California Student Aid Commission's CCFC Community Partners. These free CCFC workshops offer students hands-on assistance in completing the Federal Application for Federal Student Aid (FAFSA) or California Dream Act Application (CADAA) and/or Chafee application for Foster Youth in a computer lab setting.

Register for a workshop

The Cash for College web site is https://www.cash4college.org

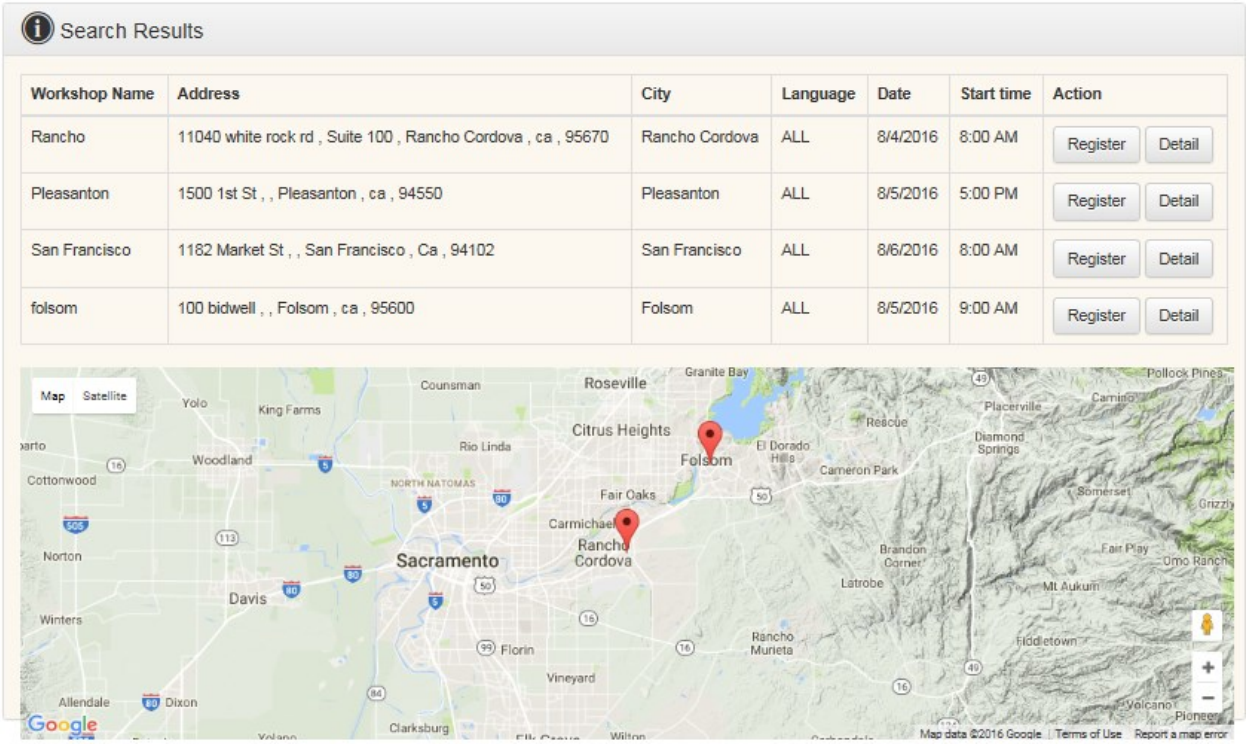
This page looks like:

California Student Aid Commission
CASH FOR COLLEGE
Resources
Partners
CSAC
Organization
Student
Login
Privacy Policy
2016-17 Workshop Information
Starting October 1 through the March 2 Cal Grant deadline, students and families attend FREE Cash for College workshops across California for help completing the Free Application for Federal Student Aid (FAFSA) or California Dream Act (CADAA) and Chafee for Foster Youth applications.
Our mission is to help low-income and first generation college-goers complete the application process so they can access financial aid for education and career/technical training beyond high school.
Students may search and register to attend a FREE Cash for College workshop after August 15th!
Current location
Zip code
School Name or Key word
County
Miles from current location
Miles
Select Workshop Language
ALL
Wheelchair access available
N/A
Search
Become an Approved Partner
Organization registration for 2016-17 California Cash for College (CCFC) workshops is now open!
To learn more about what it takes to become an approved CCFC Partner, please view our Partnership Agreement.
Thank you for your interest in hosting a CCFC workshop in your area. Please register to become an approved Cash for College Partner.
Once your request has been approved, you will receive information electronically to complete your account creation to access the CCFC Workshop Management System (WMS). You will login to WMS to register your workshops, assign site users and contacts, order materials, and access training and useful resources to make your workshop successful.
Host a Cash For College Workshop
Elected Officials Only
Workshops continue to be added between the months of August and November.
Enter Elected Official E-mail
Get Workshop Information
Upcoming Workshops
Rancho
Date: 04-08-2016 8:00 AM
Livermore
Date: 04-08-2016 6:00 PM
Pleasanton
Date: 05-08-2016 5:00 PM
San Francisco
Date: 06-08-2016 8:00 AM
Rancho
Date: 05-08-2016 10:00 AM
folsom
Date: 05-08-2016 9:00 AM
See all workshp details



There are two areas where students can register for a workshop. On the right side under Upcoming Workshops, you can click on the workshop name to show the details of the workshop and click on Register to begin the registration process. You can also use the Search for Workshop in the upper left area of the web page.

