



WSAC Portal Training

Managing Portal Users and Access



Get Access to the WSAC Portal

- Washington College Grant, College Bound Scholarship, and Passport To Careers are all administered through CSAW in the WSAC Portal and requires each Financial Aid Administrator to obtain their own Portal login.
- At most colleges, the Financial Aid Director manages Portal access for their staff.
- It is the responsibility of the Financial Aid Director to promptly remove Portal access for staff who should no longer have access.
 - Delete users who no longer work for the college or no longer have a legitimate need to access the Portal.

Get Access to the WSAC Portal

- Access May include the following **programs or applications**:
 - Secure messaging and forms
 - WCG
 - CBS
 - Passport to College
 - SWS
 - WASFA
 - Unit Record Reporting
- May include the following **access functions**:
 - Can use CSAW
 - Have access to institution functions
 - Can make payment requests

Get Access to the WSAC Portal

- Log in to the Portal – Click on Manage Users
 - The home page will provide you with the name/s of your schools Portal Administrator/s.

Home ▾ | Admin ▾

Manage Users | User groups

Welcome to the WSAC portal.

This site contains confidential student information on financial aid applicants provided by Washington Student Achievement Council. This site is for use only by authorized WSAC staff, institution staff, employers, and students. This site is not for use by the general public.

By logging in to this tool, I acknowledge that my responsibilities include:

- Protecting WSAC data in accordance with the Family Educational Rights and Privacy Act (FERPA).
- Protecting user authentication information from use by unauthorized persons.
- Using WSAC data only for purposes of administering and assisting students with state financial aid programs.

Administrator(s) at **University of Washington**: Kay James

Get Access to the WSAC Portal

- To update a current users access, search for the person to bring up their account.
 - Search for user
 - Detailed Search
- Use the ‘Search’ box to bring up all staff that have access.
- Click on ‘Create new user account’ to enter new staff.

Home ▾ Admin ▾ Manage Users

Manage Users

Universal Search

Enter a person's last name, first name, email address, or their primary institution's institution code. This will search all of those fields for what you typed

For example:

- typing "hill" would return both "Lynette Hill" and "Hillary Stowell"
- typing "plu" would return both user accounts with email "****@plu.edu" as well as "Elizabeth Plutah"
- typing in "1010" would return all users whose primary institution is University of Washington

Search for user:

Detailed Search

Enter any criteria you wish to search by to get a more targeted search result.

Name: first last

Email:

Institution: 1010 - University of Washington

Show both Activated and Unactivated accounts ▾

[Create new user account](#)

Get Access to the WSAC Portal

- Click on 'edit' to update or delete staff access

Institution: 1010 - University of Washington

Show both Activated and Unactivated accounts ▾

Search

<u>First Name</u>	<u>Last Name</u>	<u>Email</u>	<u>Activated</u>	<u>Last update</u>	
			Yes	10/25/19	edit
			Yes	11/13/19	edit
			Yes	11/15/19	edit
			Yes	10/31/19	edit
			Yes	11/12/19	edit
			Yes	8/17/18	edit
			Yes	10/16/19	edit
			Yes	11/5/19	edit
			Yes	11/18/19	edit
			Yes	11/7/19	edit
			Yes	8/22/19	edit
			Yes	11/19/19	edit

Get Access to the WSAC Portal

- Click on 'Create new user account'
 - Enter information
 - Copy the randomly generated password, or enter a new password.
 - You will need to provide this to the user for them to log on for the first time.
 - Click 'Create Account'

Create User Account

Use this to create a user account. Once the account has been created you will be redirected to a page where you can adjust the permissions of this user

First Name	<input type="text" value="Gabriele"/>
Last Name	<input type="text" value="Matull"/>
Email Address	<input type="text" value="gabriele.wsac@gmail.com"/>
Phone Number	<input type="text" value="(360)"/> <input type="text" value="555"/> - <input type="text" value="1212"/> Ext <input type="text"/>
Primary Organization	1010 - University of Washington
Password	<input type="text" value="V5J\$yWm^k7"/>
Confirm Password	<input type="text" value="V5J\$yWm^k7"/>

Get Access to the WSAC Portal

- User Detail
 - Delete user or remove access to specific permissions
 - Add user access to specific programs
 - In 'Add Groups' click on drop down menu
 - To see all staff that have a certain permission, click on 'To see a group-centric view'

User Detail

[change password](#)

Gabriele Matull

Eligible For Passport: No
Username: gabriele.wsac+101@gmail.com
Primary Institution: University of Washington
User is Activated:
Date Created: 11/20/2019 1:26:55 PM
Last Login:

Email Addresses

User: [.gabriele.wsac+101@gmail.com](mailto:gabriele.wsac+101@gmail.com)

Phone Numbers

Work: (360) 555 - 1212

Delete User

Program	Group Name	Group Description	Institution	
Any	Guest	can be in an organization	University of Washington	<input type="button" value="remove"/>

Add Groups

Program Name: Organization Name: 1010 - University of Washington

Group Name	Description	
Students	have access to scholarship applications and other student-related items	<input type="button" value="add"/>

To see a group-centric view, click [here](#)

Get Access to the WSAC Portal

- User Detail
 - Choose the program to which you want to give access
 - Available group user access is displayed
 - Click 'add'
 - You will need to do these steps for each program
 - Exit when finished

User Detail

[change password](#)

Gabriele Matull

Eligible For Passport: No
Username: gabriele.wsac+101@gmail.com
Primary Institution: University of Washington
User is Activated: Yes
Date Created: 10/20/2019 1:26:55 PM
Last Login:

[Delete User](#)

Program Group

Program Group	Group Description	Institution
Any	Guest	be in an organization University of Washington remove

Add Groups

Program Name **SNG** Organization Name 1010 - University of Washington


Group Name	Description	
CSAW Users	can use CSAW	add
Institution staff	have access to institution features	add
Receivable Transmittal	Can submit online receivable transmittals	add
Request payments	can make payment requests	add



Get Access to the WSAC Portal

- Change user password
- Contact WSAC to update
 - Email Address
 - Phone Number
 - Name

User Detail

 **Gabriele Matull**

Eligible For Passport: No
Username: gabriele.wsac+101@gmail.com
Primary Institution: University of Washington
User is Activated:
Date Created: 11/20/2019 1:26:55 PM
Last Login:

[change_password](#)

Email Addresses

User:
.gabriele.wsac+101@gmail.com

Phone Numbers

Work: (360) 555 - 1212

Change password for Gabriele Matull

WSAC's password requirements are as follows:

1. Passwords must be at least 10 characters long.
2. Passwords must contain characters from the following four categories: Uppercase, Lowercase, Numbers, Special Symbols (!@#\$%^&*).
3. Passwords must be different than the last 3 passwords used.

New password:

Repeat new password:

Questions?

WCG@wsac.wa.gov

1-888-535-0747 Opt 3

Thank you for joining us!

