

Instructions for Online Portal Submission

Certificate of Authorization Institution Portal



CB ID New User Registration

Each institutional user must complete the CBID User Registration page which will allow you to create a new account and gain access to the Certificate of Authorization Institution Portal (CAIP). To create a new account, please click on the New User registration link on the Certificate of Authorization Institution Portal (CAIP) page and complete the required form. Your registration must be approved by Coordinating Board Staff before you are allowed access to the system and be able to upload your files.

The Certificate of Authorization Institution Portal (CAIP) is found here:

<https://www1.thecb.state.tx.us/apps/CAIP>

Texas Higher Education Coordinating Board

Certificate of Authorization Institution Portal

Log in to access Certificate of Authorization Institution Portal

Sign in with your CB ID Account

E-mail: THECB Users - Enter your network login username instead of e-mail.

Password:

[Forgot your password?](#)

Need to get a CB ID Account?
Sign Up!

1200 E. Anderson Lane, Austin, TX 78752 - P.O. Box 12788 Austin, TX 78711-2788 - (512) 427-6101 ©2013 THECB

CB ID New User Registration

The following information will be needed to register as a new institutional user. If your institution is not listed, please select "Texas Higher Education Coordinating Board":

CB ID - New User Registration

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

Account Information

First Name:

Last Name:

Begin typing to enter/modify your affiliation:

Physical Address:
,

Telephone Number:

(xxx) xxx-xxxx

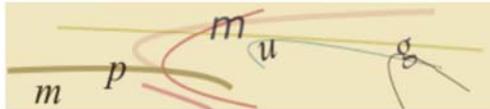
E-Mail Address:

Password:

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.

Re-Type New Password:

Enter the text in this picture:



I agree to the [CBID Account Agreement](#) (link opens in a new window)

CB ID New User Registration

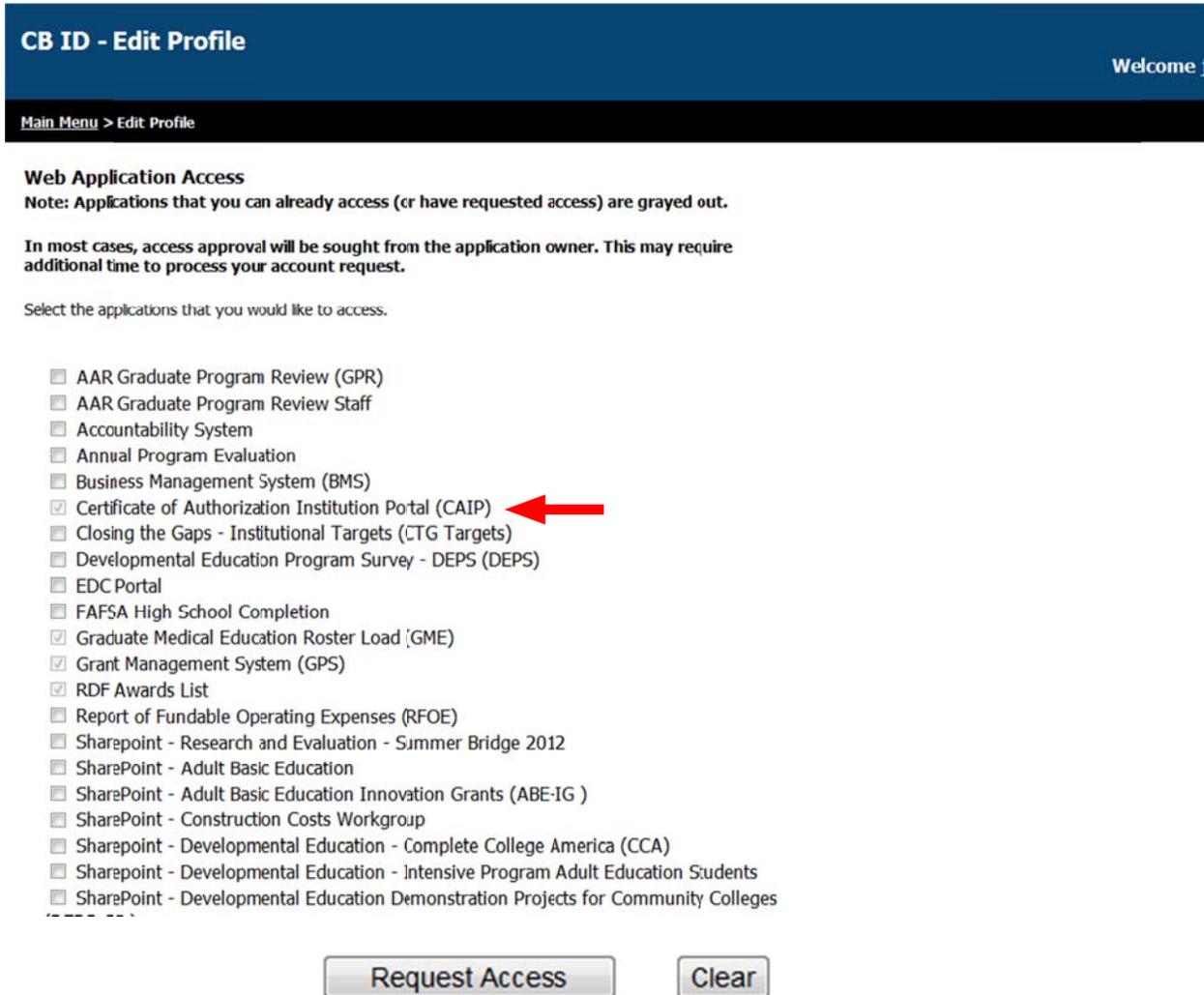
Once you have completed the registration form, please click on either the Main Menu link, Edit Profile link or the Request additional web application access to select the Certificate of Authorization Institution Portal (CAIP) Site as shown in the figures below.