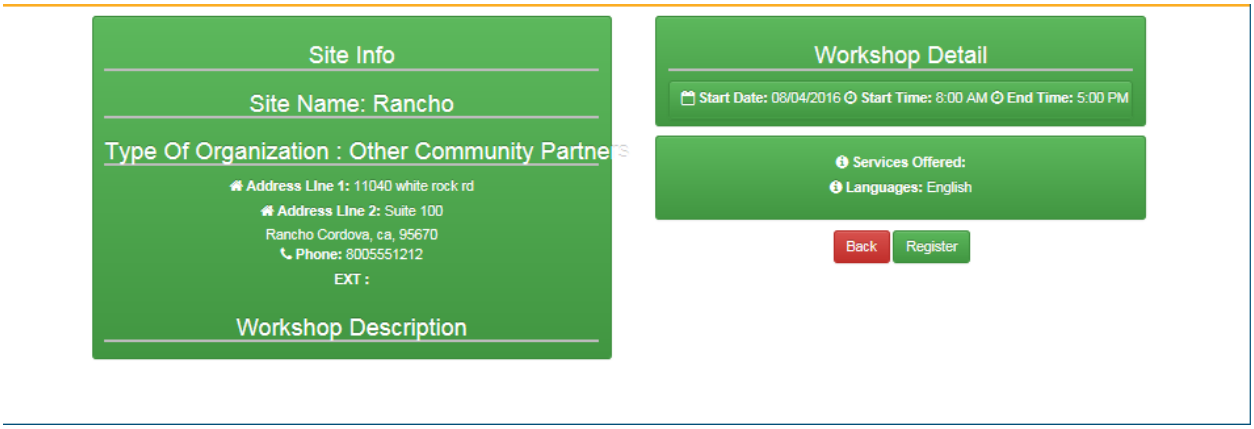
There are four ways to search for a workshop. You can search by Current Location, which uses the network address of your computer to try to estimate where you are and will show you workshops within the set number of miles from your current location. This method may not be accurate in all cases. The results will show you a list of workshops and an associated map.



Search Results

Workshop Name	Address	City	Language	Date	Start time	Action
Rancho	11040 white rock rd , Suite 100 , Rancho Cordova , ca , 95670	Rancho Cordova	ALL	8/4/2016	8:00 AM	Register Detail
Pleasanton	1500 1st St , , Pleasanton , ca , 94550	Pleasanton	ALL	8/5/2016	5:00 PM	Register Detail
San Francisco	1182 Market St , , San Francisco , Ca , 94102	San Francisco	ALL	8/6/2016	8:00 AM	Register Detail
folsom	100 bidwell , , Folsom , ca , 95600	Folsom	ALL	8/5/2016	9:00 AM	Register Detail

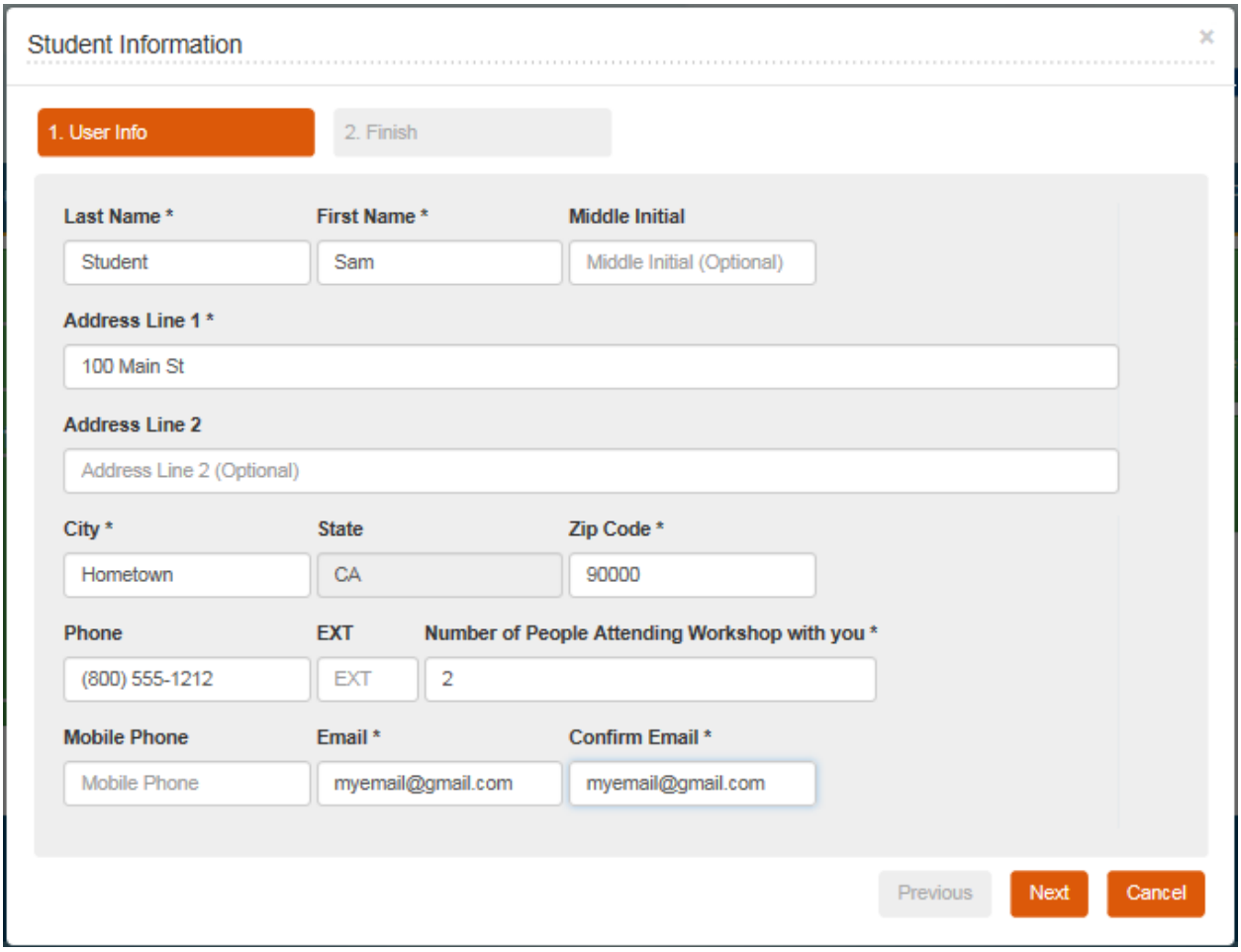
You can find details of a given workshop by clicking on the Detail button.



If you want to register for this workshop, click the Register button.

A requirement of the workshops is that you will be a High School Senior or higher as of a specific date. The system will prompt you to answer that question.

Your user information can then be entered.

