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INTRODUCTION
The Distance Education Portal allows institutions to enter, revise, and review distance education information for existing programs in their approved program and certificate inventories. Before beginning, an institutional representative will need to create an account with CBPass.

CBPass NEW USER SIGN UP

1. Navigate to the CBPass page:  https://www1.thecb.state.tx.us/CBPass/

2. Click on the create one now link.

3. The CBPass – New User Registration page displays.

4. Enter your First and Last Name.

5. Enter your affiliation (your institution’s full name) or type Other.
   Note: The affiliation field shows institutions in the database as you type. Avoid typing “the” as the first word of your affiliation. Be specific in entering your institution’s full name in the affiliation field. For example, if your institution has multiple campuses, enter the full name, such as University of Houston – Downtown. Your email address will become your username for the application.

6. Enter your Physical Address.

7. Enter your Telephone Number.
8. Enter your E-mail Address.
9. Enter your User Name – Used at login.
10. Enter your Password – Used at login.

**Note:** Passwords must be at least eight characters in length and contain at least three of the four following attributes:

- an uppercase letter (ABC)
- a lowercase letter (abc)
- a number (0123456789)
- a special character ($%!@^&*()?'|\{}~<>-_+.,)

11. Enter the answer to the security math problem.
12. Check the box verifying that you agree to the CBPass Account Agreement.
13. Click register.

After you click the register button, you will also receive an acknowledgement e-mail.

*Note:* If you do not receive the e-mail notification in a timely manner, please check your junk e-mail folder for this message.
14. Select three security questions to answer for password reset purposes. If you would like a different selection of questions to choose from, Click Generate a new list of questions. Once you have selected three questions, click Continue.

15. Answer the security questions you chose and click Continue to create your account. Click Cancel to go back to the list of security questions.

At this point, the system notifies the application owner for approval. After the application owner approves your request, you receive an email stating that your request status and you can now use the application.

**MY ACCESS**

When you log in to your account, the My Access tab appears. From this page, you can request access to an application. You can also search and view the current applications you have access to.
Accessing an Application

After you receive access to an application, you may access the application two ways:

1. If you are accessing an application through an assigned URL, you can access the application after entering your CBPass credentials.

2. Use https://www1.thecb.state.tx.us/CBPass/ to return to the CBPass application. Navigate to the My Access tab and click on the application name to log directly into the application.

Requesting Access to an Application

1. Click on the Click to Request access to another application link.
2. The request access window opens.
3. Scroll through the Select Application dropdown list and select the desired application. The system can only process one application at a time.
4. Click Request Access. The system acknowledges your request and adds it to your access list with the Access Status of Requested.

5. Once processed, you will receive an email with your request status. If granted, you may then open the application by clicking on the link in the table on the My Access tab or by directly going to the application URL and logging in with your CB ID account.

Removing Access to an Application

You may remove your access if you no longer want or need access to an application.

1. To remove your access to an application, scroll to the desired application.
2. Click on Remove Access.
3. A message box will appear. Click on Ok to remove your access or click Cancel to cancel the action.
4. The application status will change to Removed. You can no longer access the application.

Note: If you need to access the application in the future, you may request access to the application again.
PROFILE

Click the Profile tab to view or change your current account information. You may also change your password from this page.

Managing your Account Information

Your profile stores your:

- Name
- Affiliation
- Physical Address
- Telephone Number
- Email Address
- Login Name
- Login Password
- Security Questions

You may change any of the fields as needed by entering your current information and clicking Save Changes.

Note: If you change your affiliation, your access to your current applications will removed. You will need to request access to the applications you need again.

Password Change

You can change your password as needed. To change your password, follow the steps below.

1. Type your new password into the fields called Password and Re-Type New Password. You must correctly type your new password into both fields or your password will not be updated.
2. Click Change Password to update your password or click Clear if you do not want to save your new password. Note: Passwords must be at least eight characters and contain at least 3 of the 4 following attributes:
   - Uppercase Letter (ABC)
   - Lowercase Letter (abc)
   - Number (0123456789)
   - Special Character ($%!@^&*()?'|\/{}[]=<>-_+.,)
3. Select three security questions and click *Continue* to enter your answers.

