

User Manual for Report of Fundable Operating Expenses (RFOE)

November 2020

Texas Higher Education Coordinating Board



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Agency Mission

The mission of the Texas Higher Education Coordinating Board (THECB) is to provide leadership and coordination for Texas higher education and to promote access, affordability, quality, success, and cost efficiency through *60x30TX*, resulting in a globally competitive workforce that positions Texas as an international leader.

Agency Vision

The THECB will be recognized as an international leader in developing and implementing innovative higher education policy to accomplish our mission.

Agency Philosophy

The THECB will promote access to and success in quality higher education across the state with the conviction that access and success without quality is mediocrity and that quality without access and success is unacceptable.

The THECB's core values are:

Accountability: We hold ourselves responsible for our actions and welcome every opportunity to educate stakeholders about our policies, decisions, and aspirations.

Efficiency: We accomplish our work using resources in the most effective manner.

Collaboration: We develop partnerships that result in student success and a highly qualified, globally competitive workforce.

Excellence: We strive for excellence in all our endeavors.

The Texas Higher Education Coordinating Board does not discriminate on the basis of race, color, national origin, gender, religion, age or disability in employment or the provision of services.

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FILING REQUIREMENTS

Purpose: The Community and Technical Colleges Formula Advisory Committee of the Texas Higher Education Coordinating Board (THECB) uses the data collected in this report to recommend formula funding rates and levels.

Filing Due Date: The annual Report of Fundable Operating Expenses (RFOE) is due January 31 of each year according to Texas Administrative Code, Section 1.162:

(b) Report of Fundable Operating Expenses.

(1) The Board staff shall conduct a study of expenses at community colleges, Texas State Technical College, and Texas State University System two-year institutions each year.

(2) The study shall encompass all expenses made by these institutions for instruction and administration from all unrestricted sources of funds including appropriated general revenue, tuition and fees, contract instruction, other educational and general revenue, and local tax revenue.

(3) Each college shall report total instructional expenses and contact hours for each instructional discipline included on a list provided by the Board and total expenses for administration, including institutional support, student services, library, instructional administration, organized activities, and instructional staff benefits but excluding physical plant employees.

(4) From this information, the Board staff shall calculate costs for each instructional discipline.

PROGRAM ADMINISTRATION

Contact Marie Burks at Marie.Burks@highered.texas.gov or 512-427-6135 for assistance.

CERTIFICATION

A letter signed by the president or chancellor of the college certifying the accuracy of the Report of Fundable Operating Expenses (RFOE) is **required**. Submit a scanned copy of the letter to the program administrator. Submission of a paper copy is not required.

INSTRUCTIONS

Submit reports electronically using the RFOE application available at <https://www1.thecb.state.tx.us/apps/RFOE/>.

Accessing the RFOE application requires both a valid Coordinating Board ID (CBPass ID) and permission to access to the RFOE application. The appendix of this document includes instructions on how to request a CBPass ID and request permission to access the RFOE.

Users need a Coordinating Board ID (CBPass ID) to use the application. First-time users must click the "Sign Up!" link and follow the online instructions to create an account and request access to the RFOE application.

Users who have a current CBPass ID but who are accessing the RFOE for the first time will need to request access to the RFOE application.

SUBMISSION PROCESS

The online RFOE submission process consists of the three steps outlined below.

1. Submitting Instructional Discipline data, which includes the following data per program:
 - a. Contact Hours (loaded by THECB)
 - b. Faculty Salaries (entered by the institution)
 - c. Other Salaries and Wages (entered by the institution)
 - d. Staff Benefits (related to instruction salaries; calculated)
 - e. Other Operating Expenses (entered by the institution)
 - f. Total DOE (calculated)
 - g. Total (calculated)
2. Submitting Schedule B Data (entered by institution):
 - a. Total Unrestricted Educational Activities
 - b. Other Staff Benefits
 - c. Other Allocated Administration Expenses
 - i. Research
 - ii. Academic Support
 - iii. Student Services
 - iv. Institutional Support
 - v. Scholarships & Fellowships
 - vi. Equipment Depreciation
 - d. Public Service
 - i. Museums
 - ii. Other Public Service
 - iii. Depreciation of Public Service Equipment
 - e. Operation & Maintenance of Plant
 - i. Physical Plant Services
 - ii. Major Repairs & Renovations
 - iii. Staff Benefits
 - iv. Depreciation of Physical Plant Equipment
3. Reviewing data and submitting to the THECB

NOTE: Complete steps one and two in any order. The RFOE Submission Process may be completed in multiple sessions by completing any portion of the application, selecting the "Save" button at the bottom of a data-entry webpage, logging off, and returning later.

However, the submission process is a one-time submittal. Contact the program administrator to unlock the application to apply updates after submitting data to the THECB.

INSTRUCTIONAL DISCIPLINES

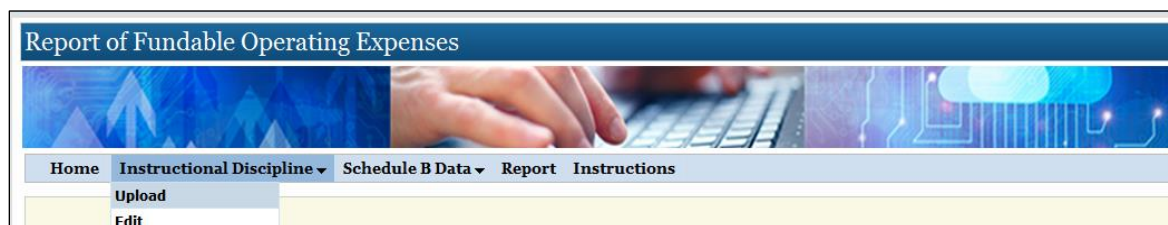
SUBMITTING INSTRUCTIONAL DISCIPLINES DATA

