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Dear Colleagues,

This is a friendly reminder that the deadline to review the User Access spreadsheet, complete the Verification Survey Form, and to submit necessary updates is **December 21, 2018**. As of today, 61 institutions have submitted a survey which leaves 81 remaining. If you have already submitted a survey and received a confirmation from Financial Aid Services (FAS), you can disregard this request.

To complete the User Access Review process, Financial Aid Directors are required to review the list of approved HelmNet, CBPASS and MOVEit users for their institution to determine if updates are needed. Please follow the steps below to ensure the accuracy of this review:

Step 1. Review the user accounts listed on the [User Access Review spreadsheet](#) for the three web-portals.

Step 2. Complete the required [User Access Verification Survey Form](#) to confirm that all users were reviewed.

Step 3. Submit a [System Authorization Form](#) for any updates needed for your institution's users' accounts.

For questions about the User Access Review process, please contact FAS at (844) 792-2640 or email UserAccess@theccb.state.tx.us.