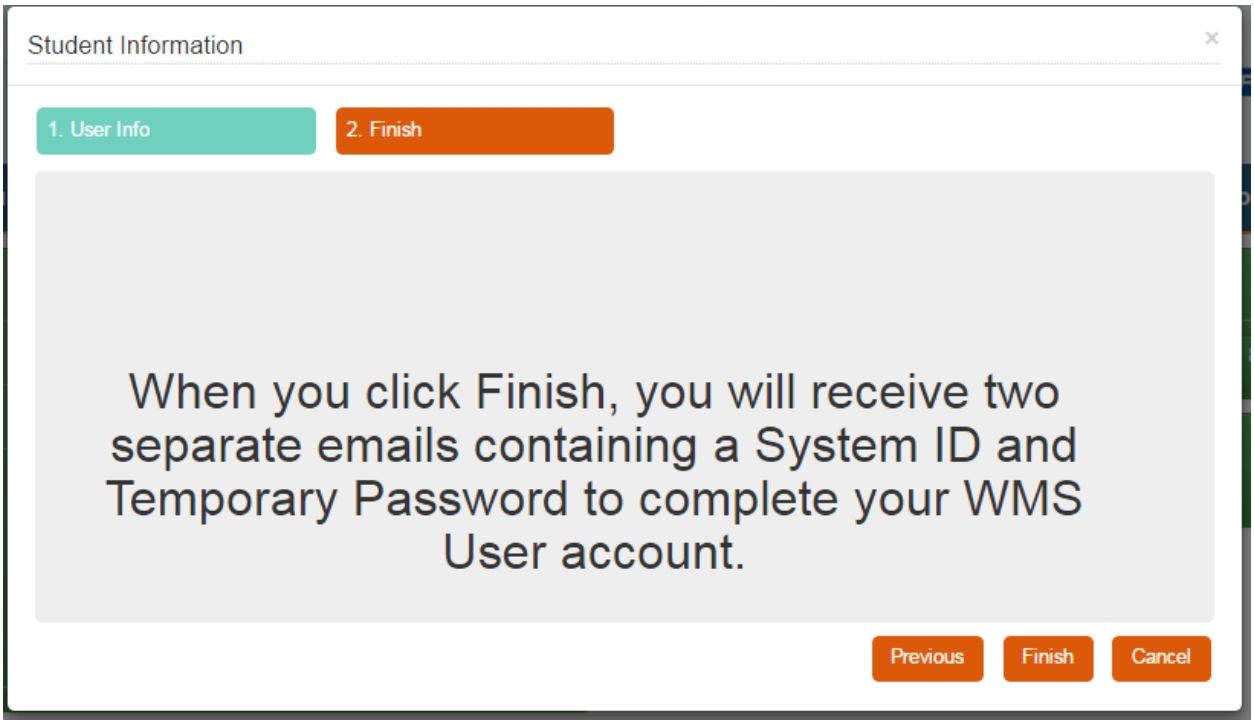


Required information is noted by an asterisk (*).

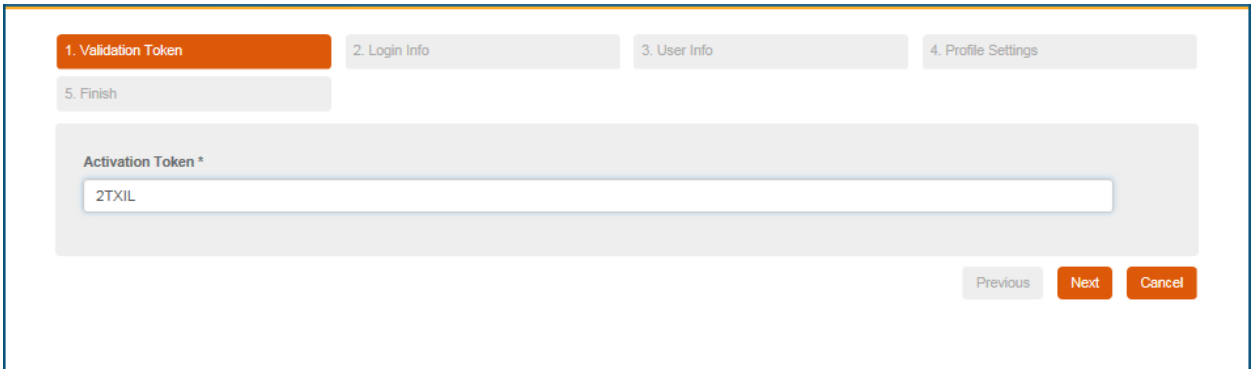
WMS will ask how many people will be attending the workshop with the student to make sure we do not exceed the maximum capacity of people the workshop building can hold.

Note, please do not use your High School email address as you may not be in High School at the time the workshop takes place. We will be sending you a reminder email of the workshop before the workshop date.