Submit data in one of two ways:

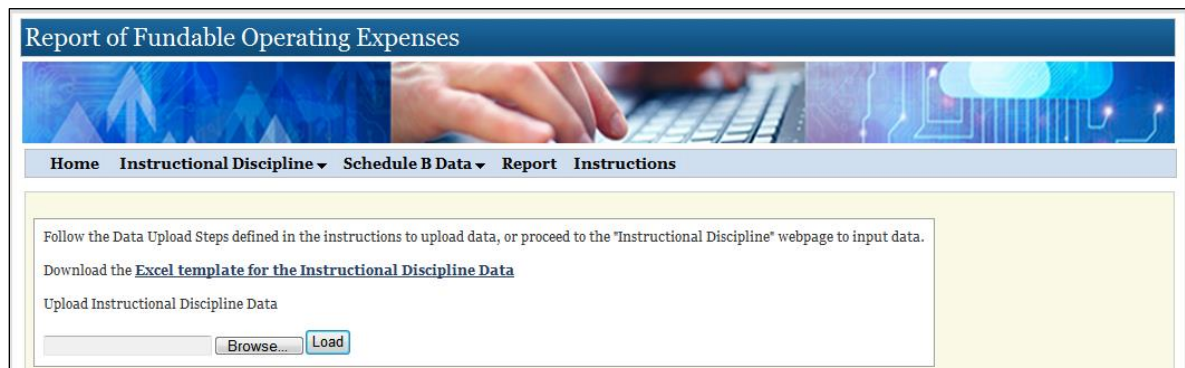
1. Upload data via an Excel spreadsheet (preformatted by THECB).
2. Enter data directly into the RFOE application.

UPLOADING INSTRUCTIONAL DISCIPLINES VIA EXCEL SPREADSHEET

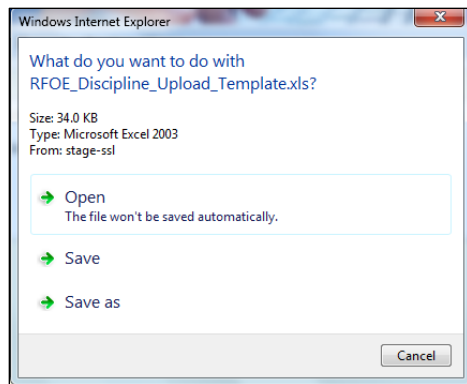
1. From the RFOE page, select "Upload" from the "Instructional Discipline" menu.



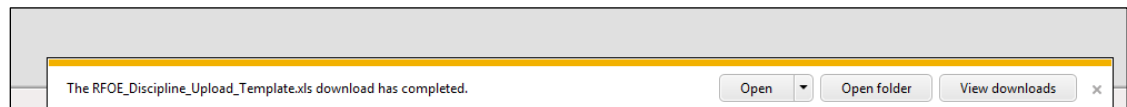
2. Use the preformatted Excel template from the THECB. To download the Excel template file, click the link "**Excel template for the Instructional Discipline Data.**"



3. Click "Save" to save a copy of the Excel template file, "Open" to save the file within the Excel application, or "Save as" to save the file with a filename you choose.



4. The Excel file should now be located on your computer. If you performed a "Save," the file will be located in your computer's Download folder. If you performed either a "Save as" or an "Open," the file will be located on your computer where you opted to save it.



COMPLETING AND UPLOADING THE INSTRUCTIONAL DISCIPLINES EXCEL FILE

Program	Faculty_Salaries	Other_Salaries_and_Wag	Other_Operating_Expenses
Agriculture	0	0	0
Architecture and Precision Production Trades	0	0	0
Biology, Physical Sciences and Science Technologies	0	0	0
Business Management, Marketing and Administrative Services	0	0	0
Career Pilot	0	0	0
Communications	0	0	0
Computer and Information Sciences	0	0	0
Construction Trades	0	0	0
Consumer and Homemaking Education	0	0	0
Engineering	0	0	0
Engineering Related	0	0	0
English Language, Literature, Philosophy, Humanities and Interdisciplinary	0	0	0
Foreign Languages	0	0	0
Health Occupations – Dental Assisting, Medical Lab and Associate Degree Nursing	0	0	0
Health Occupations – Dental Hygiene	0	0	0
Health Occupations – Other	0	0	0
Health Occupations – Respiratory Therapy	0	0	0
Health Occupations – Vocational Nursing	0	0	0
Mathematics	0	0	0
Mechanics and Repairers – Automotive	0	0	0
Mechanics and Repairers – Diesel, Aviation Mechanics and Transportation Workers	0	0	0
Mechanics and Repairers – Electronics	0	0	0
Physical Education and Fitness	0	0	0
Protective Services and Public Administration	0	0	0
Psychology, Social Sciences and History	0	0	0
Visual and Performing Arts	0	0	0
Developmental Education – Math	0	0	0
Developmental Education – Reading/Writing	0	0	0

1. Enter the values for Faculty Salaries, Other Salaries and Wages, and Other Operating Expenses for each Discipline.
2. Save the Excel file on your computer.

NOTE: Do not change the programs in column A or the field titles in row 1.