The screenshot shows the 'CB ID - Main Menu' page in Internet Explorer. The browser title is 'CB ID - Main Menu - Windows Internet Explorer provided by THECB'. The address bar shows 'https://www1.thecb.state.tx.us/CBID/mainmenu.cfm'. The page content includes a dark blue header with 'CB ID - Main Menu' on the left and 'Welcome ERNEST (Edit Profile) (Logout)' on the right. Below the header is a dark blue navigation bar with 'Main Menu' on the left and 'Edit Profile' and 'Logout' on the right. The main content area has a section titled 'Authorized Web Applications' with a bullet point: 'No web applications authorized. Request access below.' Below this is a section titled 'Access Requests (Hide)' with a link '(Request additional web application access)'. A table with columns 'Application Name', 'Request Date', and 'Status' is shown, containing the text 'No outstanding application access requests'. Red arrows point to 'Main Menu', 'Edit Profile', and '(Request additional web application access)'.

Application Name	Request Date	Status
No outstanding application access requests		

CB ID New User Registration

Please select the Certificate of Authorization Institution Portal (CAIP) option as shown in the figure below.



CB ID - Edit Profile Welcome j

[Main Menu](#) > [Edit Profile](#)

Web Application Access
Note: Applications that you can already access (or have requested access) are grayed out.

In most cases, access approval will be sought from the application owner. This may require additional time to process your account request.

Select the applications that you would like to access.

- AAR Graduate Program Review (GPR)
- AAR Graduate Program Review Staff
- Accountability System
- Annual Program Evaluation
- Business Management System (BMS)
- Certificate of Authorization Institution Portal (CAIP) 
- Closing the Gaps - Institutional Targets (CTG Targets)
- Developmental Education Program Survey - DEPS (DEPS)
- EDC Portal
- FAFSA High School Completion
- Graduate Medical Education Roster Load (GME)
- Grant Management System (GPS)
- RDF Awards List
- Report of Fundable Operating Expenses (RFOE)
- Sharepoint - Research and Evaluation - Summer Bridge 2012
- SharePoint - Adult Basic Education
- SharePoint - Adult Basic Education Innovation Grants (ABE-IG)
- SharePoint - Construction Costs Workgroup
- Sharepoint - Developmental Education - Complete College America (CCA)
- Sharepoint - Developmental Education - Intensive Program Adult Education Students
- SharePoint - Developmental Education Demonstration Projects for Community Colleges

