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TO: Directors of Financial Aid
Texas Public and Private/Independent Institutions of Higher Education

FROM: DeChà Reid
Director, Financial Aid Services

DATE: October 20, 2017

RE: User Access Portal Review

Financial Aid Services is launching our annual User Access clean-up for the secure web portals that are used to send and receive information between institutions and the Texas Higher Education Coordinating Board (THECB). The three main financial aid portals are: Higher Education Loan Management System (HelmNet), Coordinating Board Pass (CBPASS) and MOVEit DMZ. These web portals allow staff at the institution to access FERPA regulated information. For compliance and security purposes, institutions are required to ensure user access to these portals is accurate and up-to-date throughout the year.

Enclosed is a spreadsheet along with instructions to confirm the current users for these portals at each institution. Directors will be required to review the list of users for HelmNet, CBPASS and MOVEit to determine if updates are needed. The deadline to update user information is **November 9, 2017**.

For questions or concerns about user access, please contact Financial Aid Services at 1-844-792-2640 or email UserAccess@thecb.state.tx.us.

Enclosed: [User Access Database Listing](#)

cc: Ken Martin, Assistant Commissioner
Charles W. Puls, Deputy Assistant Commissioner