FORGOT PASSWORD

If you have forgotten the password to your account, you can reset your password in a few simple steps.

1. Go to the CBPass login page.
2. Click *Forgot your Username or password?*.
3. Enter your email, affiliation, and zip code. Click *Continue*.
4. Enter the answers to the questions you chose when you first registered.
5. Click *Continue* and an email will be sent to your email address with an access code you will need to reset your password.
6. Go to your email address inbox and click on the email from Mailbot@thecb.state.tx.us. Note: If you do not see the email, check your spam box.
7. Click on the link in the email. It will take you to password reset page.
8. Enter the Access Code in the email in the Access Code field along with your new password in the appropriate fields. **Note:** Access Code is only good for 20 minutes.
9. Click Continue. You will be taken to the CBPass login page and you may now log in with your new password.

Please go to the following link and use the access code to reset your password:

AccessCode: 56369269

http://dev-saas/cbId_Build/ResetAccount.cfm?U=7EE346ECC9240165BDC6B192DD2D8378

**** Note: If clicking on the link fails, try copying the link and pasting it into your browser

This email is generated automatically, please do not respond, this is an unattended email address.
ACCESSING THE DISTANCE EDUCATION PORTAL

1. From the THECB home page, www.thecb.state.tx.us, navigate to the Academic Quality and Workforce Division link, circled in red below.
2. Select the Higher Education Databases and Web Portals link under the General Information heading. Select the Distance Education Portal link. An additional link to access the distance education portal will be included on the THECB Distance, Off-Campus, and Self-Supporting Education webpage.

3. This takes the user to the CBPass secure login window to enter the appropriate username and password. Please remember that only one set of credentials is associated with an institution.
4. Within the Distance Education Portal, users may enter distance education information on approved program offerings, edit certain information on a distance education offering, and review their distance education offerings.

ENTERING INFORMATION INTO DISTANCE EDUCATION PORTAL

Once the user enters the Distance Education Portal, all approved distance education offerings may be viewed. Each institution only has access to distance education data for its institution.

Entering Online Programs

1. To add a new online delivery modality to an existing associate, bachelor or master level program, click the Add new distance education program button as circled below. 

**Note:** The table only displays existing programs offered through distance education. This is not the institution's approved program inventory.

2. To add a distance education delivery modality, enter the CIP code for the existing program and click Next.
3. Use the pull-down menu to select online delivery modality (100% Online, Fully Online, or Hybrid/Blended) for this new distance education offering and then select Add. Only one delivery modality can be selected for each distance education program entry.

***Online Delivery Definitions: 100% Online---no face-to-face campus instruction required; Fully Online---86-100% online delivery; Hybrid Blended---50-85% online delivery.

4. Enter the beginning and ending dates for the program’s new distance education delivery modality. An ending date is not required to enter the distance education delivery of the program into the portal. After dates have been entered, click Confirm.

***Note: The End date field should only be used when phasing out, discontinuing, or closing programs.
5. The 01010300 BS in Agribusiness program now displays an X in the column indicating it is being offered 100% online.

**Entering Electronic-to-Group, Off-Campus Face-to-Face, or Self-Supporting Programs**

1. To add a new online, electronic-to-group, off-campus face-to-face, or self-supporting delivery modality to an existing associate, bachelor or master level program, click the **Add new distance education program** button as shown below. **01080100 AGRICULTURAL AND CONSUMER RESOURCES MS** is being used for this example. Notice that the MS in Agricultural and Consumer Resources is already being offered 100% online.
2. Enter the CIP code for the existing program to be added through a distance delivery modality and click **Next**.

3. Use the pull-down menu to select the off-campus delivery modality (Electronic-to-Group, Off-Campus Face-to-Face, or Self-Supporting) and select **Add**.

4. Enter the beginning and ending dates for the program's new distance education delivery modality. An ending date is not required to enter the distance education delivery of the program into the portal.
5. For Electronic-to-Group, Off-Campus Face-to-Face, or Self-Supporting delivery, the location of the program is also required.
6. A list of your institution’s Electronic-to-Group, Off-Campus Face-to-Face, or Self-Supporting delivery locations that have been previously approved for other distance education programs will populate the location pull-down menu. If the desired location is included in the pull-down menu list, select the location and click **Confirm**.