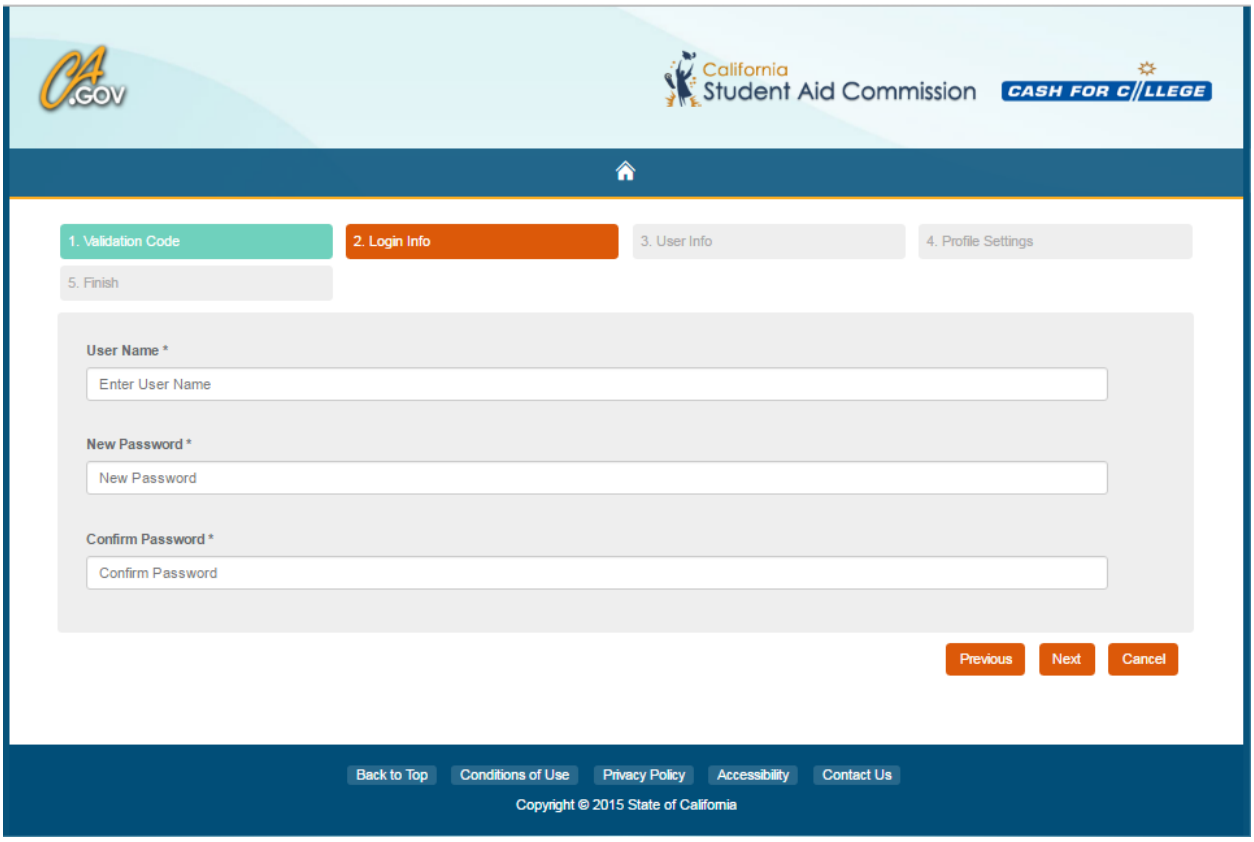
Click Next to proceed.



When you select the Finish button, WMS will send two emails to the address you entered above. One will contain a link where you can complete your registration, and the other an activation code. Click on the link in the email or cut and paste the link into your Web browser.



Enter the activation code from the second email into the registration page and select Next.



Enter the user name that you would like to use when logging into the WMS application. The user name must meet the following criteria:

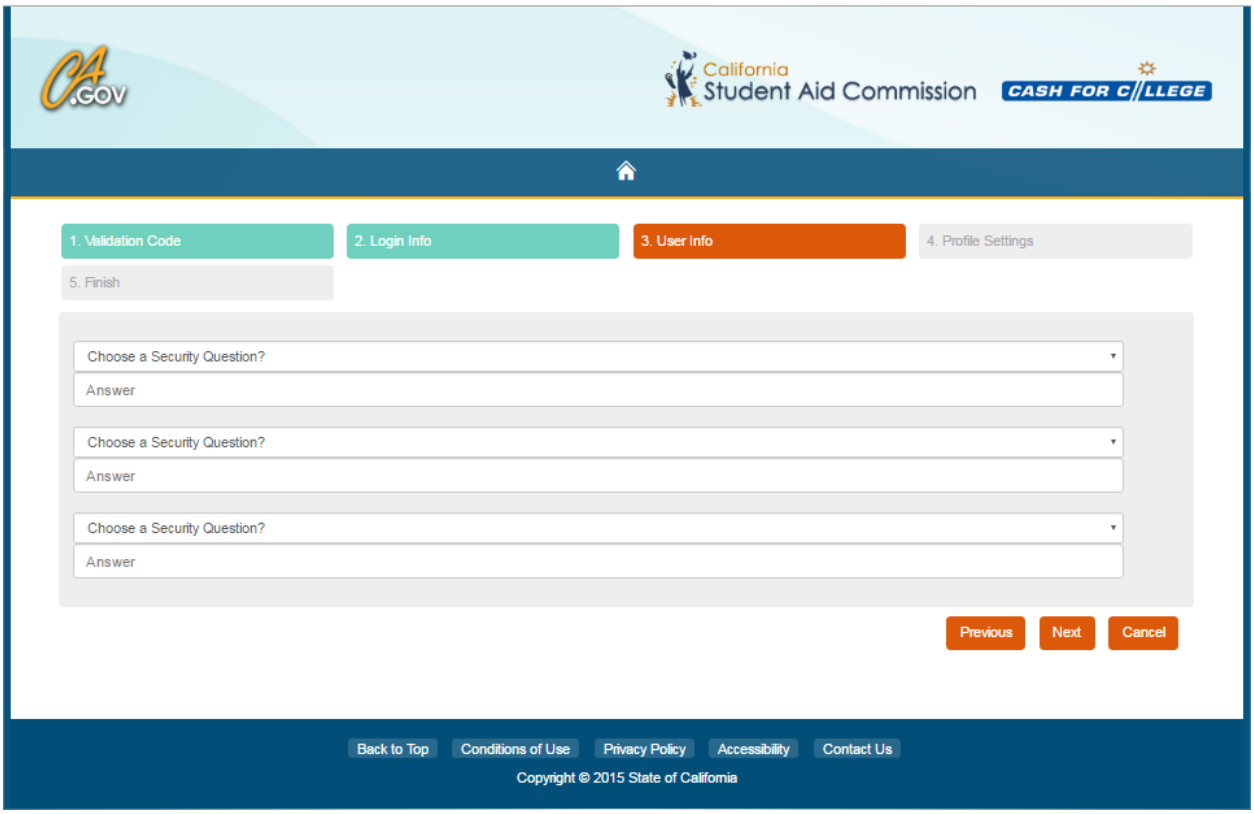
- Be between 4 and 128 characters in length.
- Contain both Alpha and numeric characters
- Not contain spaces
- Is case in-sensitive

The password must:

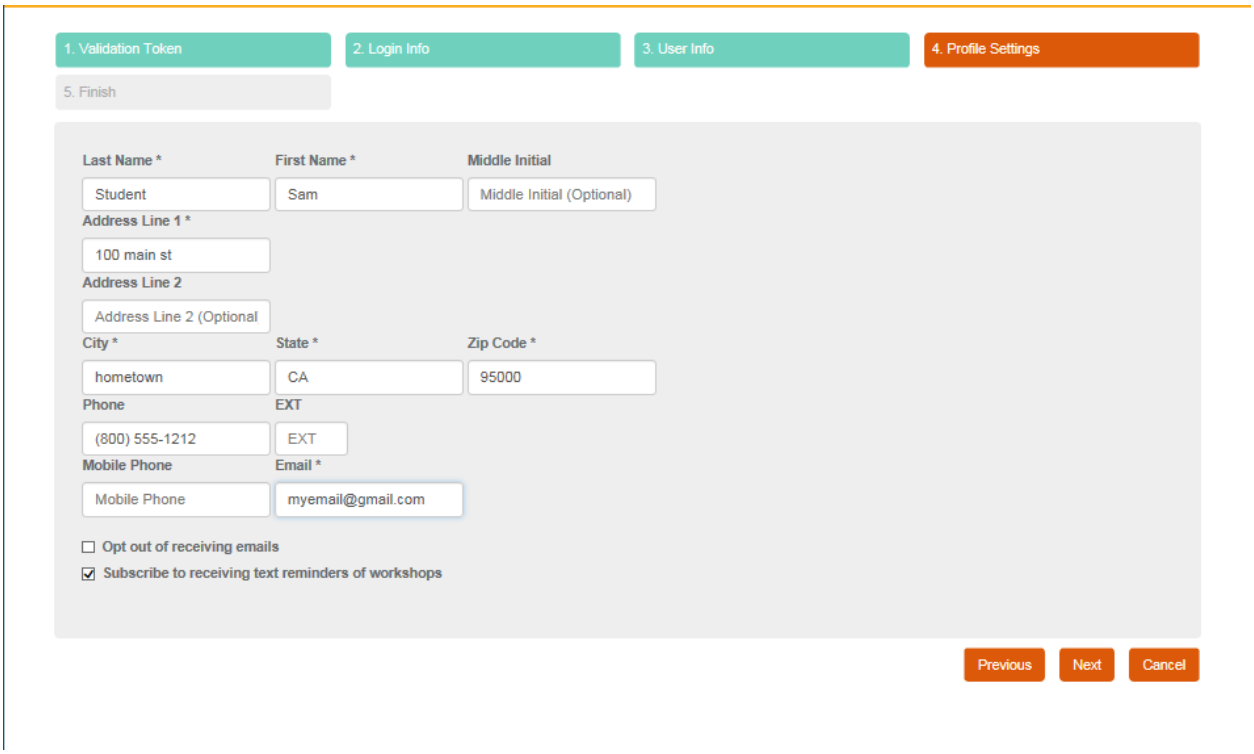
- Be between 8 and 64 characters
- Contain at least one each, numeric, upper case, lower case and special character.
- Special characters include! # $ ^ & - _
- Must not be a word in the dictionary
- Not contain spaces
- Is case sensitive

Confirm your password and click Next. This will bring you to the Security questions page.

NOTE: SAVE YOUR LOGIN ID AND PASSWORD IN A SAFE PLACE!



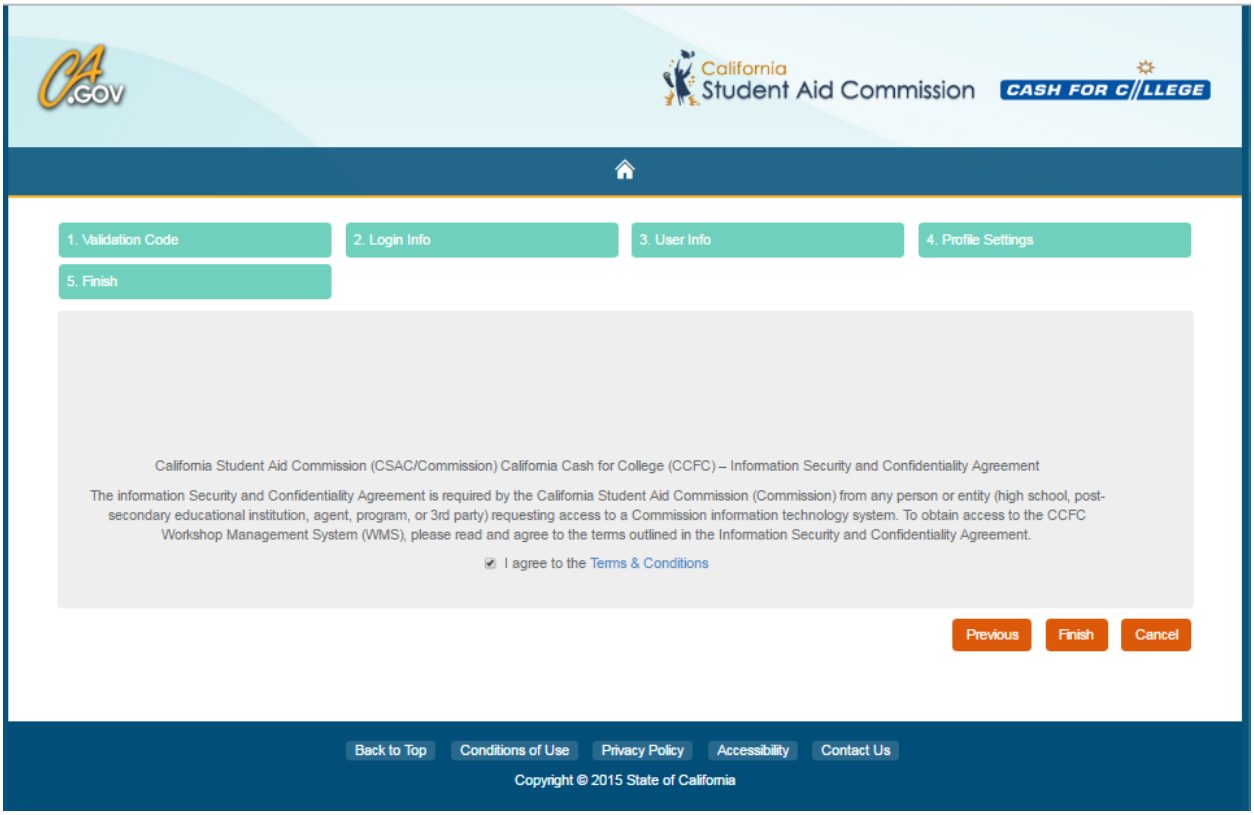
Select three security questions and complete your answers for each question. Answers must be at least 4 characters in length. Click Next to verify your profile settings.