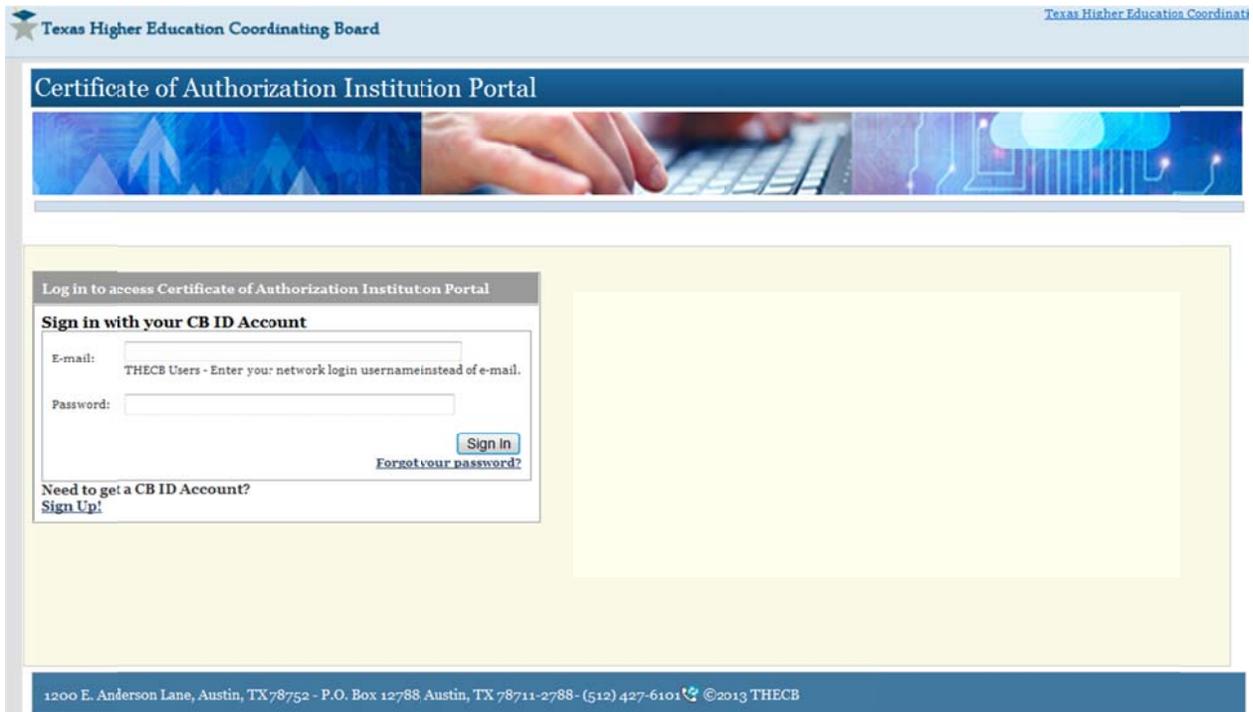
Once we have received and approved your request, you should receive an automated message that states:

“Your access to the following application has been implemented and is available for use: Certificate of Authorization Institution Portal (CAIP).”

Accessing the Certificate of Authorization Institution Portal

To log in to the system and upload a file, click on the below link and enter the email address and password you created while registering for access to this page.