7. If the off-campus location is **not** contained in the pull-down menu, select **Add a new location**.

***Note: Please avoid using duplicate names for the same location address. Institutions do have the ability to remove location names from the list of***
locations. send an email to Dr. Andrew Lofters (Andrew.Lofters@thecb.state.tx.us) to request the removal of a location name from the list.

8. Click **Confirm**.

9. Enter the new off-campus location into the portal and click **Add location**.

10. Click **Confirm**.
11. The Off-Campus Face-to-Face column for the 01080100 MS in Agribusiness program now displays the name of the off-campus location where a pending request to deliver the distance education instruction has been submitted. After the required area notifications have been confirmed by THECB staff, the program will be formally approved and an approval letter will be generated.

EDITING INFORMATION IN THE DISTANCE EDUCATION PORTAL

Institutions only have access to distance education data for their institution.

1. To edit distance education program information, select the View/Edit button for the program to be edited, as circled.
2. The next screen will display all distance education information for the selected program and buttons in the View/Edit column that will permit editing of distance education program information. Programming delivered at the Example Location is circled for this example.

<table>
<thead>
<tr>
<th>Program CIP</th>
<th>Program Name</th>
<th>Award</th>
<th>Mode</th>
<th>Location</th>
<th>Status</th>
<th>Start Date</th>
<th>End Date</th>
<th>View/Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>on080300</td>
<td>AGRICULTURAL AND CONSUMER RESOURCES</td>
<td>MS</td>
<td>100% Online</td>
<td>n/a</td>
<td></td>
<td>2/16/1985</td>
<td></td>
<td></td>
</tr>
<tr>
<td>on080300</td>
<td>AGRICULTURAL AND CONSUMER RESOURCES</td>
<td>MS</td>
<td>Off Campus Face-to-Face</td>
<td>Example Location</td>
<td>Pending Requested</td>
<td>6/27/2017</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. If the Edit button is selected, the user will be able to edit the program’s delivery mode, location of off-campus delivery, and start and ending dates. Once the information has been edited, click **Save**. The **Return to list** button can be used to return back to the original listing of distance education offerings for your institution.
4. If the **Add** another location button is selected, the user will be able to edit the program's delivery mode and location of off-campus delivery. Once the information has been edited, click **Add**. The **Return to list** button can be used to return back to the original listing of distance education offerings for your institution.


5. If the **Mark as inactive** button is selected, the user will be able to deactivate the program by clicking **Confirm deactivate**. The **Return to list** button can be used to return back to the original listing of distance education offerings for your institution.
6. If the **Delete** button is selected, the user will be able to deactivate the program by clicking **Confirm delete**. The **Return to list** button can be used to return back to the original listing of distance education offerings for your institution.

7. If the **Edit address** button is selected, the user will be able to edit the program's off-campus delivery location information. Once the information has been edited, click **Save changes**.
REVIEWING DISTANCE EDUCATION OFFERINGS

1. Once the user enters the Distance Education Portal, the Home screen allows all approved distance education offerings for existing programs in the institution’s program inventory to be viewed. To view all distance education offerings for a particular program, select the View/Edit button contained in the row with the program. **01080100 AGRICULTURAL AND CONSUMER RESOURCES MS is bordered in red for this example.**

   ![Distance Education Portal Table]

   2. The next screen displays all distance education delivery information for the selected program and buttons in a View/Edit column that will permit editing of distance education program information.

   ![Distance Education Delivery Information]

   3. Click Home at the top left side of the screen to return to the institution’s home screen.
CERTIFYING INSTITUTIONAL DISTANCE EDUCATION INVENTORY

1. To complete and certify the institution’s distance education inventory, click the Certify button on the lower left-hand corner of the screen. THECB staff will be notified once an institution has certified that the distance education program inventory is accurate. Institutions must certify their distance education program inventory each time an update is made.