Please verify that your prepopulated information is correct, if not, you can modify any fields as needed. We will send you a reminder email before the workshop, if you wish not to receive that email, check the Opt out of receiving emails. This is the only email you will receive from CSAC.

If you would like a text reminder, you can check the Subscribe to receiving text reminders. Normal data rates will apply to your text messages.

Click Next to Finish the registration process.

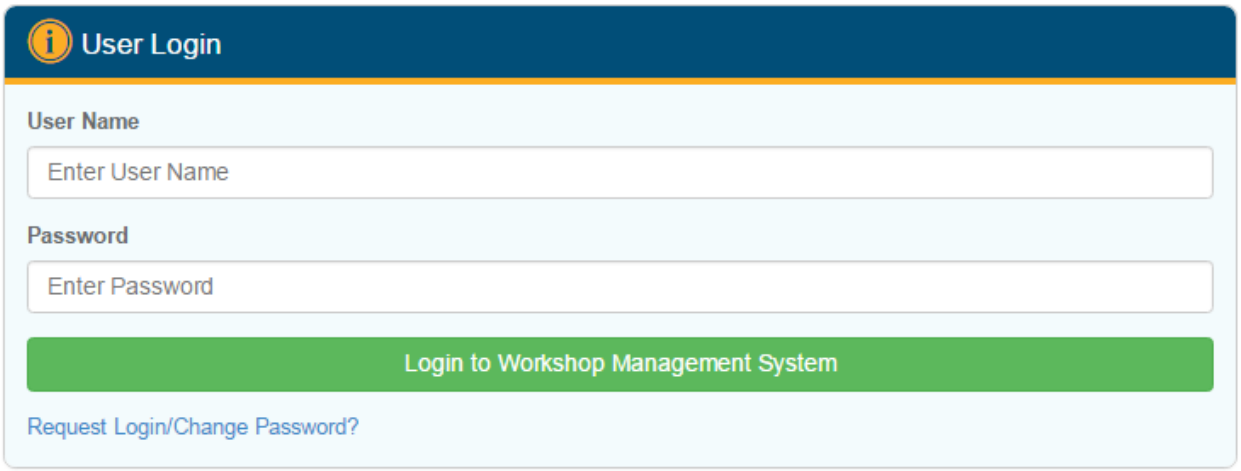


Before you finish your setup, you will be prompted to agree to the User License Agreement (ULA). Click to view and read the agreement then check to agree box and click finish.

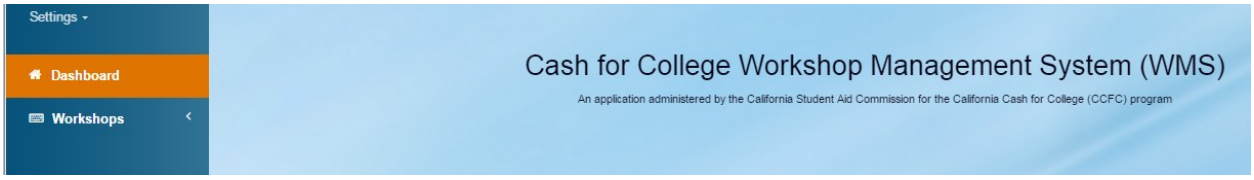
Congratulations, you are now registered for your workshop.

Modifying Registration

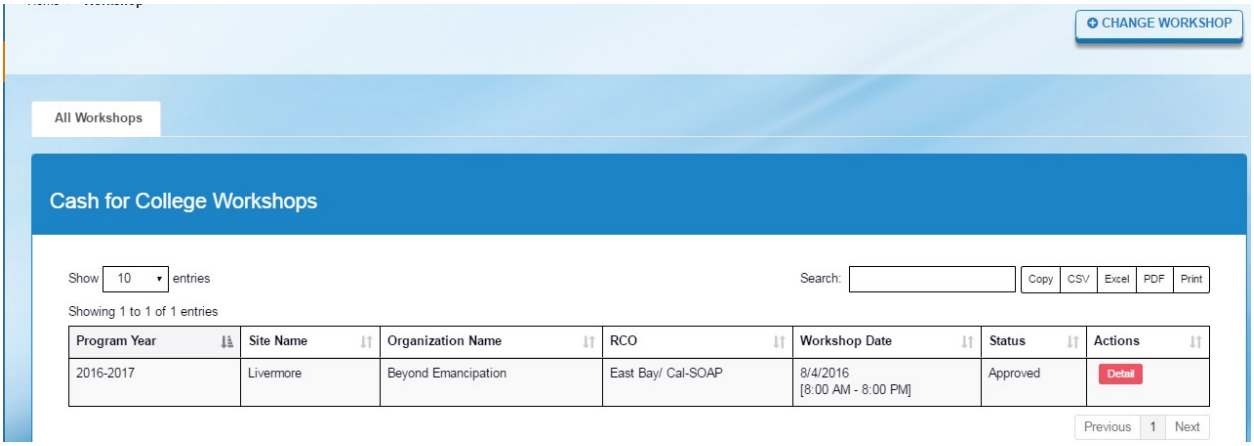
If for any reason you need to change which workshop you are registered for, you can go to the WMS home page and click on the Login link on the menu bar.



Enter your user name and password and click on the Login bar.



Click the Workshop tab on the left side of your screen.



This will show you which workshop you are currently registered to attend. To un-register for this workshop and register for another workshop, click the Change Workshop button on the top right-hand side of the screen.