3. From the RFOE page, select "Upload" from the "Instructional Discipline" menu.
4. Click the "Browse" button.

Report of Fundable Operating Expenses

Home Instructional Discipline Schedule B Data Report Instructions

Upload

Edit

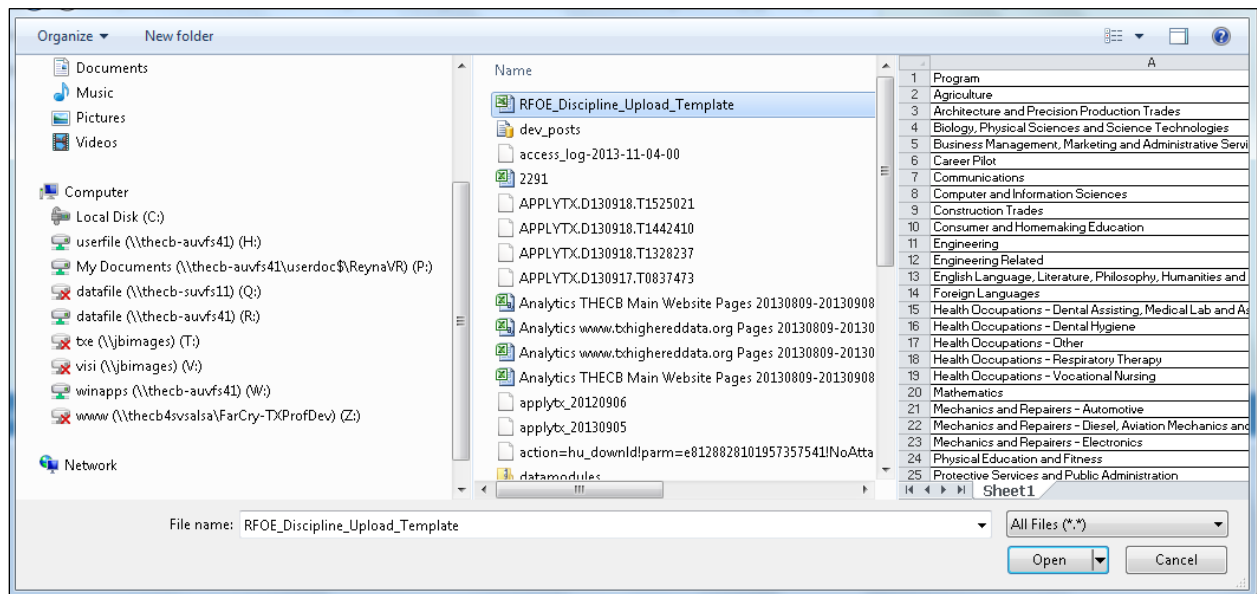
Follow the Data Upload Steps defined in the instructions to upload data, or proceed to the "Instructional Discipline" webpage to input data.

Download the [Excel template for the Instructional Discipline Data](#)

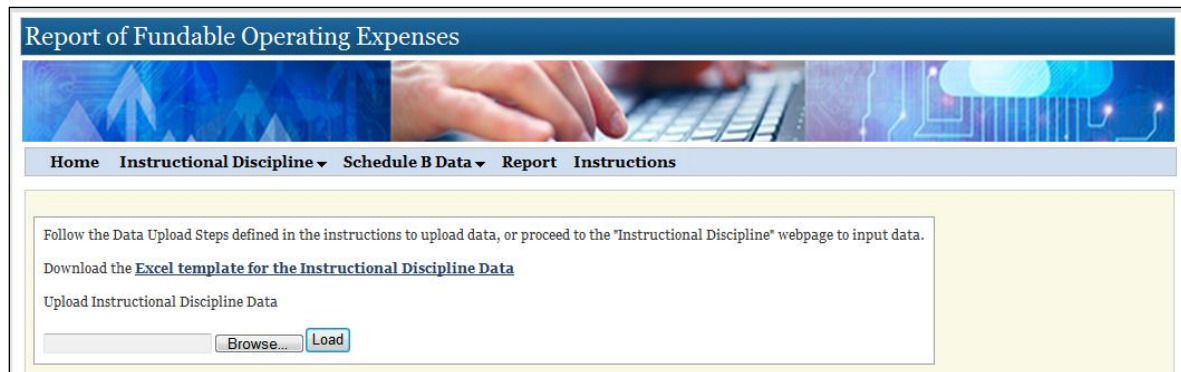
Upload Instructional Discipline Data

5. Locate and select the "RFOE_Discipline_Upload_template." (Renaming the template will not affect the upload process. The name of the template does not matter. However, the names of the programs in Column A or the field titles in Row 1 of the spreadsheet cannot be changed.)

6. Click the "Open" button.



7. Click the "Load" button.



NOTE: The template may be uploaded multiple times. Repeating the upload process replaces the current data in the system.

Once uploaded, review the data before submitting it to the THECB by using the Edit page and following the instructions provided below.

COMPLETING THE INSTRUCTIONAL DISCIPLINE EDIT PAGE

1. From the RFOE page, select "Edit" from the "Instructional Discipline" menu.
2. Enter Local Paid Benefits.
3. For each program, enter the Faculty Salaries, Other Salaries & Wages, and Other Operating Expenses.

Report of Fundable Operating Expenses

Home **Instructional Discipline** Schedule B Data Report Instructions

Upload

Section 1 Instructional Discipline

Enter Local Paid Benefits - This amount will be used in the Staff Benefits calculation

ID	Program	Contact Hours	Faculty Salaries	Other Salaries & Wages	Staff Benefits (calculated)	Other Operating Expense	Total DOE (calculated)	Total (calculated)
1	Agriculture	<input type="text" value="88855"/>	<input type="text" value="115581"/>	<input type="text" value="35157"/>	<input type="text" value="22548"/>	<input type="text" value="32688"/>	<input type="text" value="90393"/>	<input type="text" value="205974"/>

4. Click the "Save" button at the bottom of the page.

29	Reading/Writing Developmental Education	<input type="text" value="1552928"/>	<input type="text" value="4777322"/>	<input type="text" value="447322"/>	<input type="text" value="781517"/>	<input type="text" value="44691"/>	<input type="text" value="1273530"/>	<input type="text" value="6050852"/>
Section Totals		<input type="text" value="23493357"/>	<input type="text" value="76963347"/>	<input type="text" value="9397874"/>	<input type="text" value="12918160"/>	<input type="text" value="11055794"/>	<input type="text" value="33371828"/>	<input type="text" value="110335175"/>

Save...

