



System Authorization Form

This form should be completed by the Director of Financial Aid to add, update or remove user access to secure web portals managed by the Texas Higher Education Coordinating Board (THECB). These web portals allow staff at the institution to access to FERPA regulated information. For compliance and security purposes, institutions are required to ensure user access to these portals are accurate. User information should be reviewed and updated throughout the year.

SECURE WEB PORTALS

Higher Education Loan Management System (HELMNET) requires an individualized ID and password to access to electronic files created and maintained by THECB for those students who have applied for and received state-funded student loans. Users with access can update and certify state loan applications.

Coordinating Board Identification (CBPASS) requires an individualized ID and password to access the online funds request form and to search student award history for Toward EXcellence, Access, and Success (TEXAS) Grant, Texas Educational Opportunity Grant (TEOG), and Tuition Equalization Grant (TEG). For adding and updating user access refer to the [CBPASS instructions](#).

MOVEit DMZ has one assigned user ID and password at each institution. MOVEit DMZ safely and securely collects, stores, manages, and distributes sensitive information between an institution and THECB. The Director of Financial Aid is the THECB point of contact for this portal. The Director can assign up to two designees at the institution that can request and reset login information.

INSTITUTION CONTACT INFORMATION

Institution Name		FICE Code
Director of Financial Aid Name	Phone	
Email		

INSTITUTION AUTHORIZATION

I certify that _____ shall implement procedures to assure that only authorized users under this agreement have access to HELMNET, CBPASS, and MOVEit DMZ web portals. I further understand that if a user no longer requires access, I will take the necessary measures to remove their access.

Director of Financial Aid Signature: _____ **Date:** _____

NOTE:

Compatibility issues with certain browsers may not allow the electronic version of this form to be submitted (including E-Signature). Forms that cannot be sent using the **SUBMIT** button on this form (see page 3) should be manually completed, scanned and emailed to Useraccess@thehb.state.tx.us.

ADD HelmNet ACCESS: FOR NEW USERS.

PROGRAM	TITLE	FIRST NAME	LAST NAME	PHONE	EMAIL
HELMS					
HELMS					
HELMS					
HELMS					
HELMS					

UPDATE HelmNet ACCESS: FOR USERS THAT REQUIRE AN UPDATE TO CURRENT INFORMATION.

	TITLE	FIRST NAME	LAST NAME	PHONE	EMAIL
Current					
Updated					
Current					
Updated					
Current					
Updated					
Current					
Updated					
Current					
Updated					

REMOVE ACCESS FOR HelmNet OR CBPass: FOR USERS THAT NO LONGER REQUIRE ACCESS, A REASON MUST BE PROVIDED.

PROGRAM	TITLE	FIRST NAME	LAST NAME	REASON

MOVEIT DMZ: FOR THE DIRECTOR OF FINANCIAL AID TO ADD, REMOVE, OR UPDATE DESIGNEE INFORMATION. THE DIRECTOR CAN ASSIGN ONLY TWO DESIGNEES AT THE INSTITUTION THAT CAN REQUEST AND RESET LOGIN INFORMATION.

	TITLE	FIRST NAME	LAST NAME	PHONE	EMAIL
Add					
Add					
Remove					
Remove					
Current					
Updated					

To send the completed form:

Click the **SUBMIT** button.

An automatic email notification will open in a new window with an attached completed form.

Add your six-digit FICE code in the subject line Example: 012345_File Name.

Be sure to click the **SEND** button to submit the report.

For questions, please contact Financial Aid Services at (844) 792-2640.

If you are unable to **SUBMIT** this form, save the signed PDF file (.pdf) and email as an attachment to : Useraccess@theccb.state.tx.us.