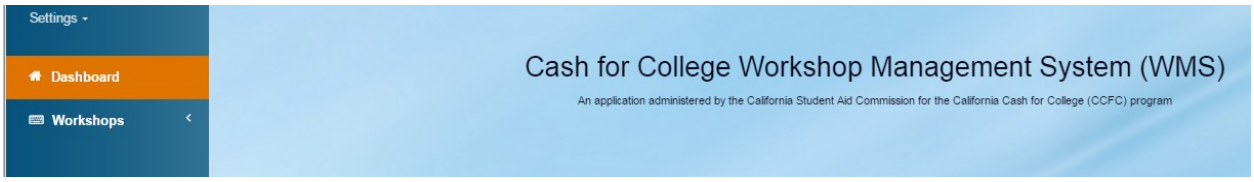
Program Year	Site Name	Organization Name	RCO	Workshop Date	Planned Computers	Status	Brochure	Actions
2016-2017	folsom	Cal State University, East Bay	East Bay/ Cal-SOAP	8/5/2016 [9:00 AM - 5:00 PM]	30	Approved		Detail Register
2016-2017	Rancho	Cal State University, East Bay	East Bay/ Cal-SOAP	8/5/2016 [10:00 AM - 5:00 PM]	50	Approved		Detail Register
2016-2017	San Francisco	Cal State University, East Bay	East Bay/ Cal-SOAP	8/6/2016 [8:00 AM - 5:00 PM]	100	Approved		Detail Register
2016-2017	test	Cal State University, East Bay	East Bay/ Cal-SOAP	8/2/2016 [5:00 PM - 6:00 PM]	100	Approved		Detail Register
2016-2017	Pleasanton	Beyond Emancipation	East Bay/ Cal-SOAP	8/5/2016 [5:00 PM - 9:00 PM]	50	Approved		Detail Register
2016-2017	Oakland 1	Cal State University, East Bay	East Bay/ Cal-SOAP	8/3/2016 [11:00 AM - 9:00 PM]	100	Approved		Detail Register
2016-2017	Rancho	Cal State University, East Bay	East Bay/ Cal-SOAP	8/4/2016 [8:00 AM - 5:00 PM]	50	Approved		Detail Register

This will show other workshops available for you to attend. You can click on the Details button to see more information about a particular workshop or click the Register button to register for that workshop.

You will be prompted to enter the number of people attending the workshop with you. Click Register to register for the workshop.

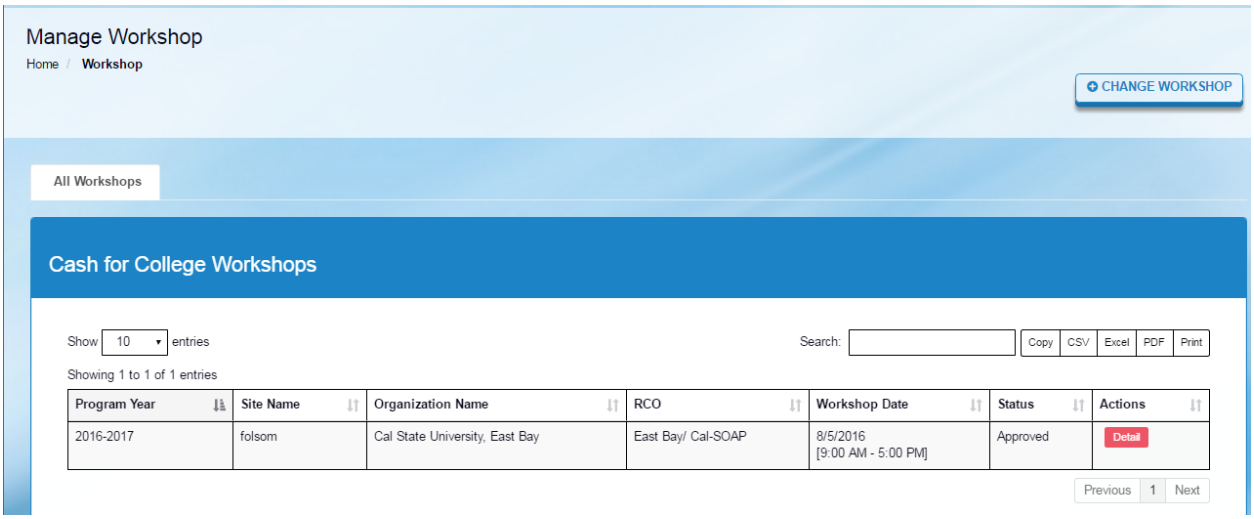
If you are finished, you can click the Log Out button on the upper right of your screen.

Unregister for a workshop

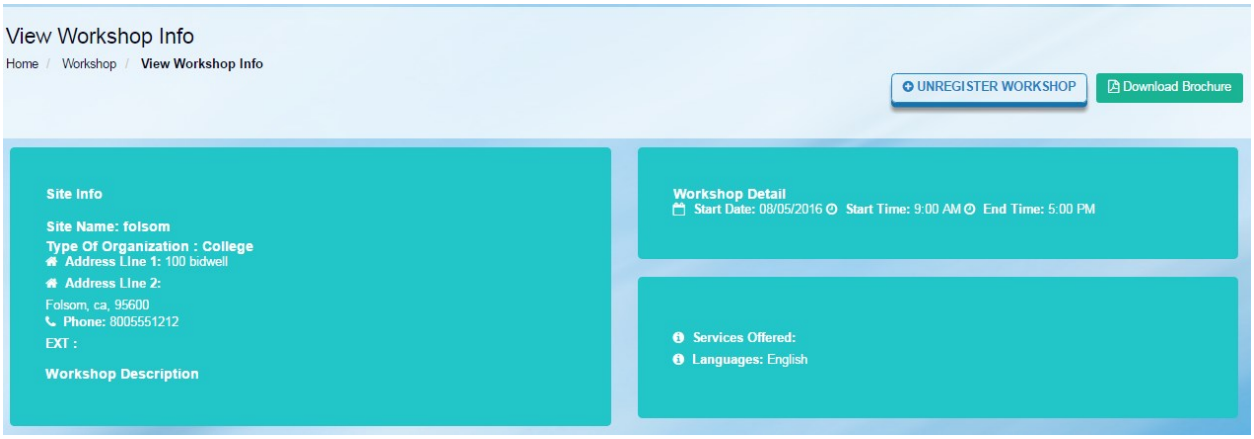


Click the Workshop tab on the left side of your screen.