SCHEDULE B DATA

Submit Schedule B Data (Sections 2 through 5) in one of two ways:

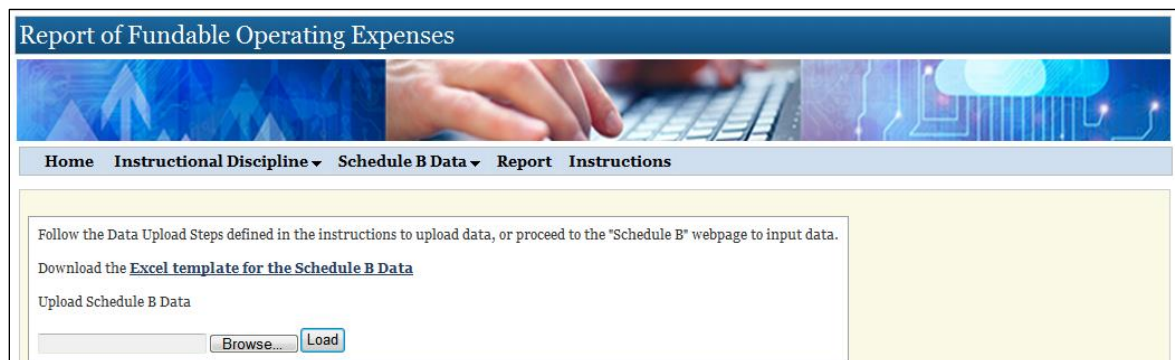
1. Upload data via an Excel spreadsheet (preformatted by THECB).
2. Enter data directly into the RFOE application.

UPLOADING SCHEDULE B DATA VIA EXCEL SPREADSHEET

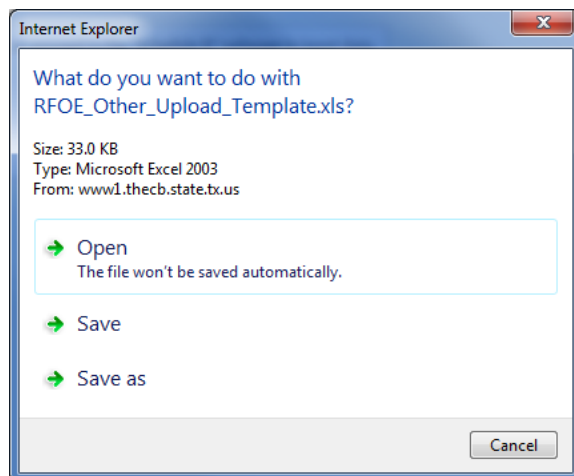
1. From the RFOE menu, select "Upload" from the "Schedule B Data" menu.



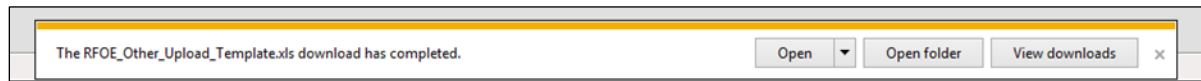
2. Use the preformatted Excel template. To download the Excel template file, click the link "**Excel template for the Schedule B Data.**"



3. Click "Save" to save a copy of the Excel template file, "Open" to save the file within Excel application, or "Save as" to save the file with a filename you choose.



4. The Excel file should now be located on your computer. If you performed a "Save," the file will be located in your computer's Download folder. If you performed either a "Save as" or an "Open," the file will be located on your computer where you opted to save it.



