



California Cash for College Student User Guide



CASH FOR C//LEGE 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 C//LLEGE



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

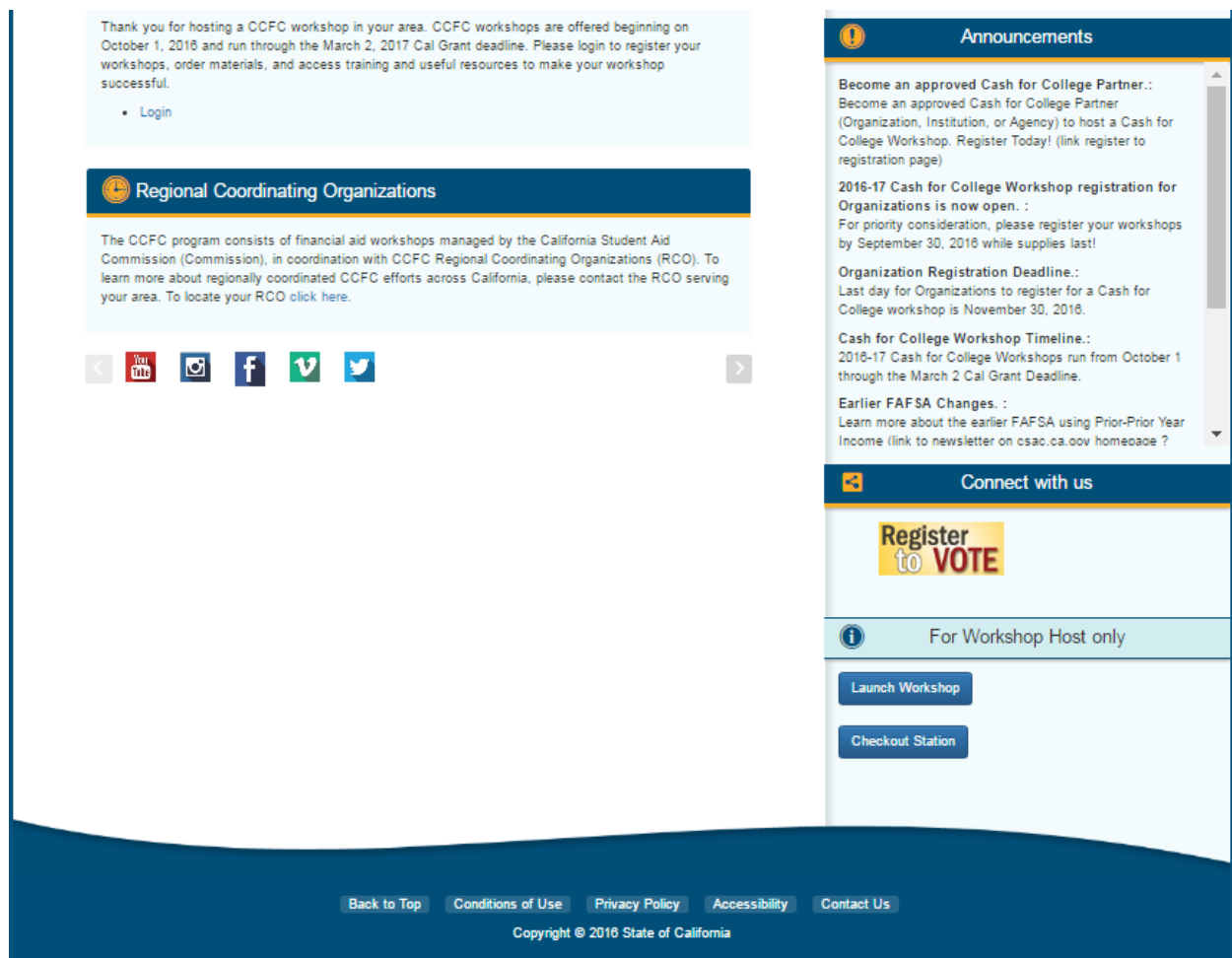
Rancho

Date: 05-08-2016 10:00 AM

folsom


Date: 05-08-2016 9:00 AM

See all workshop 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.

Site Info

Site Name: Rancho

Type Of Organization : Other Community Partners

📍 Address Line 1: 11040 white rock rd

📍 Address Line 2: Suite 100

Rancho Cordova, ca, 95670

📞 Phone: 8005551212

EXT :

Workshop Description

Workshop Detail

📅 Start Date: 08/04/2016 ⌚ Start Time: 8:00 AM ⌚ End Time: 5:00 PM

🔍 Services Offered:

🗣 Languages: English

[Back](#)
[Register](#)

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.

Student Information

1. User Info

2. Finish

Last Name *

Student

First Name *

Sam

Middle Initial

Middle Initial (Optional)

Address Line 1 *

100 Main St

Address Line 2

Address Line 2 (Optional)

City *

Hometown

State

CA

Zip Code *

90000

Phone

(800) 555-1212

EXT

EXT

Number of People Attending Workshop with you *

2

Mobile Phone

Mobile Phone

Email *

myemail@gmail.com

Confirm Email *

myemail@gmail.com

Previous

Next

Cancel

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.