This will display the workshop you are currently registered to attend.



If you cannot attend the workshop you are registered for, you can click the Detail button to show the workshop detail.

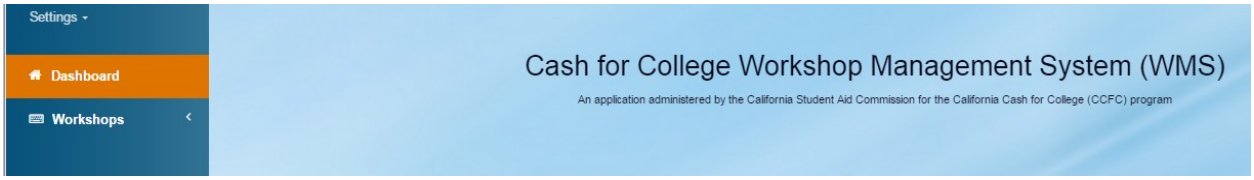


Click the Unregister Workshop button on the top right-hand side of the screen to remove your registration from the workshop.

If you are finished, you can click the Log Out button on the upper right of your screen.

Re-Register for a workshop

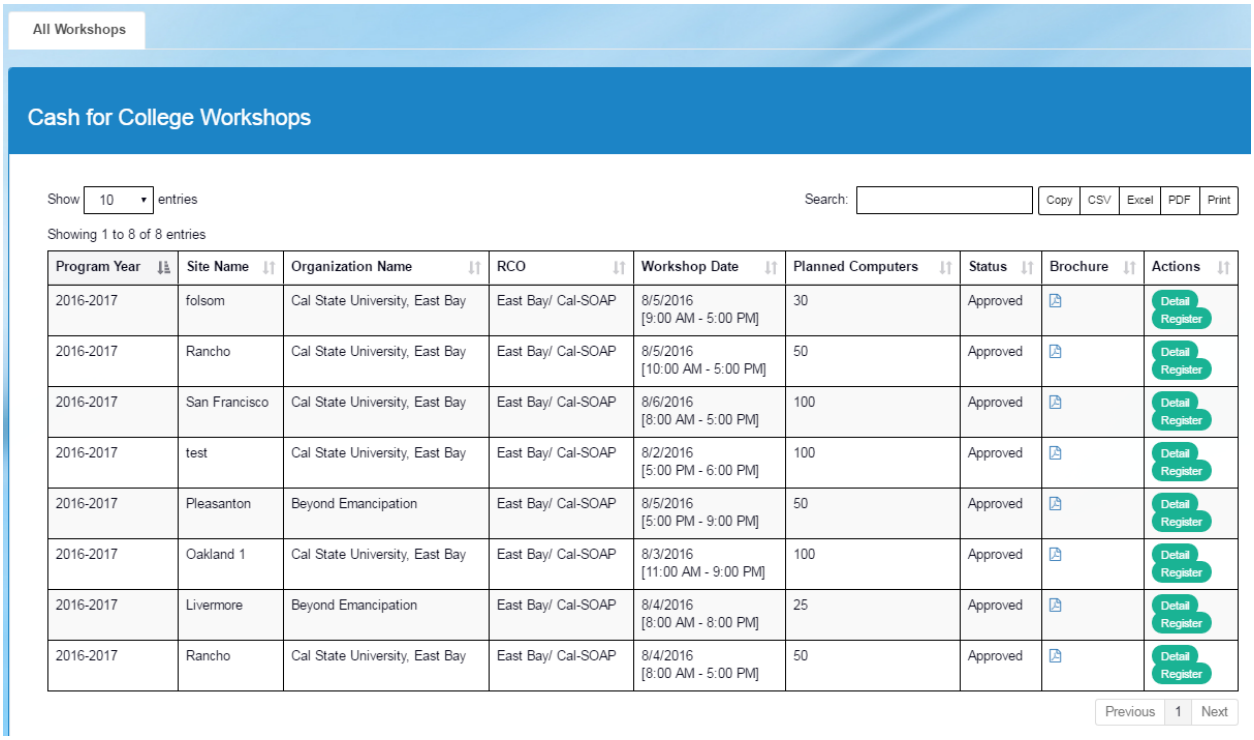
If you were previously registered for a workshop and have unregistered, you can still register for another workshop.



Click the Workshop tab on the left side of your screen.

This shows that you are not currently registered for a workshop.

Click the Change Workshop button to find a workshop to attend.



Program Year	Site Name	Organization Name	RCO	Workshop Date	Planned Computers	Status	Brochure	Actions
2016-2017	folsom	Cal State University, East Bay	East Bay/ Cal-SOAP	8/5/2016 [9:00 AM - 5:00 PM]	30	Approved		Detail Register
2016-2017	Rancho	Cal State University, East Bay	East Bay/ Cal-SOAP	8/5/2016 [10:00 AM - 5:00 PM]	50	Approved		Detail Register
2016-2017	San Francisco	Cal State University, East Bay	East Bay/ Cal-SOAP	8/6/2016 [8:00 AM - 5:00 PM]	100	Approved		Detail Register
2016-2017	test	Cal State University, East Bay	East Bay/ Cal-SOAP	8/2/2016 [5:00 PM - 6:00 PM]	100	Approved		Detail Register
2016-2017	Pleasanton	Beyond Emancipation	East Bay/ Cal-SOAP	8/5/2016 [5:00 PM - 9:00 PM]	50	Approved		Detail Register
2016-2017	Oakland 1	Cal State University, East Bay	East Bay/ Cal-SOAP	8/3/2016 [11:00 AM - 9:00 PM]	100	Approved		Detail Register
2016-2017	Livermore	Beyond Emancipation	East Bay/ Cal-SOAP	8/4/2016 [8:00 AM - 8:00 PM]	25	Approved		Detail Register
2016-2017	Rancho	Cal State University, East Bay	East Bay/ Cal-SOAP	8/4/2016 [8:00 AM - 5:00 PM]	50	Approved		Detail Register

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You will be prompted for the number of people attending the workshop with you. Click Register to register for the workshop.

If you are finished, you can click the Log Out button on the upper right of your screen.