COMPLETING AND UPLOADING THE SCHEDULE B DATA EXCEL FILE

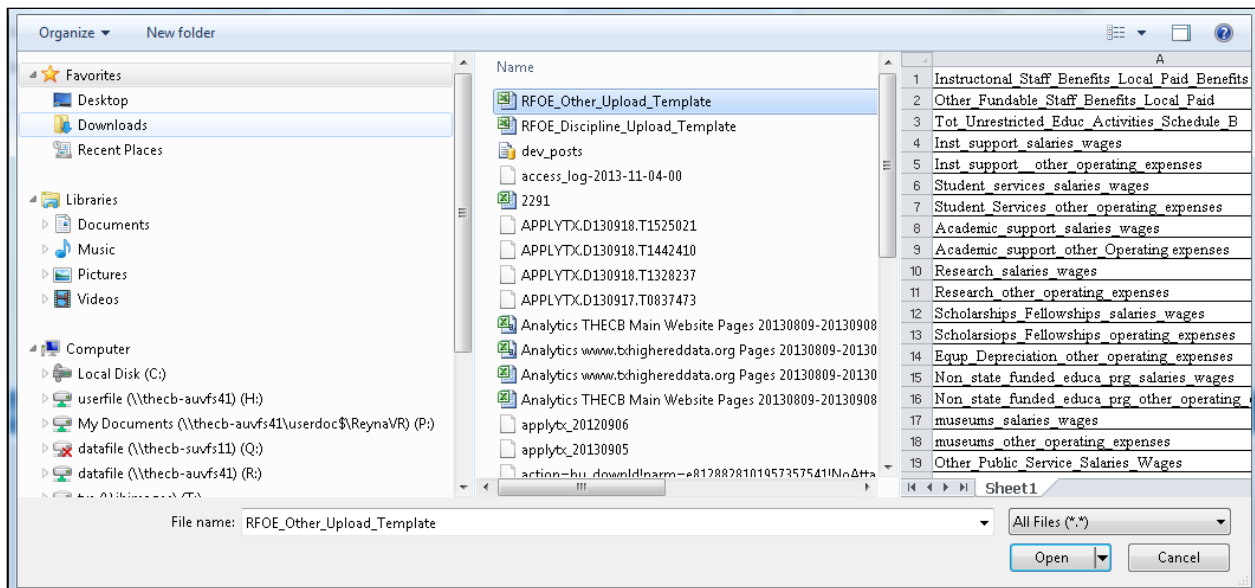
Instructional_Staff_Benefits_Local_Paid_Benefits	0
Other_Fundable_Staff_Benefits_Local_Paid	0
Tot_Unrestricted_Educ_Activities_Schedule_B	0
Inst_support_salaries_wages	0
Inst_support_other_operating_expenses	0
Student_services_salaries_wages	0
Student_Services_other_operating_expenses	0
Academic_support_salaries_wages	0
Academic_support_other_Operating_expenses	0
Research_salaries_wages	0
Research_other_operating_expenses	0
Scholarships_Fellowships_salaries_wages	0
Scholarships_Fellowships_operating_expenses	0
Equip_Depreciation_other_operating_expenses	0
Non_state_funded_educa_prg_salaries_wages	0
Non_state_funded_educa_prg_other_operating_expenses	0
museums_salaries_wages	0
museums_other_operating_expenses	0
Other_Public_Service_Salaries_Wages	0
Other_Public_Service_Other_Operating_Expenses	0
Depreciation_other_operating_expenses	0
Physical_Plant_Services_salaries_wages	0
Physical_plant_services_other_operating_expenses	0
Major_repairs_renovation_salaries_wages	0
Major_repairs_renovation_other_operating_expenses	0
staff_benefits_staff_benefits	0
Depreciation_Physical_plant_equipment_other_operating_expenses	0

1. Enter the values for Schedule B Expenses in the Excel template.
2. Save the Excel file on your computer.

NOTE: Do not change the programs in column A or the field titles in row 1.

3. From the RFOE page, select "Upload" from the "Schedule B Data" menu.
4. Click the "Browse" button.

5. Locate and select the "RFOE_Schedule_B_Data_template. (It will appear as RFOE_Other_Upload_Template." Renaming the template will not affect the upload process. The name of the template does not matter. However, the names in Column A of the spreadsheet cannot be changed.)
6. Click the "Open" button.



7. Click the "Load" button.

Follow the Data Upload Steps defined in the instructions to upload data, or proceed to the "Schedule B" webpage to input data.

Download the [Excel template for the Schedule B Data](#)

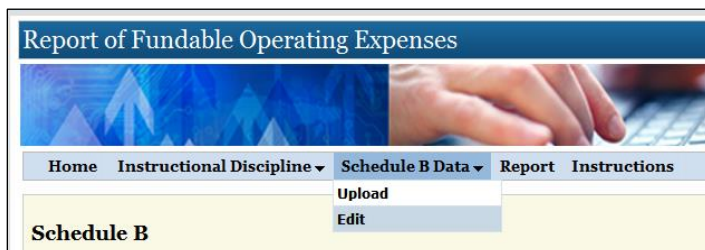
Upload Schedule B Data

NOTE: The template may be uploaded multiple times. Repeating the upload process replaces the current data in the system.

Once uploaded, review the data before submitting it to the THECB by using the Edit page and following the instructions provided below.

COMPLETING THE SCHEDULE B DATA EDIT PAGE

1. From the RFOE page, select "Edit" from the "Schedule B Data" menu.



- Enter an amount for each field using the data definitions in the following section.

Schedule B

Total Unrestricted Educational Activities - Schedule B	239288245
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Section 2 Other Staff Benefits

Other Fundable Staff Benefits Excluding Instructional (Sec. 4) and Physical Plant (Sec. 5)	9807691
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Section 3 Other Allocated Administration Expenses

	Salaries & Wages	Other Operating Expenses	Total
Research	0	0	0
Academic Support	12976863	5221054	18197917
Student Services	16835868	4576125	21411993
Institutional Support	27028060	17154886	44182946
Scholarships & Fellowships	0	299917	299917
Depreciation Expense - Equipment		4882129	4882129
Section Total	56840791	32114111	88954902

Section 4 Public Service

	Salaries & Wages	Other Operating Expenses	Total
Non-state Funded Educational Programs	0	0	0
Museums	0	0	0
Other Public Service	184665	38688	223353
Depreciation of Public Service Equipment		0	0
Section Total	184665	38688	223353

Section 5 Operation & Maintenance of Plant

	Salaries & Wages	Staff Benefits	Other Operating Expenses	Total
Physical Plant Services	7767463		17336746	25104209
Major Repairs & Renovations	0		6664706	6664706
Staff Benefits		3040338		3040338
Depreciation of Physical Plant Equipment			0	0
Section Total	7767463	3040338	24001452	34809253

- Include notes in the Comments field.
- Select the "Save" button at the bottom of the page.

Difference - Must be zero before submitting final version	0
---	---

Comments

Save...

Submit Final Version

SUBMITTING THE DATA TO THECB

The following criteria must be met before submitting data to the THECB for review:

- There must be a value in each field.
- The "Difference" field in the Summary Table must be zero.


