



## Texas Higher Education Coordinating Board Document Submission Portal (DSP) Quick Guide

### Introduction

This password protected website was designed to expedite requests from an institution or system office to THECB. The DSP will be used by an institution's chief academic officer (CAO) or System officer who will process a request and forward it to THECB.

### Chief Academic Officers and System Offices

To get a password for your institution, contact:

Christina Kelley at (512) 427-6431 or by email at [Christina.Kelley@thecb.state.tx.us](mailto:Christina.Kelley@thecb.state.tx.us)

1. To access the DSP, go to <https://www1.thecb.state.tx.us/apps/proposals/>, choose your institution, and type in your password.
2. Review the contact information. If it needs to be changed, go to **Change the Contact Information**. If you would like to change the password, click the **Change Password** button. (Please note: several people from your institution might have the password.)
3. Go to **Full List of Change Requests** link on the main menu. This page will list all requests made. The requests automatically move under "Archive" after six weeks.
4. To begin the process of submitting a request, click the **NEW** button. You will see an ID number. It will not be a sequential number but you can use it as a reference number when contacting the DSP administrator if needed.
5. Click links in the "Type" column, to process a new request or to edit or view a previous request.
6. Under "Request Information", click on the drop down list and select an item that reflects your request. Type a summary of the request. Provide information about the director if applicable.

You have the ability to upload three PDF formatted files at 15 MB each. After attaching a file, please click on the **Upload** button. You will notice the uploaded file is shown to the right of the **Browse** button. You have the option to delete a file if needed. You also have an area for additional comments.

System offices will also have to choose which institution the request is for.

7. Click the **Forward to THECB** button when you are ready to send your request. E-mails are sent to contacts when status changes are made.

Status changes normally go in this order:

New → In Progress → Sent to THECB → Received

Track all of your proposals at: <http://www.thecb.state.tx.us/apps/ProgAdminTracking/>

If you have questions regarding:

**Proposals or requests** – James Goeman at (512) 427-6249 [James.Goeman@thecb.state.tx.us](mailto:James.Goeman@thecb.state.tx.us)

**DSP support** – Christina Kelley at (512) 427-6431 [Christina.Kelley@thecb.state.tx.us](mailto:Christina.Kelley@thecb.state.tx.us)