The image shows a window titled "Student Information" with a close button (X) in the top right corner. At the top, there are two tabs: "1. User Info" (highlighted in teal) and "2. Finish" (highlighted in orange). The main content area is a light gray box containing the text: "When you click Finish, you will receive two separate emails containing a System ID and Temporary Password to complete your WMS User account." At the bottom right of the window, there are three orange buttons: "Previous", "Finish", and "Cancel".

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.

The image shows a registration page with a progress bar at the top containing five steps: "1. Validation Token" (highlighted in orange), "2. Login Info", "3. User Info", "4. Profile Settings", and "5. Finish". Below the progress bar, there is a label "Activation Token *" and a text input field containing the value "2TXIL". At the bottom right, there are three buttons: "Previous" (disabled), "Next" (highlighted in orange), and "Cancel" (disabled).

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

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California Student Aid Commission CASH FOR COLLEGE

1. Validation Code 2. Login Info 3. User Info 4. Profile Settings 5. Finish

User Name *

Enter User Name

New Password *

New Password

Confirm Password *

Confirm Password

Previous Next Cancel

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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!

[Home](#)

1. Validation Code
2. Login Info
3. User Info
4. Profile Settings
5. Finish

Choose a Security Question?
Answer

Choose a Security Question?
Answer

Choose a Security Question?
Answer

[Previous](#)
[Next](#)
[Cancel](#)

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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.

1. Validation Token
2. Login Info
3. User Info
4. Profile Settings
5. Finish

Last Name *
First Name *
Middle Initial

Student
Sam
Middle Initial (Optional)

Address Line 1 *

100 main st

Address Line 2

Address Line 2 (Optional)

City *
State *
Zip Code *

hometown
CA
95000

Phone
EXT

(800) 555-1212
EXT

Mobile Phone
Email *

Mobile Phone
myemail@gmail.com

☐ Opt out of receiving emails
☒ Subscribe to receiving text reminders of workshops

[Previous](#)
[Next](#)
[Cancel](#)

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.

CA.GOV

California Student Aid Commission CASH FOR COLLEGE

1. Validation Code 2. Login Info 3. User Info 4. Profile Settings 5. Finish

California Student Aid Commission (CSAC/Commission) California Cash for College (CCFC) – Information Security and Confidentiality Agreement

The information Security and Confidentiality Agreement is required by the California Student Aid Commission (Commission) from any person or entity (high school, post-secondary educational institution, agent, program, or 3rd party) requesting access to a Commission information technology system. To obtain access to the CCFC Workshop Management System (WMS), please read and agree to the terms outlined in the Information Security and Confidentiality Agreement.

☒ I agree to the [Terms & Conditions](#)

Previous Finish Cancel

[Back to Top](#) [Conditions of Use](#) [Privacy Policy](#) [Accessibility](#) [Contact Us](#)

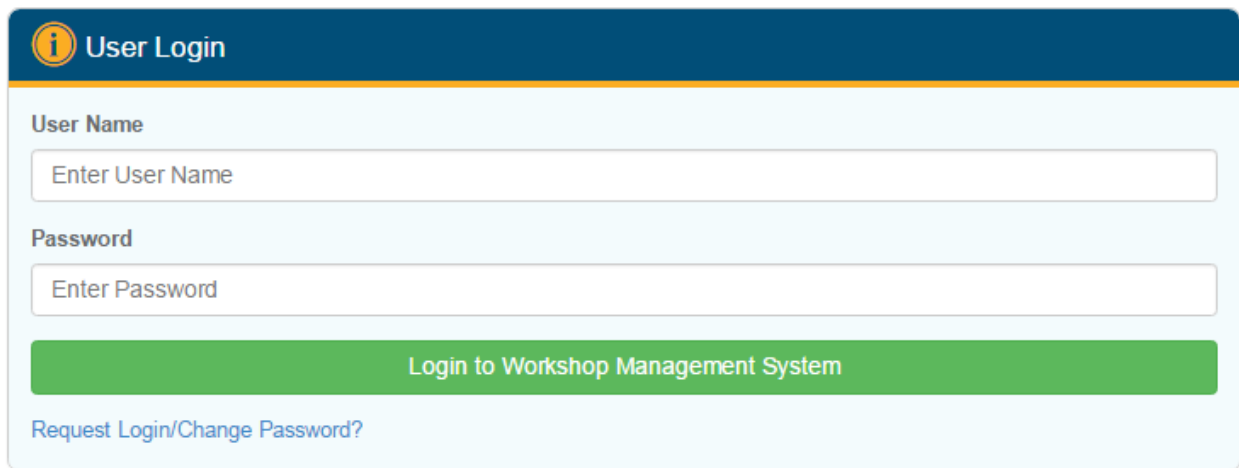
Copyright © 2015 State of California

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.