COMPLETING THE FINAL SUBMISSION

1. Click the "Submit Final Version" button to formally submit the data. The final submission can only be performed one time. If the data needs to be updated after final submission, you must contact the program administrator.

Summary Table	
Total Fundable Expenses	<input type="text" value="0"/>
Total Non-fundable Expenses	<input type="text" value="0"/>
Grand Total Expenses	<input type="text" value="0"/>
Total Unrestricted Educational Activities - Schedule B	<input type="text" value="0"/>
Depreciation Expense - Equipment and Furniture - Schedule B	<input type="text" value="0"/>
Difference - Must be zero before submitting final version	<input type="text" value="0"/>

2. A message indicating the data has been submitted to the THECB will appear. In addition to submitting the data, a signed letter from the president is required to certify the data. Please submit a scanned image of the letter to the program administrator via email. Paper copies are not required.

Report of Fundable Operating Expenses



[Home](#) [Instructional Discipline](#) [Schedule B Data](#) [Report](#) [Instructions](#)

Report of Fundable Operating Expenses (RFOE)

[Quit impersonating this institution](#)

Your data was successfully submitted on February 27, 2015.

Filing Due Date: The annual Report of Fundable Operating Expenses (RFOE) is due January 31st of each year according to Texas Administrative Code, Section 13.22.

DEFINITION OF FUNDABLE OPERATING EXPENSES

Report all operating expenses related to the following functions:

- Instruction
- Institutional Support
- Student Services
- Academic Support
- Research
- Scholarships

Report operating expenses paid from unrestricted funding sources. Include staff benefits and equipment depreciation expenses related to those functions.

FUNCTIONAL DEFINITIONS

Chapter 342 in the Financial Accounting and Reporting Manual of the National Association of College and University Business Officers (NACUBO) includes a detailed discussion of the functional classifications required in this report. Follow the NACUBO definitions for functional classification of expenditures for all categories.

ALLOCATIONS

1. Allocate expenses between instructional and administrative classifications as appropriate, e.g., a dean or vice president may teach a course in addition to performing administrative duties.
2. Allocate expenses between instructional programs as appropriate, e.g., a faculty member may teach both Health Occupations-Associate Degree Nursing and Health Occupations-Vocational Nursing.
3. Allocate all central services, such as information technology, to the appropriate functional categories that use the service.

Include expenses for all activities that are part of an institution's credit and non-credit (fundable-only) instructional programs including:

- Academic
- Vocational
- Technical
- Remedial Instruction

Report expenses within the fundable program categories as reported on the CBM004.

DATA DEFINITIONS

INSTRUCTIONAL EXPENSES (SECTION 1)

Natural Classifications: Within the instructional section, report expenses by the following natural expense classifications:

Contact Hours

Contact hours are prepopulated, as reported on the CBM004 and CBM00C reports that specify formula-funding eligible hours for the fiscal year. Explain unassociated contact hours and expenses in the Comments field.

Staff Benefits

Enter the total Local Paid Benefits for instructional staff in the field at the top of the form. The web page automatically allocates these amounts to the instructional programs based on the salary expenses reported for each program. Local Paid Benefits include:

- Social Security and Medicare taxes
- Workers compensation insurance
- Unemployment compensation insurance
- Excess Teachers Retirement System and Optional Retirement Plan matches not paid by a separate appropriation from the state
- Health insurance premiums in excess of the college's share of the state's General Revenue Fund appropriation for employee group insurance
- Any other locally funded employee benefits programs

Faculty Salaries

Enter faculty salaries as defined in Financial Accounting and Reporting Manual (FARM).

Other Salaries and Wages

Enter other salaries and wages as defined in FARM.

Other Operating Expenses

Enter other operating expenses as defined in FARM.

OTHER STAFF BENEFITS (SECTION 2)

Report staff benefits for all employees other than instructional, public service, physical plant, and auxiliary staff. List local and state benefits paid as described above.

OTHER ALLOCATED ADMINISTRATION EXPENSES (SECTION 3)

Report the total expenses for administration including the categories listed below.

Research – Include all expenses for activities specifically organized to produce research outcomes, whether internally or externally sponsored.

Academic Support – Include funds expended to provide support services for the institution's primary missions:

- Retention, preservation, and display of educational materials (libraries, museums, and galleries)
- Academic administration (deans' salaries and office expenses)
- Technical support (computer services and audiovisual information)
- Separately budgeted support for course and curriculum development and organized activities related to instruction

Student Services – Include the following:

- Offices of Admissions
- Registrar
- Activities that primarily contribute to students' emotional and physical well-being and to their intellectual, cultural, and social development outside the context of the formal instruction program

Institutional Support – Include the following:

- Central executive level management and long-range planning of the entire institution
- Fiscal operations
- Administrative data processing
- Space management
- Employee personnel and records
- Logistical activities that provide procurement, storerooms, safety, security, printing, and transportation services to the institution
- Support services for faculty and staff that do not operate as auxiliary enterprises
- Activities concerned with community and alumni relations, including development and fundraising
- Bad debt related to tuition and fee revenue

Scholarships and Fellowships – Include expenses for scholarships and fellowships, excluding tuition remissions and exemptions, in grants to students, either from selection by the institution or from an entitlement program.

When services are required in exchange for financial assistance, e.g., the federal College Work Study Program, report the charges as expenses of the department or organizational unit to which the service is rendered.

Depreciation Expense – Equipment – Include depreciation of equipment related to instruction or administrative support. Exclude depreciation expense on buildings, building improvements, and equipment used solely for public service, physical plant operations, and auxiliary operations.