<https://www1.thecb.state.tx.us/apps/CAIP>



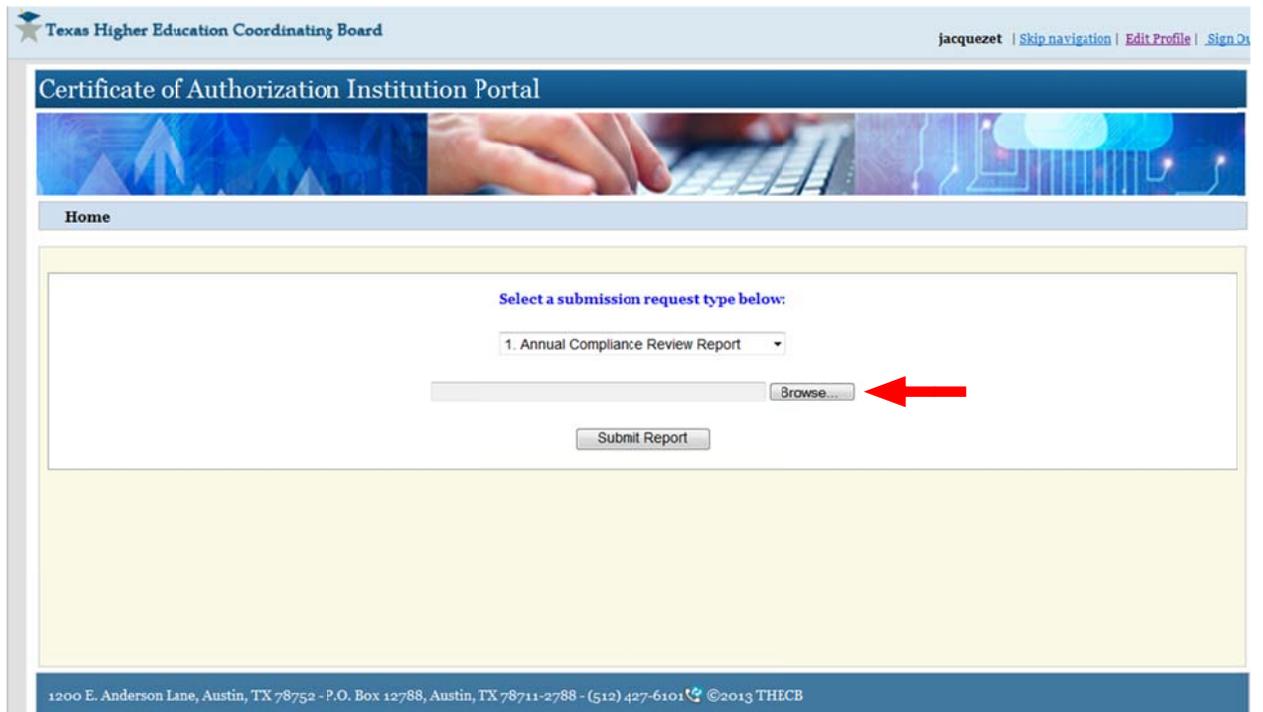
The screenshot shows the login page for the Certificate of Authorization Institution Portal. At the top, there is a header for the Texas Higher Education Coordinating Board. Below the header is a banner with the text "Certificate of Authorization Institution Portal" and a background image of hands typing on a keyboard. The main content area is a light yellow box containing a login form. The form has a title "Log in to access Certificate of Authorization Institution Portal" and a sub-heading "Sign in with your CB ID Account". It includes fields for "E-mail:" and "Password:". The E-mail field has a note: "THECB Users - Enter your network login username instead of e-mail." There is a "Sign In" button and a link for "Forgot your password?". Below the form, there is a link for "Need to get a CB ID Account? Sign Up!". At the bottom of the page, there is a footer with contact information: "1200 E. Anderson Lane, Austin, TX 78752 - P.O. Box 12788 Austin, TX 78711-2788 - (512) 427-6101 ©2013 THECB".

