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.

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 into 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 user's 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.
Get Access to the WSAC Portal

- Click on ‘edit’ to update or delete staff access

### Institution: 1010 - University of Washington

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- 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’
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’
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
Get Access to the WSAC Portal

- Change user password

- Contact WSAC to update
  - Email Address
  - Phone Number
  - Name
Questions?

WCG@wsac.wa.gov

1-888-535-0747 Opt 3

Thank you for joining us!