Report expenses by natural expense classifications of (a) salaries and wages and (b) other operating expenses. Ensure the total expenses of each functional category agree with the operating expenses reported on the “Statement of Revenues, Expenses, and Changes in Net Assets” of the college’s Annual Financial Report.

NON-FUNDABLE OPERATING EXPENSES

Sections 4 and 5 detail non-fundable expenses used as reconciling items in verifying this report and include all the operating expenses reported on the college’s Annual Financial Report.

PUBLIC SERVICE (SECTION 4)

Include expenses for activities established primarily to provide non-instructional services beneficial to individuals and groups external to the institution. Include:

- Public lectures
- Radio and television stations
- Institutes
- Workshops
- Demonstrations
- Package libraries
- Museums and similar activities

Include depreciation expense on equipment used solely for public service activities (if material and separately identifiable) as Public Service.

OPERATION OF PHYSICAL PLANT (SECTION 5)

Include all expenses for the operation and maintenance of physical plant, net of amounts charged out to auxiliary enterprises, and other independent operations. Include:

- Physical plant administration
- Building maintenance
- Custodial services
- Utilities
- Landscape and ground maintenance
- Major repairs and rehabilitation of buildings

Include the total staff benefits expense related to physical plant employees. List depreciation expense on equipment used solely for maintenance of physical plant (if material and separately identifiable).

Total Fundable Expenses – The total of Sections 1, 2, and 3, as reported by all institutions, becomes the base of fundable costs used by the Community and Technical Colleges Formula Advisory Committee in recommending formula funding rates and levels.

Total – Non-Fundable Expenses – Sections 4 and 5 equal the total expenses ineligible for state formula funding. The sum of Parts A and B must equal the sum of the Unrestricted Educational Activities and Depreciation – Equipment and Furniture reported on Schedule B of the Annual Financial Report (AFR).

REPORT



Select "Report" on the list of menus to produce a printable version of the RFOE data.

RECONCILIATION

The following items tie to the institutions published Schedule B – Schedule of Operating Expenses by Object.

Item	Report of Fundable Operating Expenses (RFOE)	Schedule B – Schedule of Operating Expenses by Object
1	Section 1, Total Faculty Salaries plus Section Total Other Salaries and Wages	Unrestricted – Educational Activities, Instruction Salaries and Wages
2	Section 1, Total Staff Benefits	Unrestricted – Educational Activities, Instruction Benefits
3	Section 1, Total Other Operating Expenses	Unrestricted – Educational Activities, Instruction Other Expenses
4	Section 2, Total Local Paid	Unrestricted – Educational Activities, Total Local Benefits less Instruction Local Benefits and Operation and Maintenance of Plant Local Benefits
5	Section 3, Institutional Support Salaries and Wages	Unrestricted – Educational Activities, Institutional Support Salaries and Wages
6	Section 3, Student Services Salaries and Wages	Unrestricted – Educational Activities, Student Services Salaries and Wages
7	Section 3, Academic Support Salaries and Wages	Unrestricted – Educational Activities, Academic Support Salaries and Wages
8	Section 3, Research Salaries and Wages	Unrestricted – Educational Activities, Research Salaries and Wages
9	Section 3, Scholarships and Fellowships Salaries and Wages	Unrestricted – Educational Activities, Scholarships and Fellowships Salaries and Wages
10	Section 3, Institutional Support Other Operating Expenses	Unrestricted – Educational Activities, Institutional Support Other Expenses

Item	Report of Fundable Operating Expenses (RFOE)	Schedule B – Schedule of Operating Expenses by Object
11	Section 3, Student Services Other Operating Expenses	Unrestricted – Educational Activities, Student Services Other Expenses
12	Section 3, Academic Support Other Operating Expenses	Unrestricted – Educational Activities, Academic Support Other Expenses
13	Section 3, Research Other Operating Expenses	Unrestricted – Educational Activities, Research Other Expenses
14	Section 3, Scholarships and Fellowships Other Operating Expenses	Unrestricted – Educational Activities, Scholarships and Fellowships Other Expenses
15	Section 3, Depreciation Other Operating Expenses plus Section IV, Depreciation of Public Service Equipment Other Operating Expenses plus Section V, Depreciation of Physical Plant Equipment Other Operating Expenses	Depreciation Expense – Equipment and Furniture
16	Section 5, Physical Plant Services Salaries and Wages	Unrestricted – Educational Activities, Operation and Maintenance of Plant Salaries and Wages
17	Section 5, Staff Benefits	Unrestricted – Educational Activities, Operation and Maintenance of Plant Benefits
18	Section 5, Physical Plant Services Other Operating Expenses plus Major Repairs and Renovations Other Operating Expenses	Unrestricted – Educational Activities, Operation and Maintenance of Plant Other Expenses

APPENDIX

REGISTERING FOR A COORDINATING BOARD ID (CBPASS ID)

1. Click the "create one now!" link in the CBPass ID login window or select the link: [CBPass](#).

The screenshot shows a web page titled "Report of Fundable Operating Expenses". Below the title is a blue navigation bar with the word "Home". The main content area is yellow and contains a "CBPass Login" box. Inside this box, the text "Sign in with your CBPass Account" is displayed. There are two input fields: "*Username:" and "*Password:". To the right of the password field is a "Sign In" button. Below the input fields, there is a link "[Forgot your Username or Password?](#)" and a link "don't have an account? [create one now!](#)".

2. Enter your first name.
3. Enter your last name.
4. Begin typing to enter your institutional affiliation.
Note: As you begin entering text, a list of THECB affiliations matching the entered text will appear. You must select a valid THECB affiliation to register.
5. Complete your physical address.
6. Enter your e-mail address.
7. Enter a user name.
8. Enter a valid password.
9. Confirm your password.
10. Enter the answer to the given math problem.
11. Click the "I agree to the CBPass ID Account Agreement" checkbox.

