If you have a CBPass account but need access to the new portal, contact Kara Rust (Kara.Rust@highered.texas.gov).

• If you do not have a CBPass account, see "CBPass Account Creation" at the end of this document.

For other questions related to access and submission, please contact Emma Gelsinger (Emma.Gelsinger@highered.texas.gov).

Step 1: CB Pass Login

Open the following link to login to CBPass: https://www1.highered.texas.gov/CBPass/

CBPass Login		
Sign in	with your CBPass Account	
*Usernar	me: [
*Passwo	ord:	
	Sign In	
don't ha	ave an account? <u>create one now</u>	

Step 2: Open Data Submission Portal

Once in CBPass, select "My Access" and scroll down to click on the "Data Submission Portal"

M			
Search fo	r and view your current	applications or request access i	o additional applications.
Click to	Request Access to	another application	
ilters			
	App ID:		App
ecord	Count= 2		
App ID		Application Name	
			m
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			Ra
147	Data Submission P	ortal	Ta
	and the second sec		D
			ku

Note: The Data Submission Portal is designed as a hub for different types of submissions. Several others from your institution may also be listed as having access to the portal.

Step 3: Access New Program Approval Forms

Once the Data Submission Portal opens, click on "Document Submission" and then "Submit Document



Request Type

CIP Code Name

Proposed Degree Designation (e.g. M.A.)*

Anticipated Date of Full Proposal Submission*

Planning Notification

Select which form to open:

Institution Planning Notification

Proposed Degree Program Title (e.g. Psychology)⁴ Salet's life using the drug dates reare in lyse is a series degree

0

SJETRAZT

Institution⁴

Proposed CIP Code*

Degree Level*

	Submit Document	
Name	Description	Uri
Public University & Health Related Institution New Degree Request Form	Embedded Associate, New Bachelor's or Master's Less than 50% New Content, New Bachelor's or Master's 50% or More New Content	Fill For
anning Notification	Notice of Intent to Plan a New Degree Program	Fill For

Step 4: Submitting Form

Fill out the required content, including any required attachments and institutional/system contact information.

Start Here Proposal Form Attachments Contact & Approvals
; universities and health-related institutions to submit proposals for embed

Once all the required Information has been filled out, click the "Submit" button.

	Certification of Approval *
Designee and the wals can be provided.	I certify that this request has been approved by the Chief Academic/Instructional Officer or Desi Governing Board or Designee (if applicable), and that if requested, evidence of these approvals
	Previous
	Submit Save as Draft
Designee and the wals can be provided,	 I certify that this request has been approved by the Chief Academic/Instructional Officer or Designee (if applicable), and that if requested, evidence of these approvals Previous Submit Save as Draft

Step 5: Confirming Submission

After submission, you should receive a confirmation screen:

	Thank you!
	Your Public Community & Technical College New Degree & Certificate
	Request Form has been submitted.
	Proposal ID #: 3CM3DHNS
	Institution: Amarillo College
	Request Type: Bachelor at Community College Degree Program: BAS in Agricultural Economics
	Download Print Email
Texas H	gner Public Community & Technical College New Degree & Certificate Request
Texas H Educatio	Igner Public Community & Technical College New Degree & Certificate Request
Texas H Educatio	S BOARD
Texas Hi Educatio coordinatin	Biler Public Community & Technical College New Degree & Certificate Request
Texas Hi Educatio coordinatin Start Here	Biener Public Community & Technical College New Degree & Certificate Request
Texas Hi Educatio coordinatin Start Here	Public Community & Technical College New Degree & Certificate Request G BOARD
Texas Hi Educatio coordinatin Start Here This form should be	Public Community & Technical College New Degree & Certificate Request BOARD used by community and technical colleges to submit proposals for workforce certificates, academic and applied ind bachelor's derrees. The table above can be used to newlate through the required fields, attachments, and cent
Texas Hi Educatic coordination Start Here This form should be associate degrees, i information for the fe	Public Community & Technical College New Degree & Certificate Request Da G BOARD used by community and technical colleges to submit proposals for workforce certificates, academic and applied ind bachelor's degrees. The tabs above can be used to navigate through the required fields, attachments, and conta rm.

You can download the submission, print, or forward it to additional people via email.

You should also get a confirmation email from TXHigherEducationCoordinatingBoard@thecb.state.tx.us with a copy of your submission.



You can also check the submission status in the Data Submission Portal.



Until a new proposal tracking system is implemented, you can also continue to utilize the <u>THECB</u> <u>Proposal Tracking System</u> to track all requests submitted on behalf of your institution. The new forms will send automated emails throughout the process of review and approval.

CB Pass Account Creation

Step 1: Open the following link to login or create a CBPass account:

https://www1.highered.texas.gov/CBPass/

CBPass Login	
Sign in with your CBPass Account	
*Username:	
*Password:	
Foroot your Username or Password? don't have an account? <u>create one now!</u>	

Step 2: Fill in the required information and then click "Register"

NOTE: Ensure that your affiliation is your institution or system. DO NOT list "other" as your affiliation. You will not be able to access the new portal with "Other" as your affiliation.

To create a CBPass account, enter the information below, then click or All fields are required.	n the Register button. Once you have registered you will be able to requ
Account Information	
*First Name [required]:	
Middle Initial:	
Last Name [required].	
-Begin typing to enter/modify your affiliation or type "Other" [I	required]: Affiliated with an elected official? Begin typing the title ("Senator," "Represent
*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
	Password Strength: Weak Medium Strong
*Re-Type New Password [required]:	
*Enter the answer to the math problem [required]:	1+3=
CBPass Account Agreement (link of Register	opens in a new window)

Step 3: Once you have created your CB pass account, contact Kara Rust (kara.rust@highered.texas.gov) to request access to the Data Submission Portal.