Accessing the Certificate of Authorization Institution Portal

To upload and transmit a file:

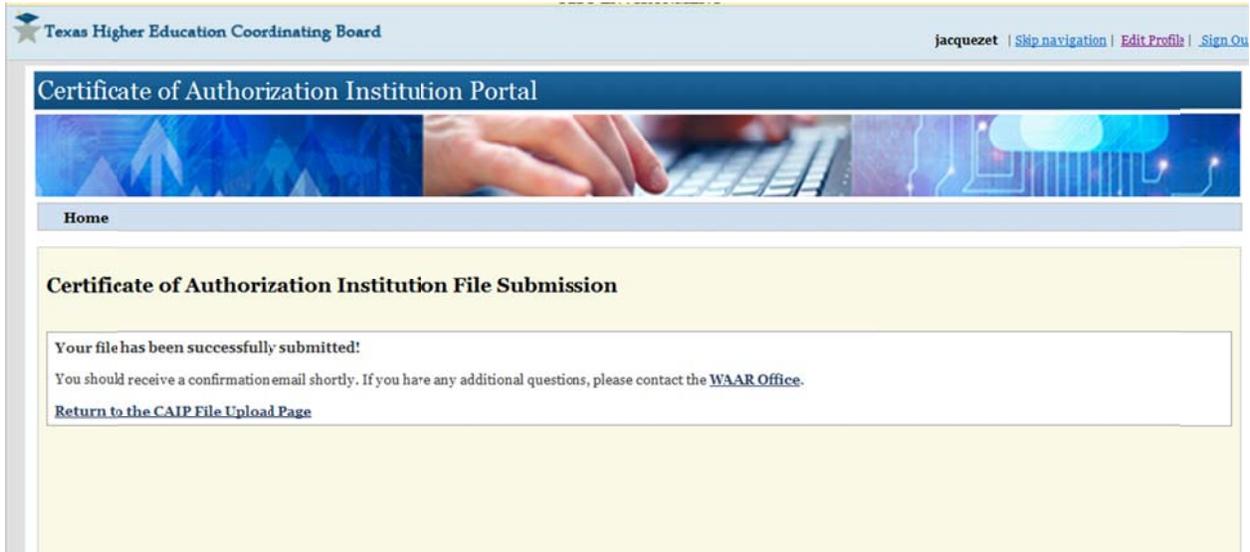
1. Select a submission request type from the drop menu.
2. Click the browse button to locate your file on your machine.
3. Once you have located your file, click on/highlight your file and click Open. *The file name should appear in the browser text box.*
4. Click on the "Submit Report" button to submit you file.

Please remember that acceptable file types for option 1 and 2 are PDF files only. Option 3 allows you to upload both Excel and PDF files. These are the "ONLY" file types supported by the system.



The screenshot displays the 'Certificate of Authorization Institution Portal' interface. At the top, the Texas Higher Education Coordinating Board logo is visible on the left, and the user name 'jacquezet' with links for 'Skip navigation', 'Edit Profile', and 'Sign Out' is on the right. The main heading is 'Certificate of Authorization Institution Portal'. Below this is a navigation bar with 'Home'. The central content area features a form with the instruction 'Select a submission request type below:'. A dropdown menu is set to '1. Annual Compliance Review Report'. Below the dropdown is a file input field with a 'Browse...' button, which is highlighted by a red arrow. A 'Submit Report' button is located below the input field. The footer contains the address '1200 E. Anderson Lane, Austin, TX 78752 - P.O. Box 12788, Austin, TX 78711-2788 - (512) 427-6101' and the copyright notice '©2013 THECB'.

Upon successful submission, the system will automatically generate and send you a confirmation email.



The screenshot displays the 'Certificate of Authorization Institution Portal' interface. At the top left, the logo for the Texas Higher Education Coordinating Board is visible. The user 'jacquezet' is logged in, with links for 'Skip navigation', 'Edit Profile', and 'Sign Out'. The main heading is 'Certificate of Authorization Institution Portal'. Below this is a navigation bar with a 'Home' link. The central content area is titled 'Certificate of Authorization Institution File Submission' and contains a confirmation message: 'Your file has been successfully submitted! You should receive a confirmation email shortly. If you have any additional questions, please contact the [WAAR Office](#). [Return to the CAIP File Upload Page](#)'.