CBPass - New User Registration

To create a CBPass account, enter the information below, then click on the *Register* button. Once you have registered you will be able to request access to applications.

All fields are required.

Account Information

- *First Name [required]:
- *Last Name [required]:
- *Begin typing to enter/modify your affiliation or type "Other" [required]:
- *Physical Address [required]: TX -
- *Telephone Number [required]: () - -
- *E-Mail Address [required]:
- *Re-Type E-Mail Address [required]:
- *User Name [required]: (Used for login)
- *Password [required]:

Passwords must be at least eight (8) characters and contain at least 3 of the 4 following attributes: uppercase letter, lowercase letter, number, special character.

Password Strength:

- *Re-Type New Password [required]:
- *Enter the answer to the math problem [required]: 3+3=
- ☐ [required] I agree to the [CBPass Account Agreement](#) (link opens in a new window)

12. Click the "Register" button.

Your information will be forwarded to THECB personnel for approval. After your request is approved, you will receive an email confirmation stating you have access to the Core Curriculum application.

REQUESTING ACCESS TO THE REPORT OF FUNDABLE OPERATING EXPENSES APPLICATION

- From the CBPass Main Menu page, click the link "Click to Request Access to another application."

CBPass
Welcome Roland (Main Menu) (Logout)

ACTION ITEMS **MY ACCESS** **APPLICATION** **PERMISSIONS**

Search for and view your current applications or request access to additional applications.

[Click to Request Access to another application](#)

Filters

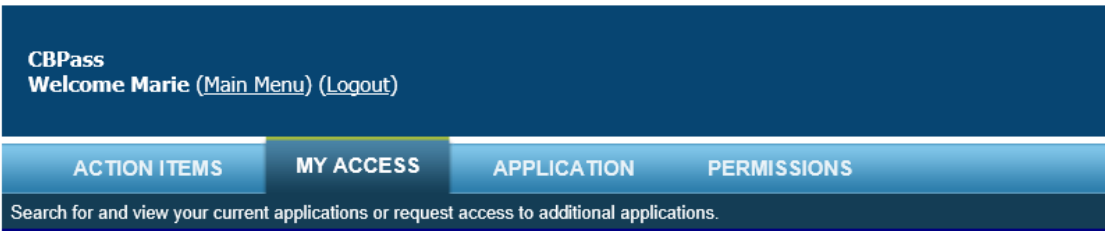
App ID: App Name:

App Status: Access Status:

Record Count= 4

App ID	Application Name	Owner(s)	Delegate(s)/Admin	Role	App Status	Access Status	
126	Community College Annual Reporting and Analysis Tool	Roland.Gilmore@THECB.state.tx.us, Heidi.Langdon@THECB.state.tx.us		CBOwner	Active	Approved	Remove Access
107	EDC Database Permissions	Doug.Parker@THECB.state.tx.us, Victor.Reyna@THECB.state.tx.us	Robert.Gurecky@THECB.state.tx.us	CBUser	Active	Approved	Remove Access
106	EDRES	Doug.Parker@THECB.state.tx.us	Victor.Reyna@THECB.state.tx.us	CBUser	Active	Approved	Remove Access
120	Report of Fundable Operating Expenses	Roland.Gilmore@THECB.state.tx.us, Thomas.Keaton@THECB.state.tx.us		CBOwner	Active	Approved	Remove Access

- Select "Report of Fundable Operating Expenses" from the drop-down box on the CBPass window.



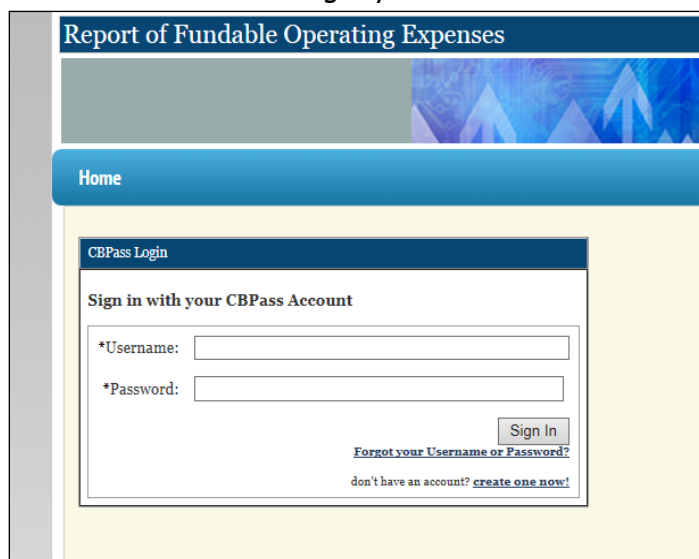
Request Access

Select Application:

3. Click the "Request Access" button.
4. Upon staff approval of the request, a message will be sent to the associated CBPass ID email account confirming access has been granted to the RFOE.

RESETTING YOUR PASSWORD (FORGOT PASSWORD)

1. Go to the RFOE login page using the following URL:
<https://www1.thecb.state.tx.us/apps/rfoe/>.
2. Click the "Forgot your Username or Password?" link.



3. Enter your Email address in the "CBPass – Password Reset" box that comes up.
4. Click "Continue."

5. A message will be sent to the CBPass ID email account with a temporary password. Follow the instructions to change your temporary password.

CBPass - Password Reset

User Name:

OR

Email Address:



This document is available on the Texas Higher Education Coordinating Board website:
<https://www.highered.texas.gov>.

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