User Login

User Name

Enter User Name

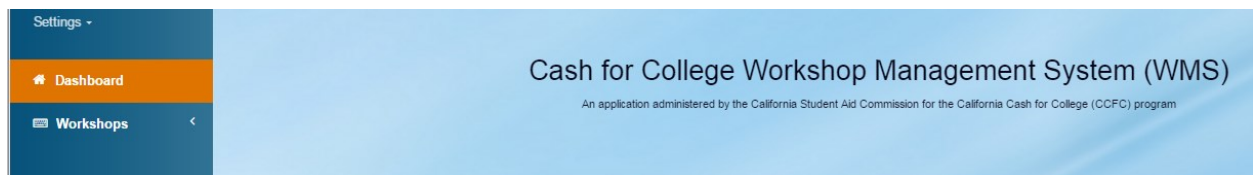
Password

Enter Password

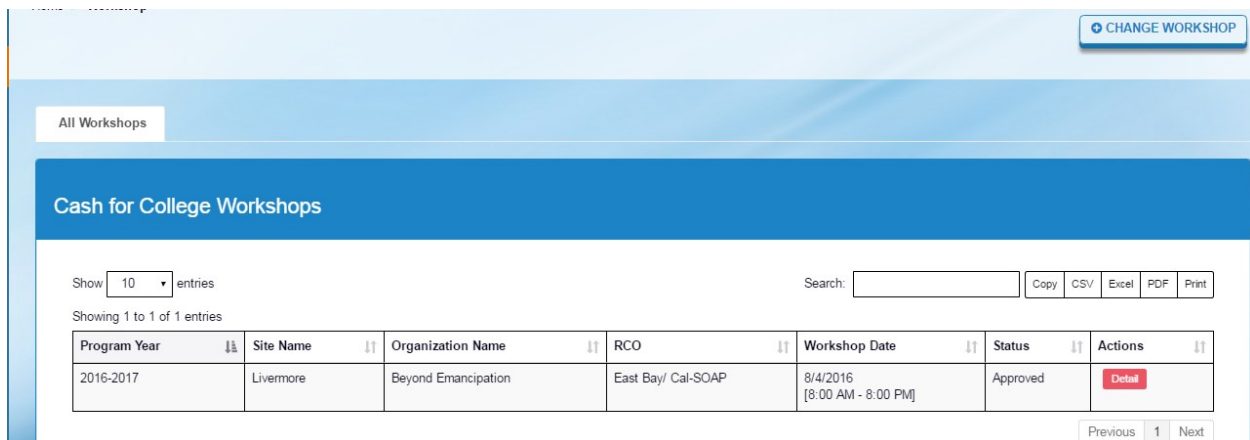
Login to Workshop Management System

[Request Login/Change Password?](#)

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



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



The table displays workshop information with columns: Program Year, Site Name, Organization Name, RCO, Workshop Date, Status, and Actions. A 'CHANGE WORKSHOP' button is located at the top right.

Program Year	Site Name	Organization Name	RCO	Workshop Date	Status	Actions
2016-2017	Livermore	Beyond Emancipation	East Bay/ Cal-SOAP	8/4/2016 [8:00 AM - 8:00 PM]	Approved	Detail

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.

All Workshops

Cash for College Workshops

Show entries
Search:
Copy CSV Excel PDF Print

Showing 1 to 7 of 7 entries

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

Previous 1 Next

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

Settings -

Dashboard
Workshops

Cash for College Workshop Management System (WMS)

An application administered by the California Student Aid Commission for the California Cash for College (CCFC) program

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

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

Manage Workshop
Home / Workshop

[CHANGE WORKSHOP](#)

All Workshops

Cash for College Workshops

Show entries

Search:

Copy CSV Excel PDF Print

Showing 1 to 1 of 1 entries

Program Year	Site Name	Organization Name	RCO	Workshop Date	Status	Actions
2016-2017	folsom	Cal State University, East Bay	East Bay/ Cal-SOAP	8/5/2016 [9:00 AM - 5:00 PM]	Approved	Detail

Previous 1 Next

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

View Workshop Info
Home / Workshop / View Workshop Info

[UNREGISTER WORKSHOP](#) [Download Brochure](#)

Site Info

Site Name: folsom

Type Of Organization : College

Address Line 1: 100 bidwell

Address Line 2:

Folsom, ca, 95600

Phone: 8005551212

EXT :

Workshop Description

Workshop Detail

Start Date: 09/05/2016 **Start Time:** 9:00 AM **End Time:** 5:00 PM

Services Offered:

Languages: English

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.

Settings ▾

Dashboard

Workshops <

Cash for College Workshop Management System (WMS)

An application administered by the California Student Aid Commission for the California Cash for College (CCFC) program

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

Manage Workshop

Home / Workshop

CHANGE WORKSHOP

All Workshops

Cash for College Workshops

Show 10 entries

Search:

Copy CSV Excel PDF Print

Showing 0 to 0 of 0 entries

Program Year	Site Name	Organization Name	RCO	Workshop Date	Status	Actions
No data available in table						

Previous Next

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

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

All Workshops

Cash for College Workshops

Show 10 entries

Search:

Copy CSV Excel PDF Print

Showing 1 to 8 of 8 entries

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

Previous 1 Next

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 you for that workshop.

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.