

Authorized User Form

Student Financial Aid Programs

**Texas Higher
Education**
COORDINATING BOARD

The purpose of the **Authorized User Form** is to allow the Director of Financial Aid, or an equivalent institutional representative, to request, remove, or update access for institutional staff in the Texas Higher Education Coordinating Board's (Coordinating Board) secure web portals (MOVEit, CBPASS, and HelmNet) throughout the year. This form also collects the primary contact for the Grant and Aid Processing Platform (GAPP) and authorized users for the B-On-Time (BOT) Loan Program, which ensures that the appropriate individuals have the access and permissions needed to manage program-related responsibilities effectively.

Section I – Certifying Official Information

[] Check box if a **New or Interim** Director is completing this form.

Note: The Coordinating Board will remove the prior Director's access to all portals and reset MOVEit DMZ with a new password for security purposes.

Institution Information		
Institution Name:		FICE Code:
Institution's Shared Mailbox (optional) – The Coordinating Board will use this shared mailbox to notify your team regarding CAL and FORWARD manageable debt loan changes or loan disbursement delays. Email: _____		
Contact Information (Director of Financial Aid or Equivalent)		
First Name:	Last Name:	Phone:
Title:	Email:	
Certification		
I certify that only designated authorized users shall have the appropriate level of access to the Coordinating Board's secure systems. I understand that it is the institution's responsibility to ensure all access is granted in accordance with program requirements and applicable policies.		
Certifying Official Signature: _____		Date: _____

Submission Instructions		
To submit this form, follow these steps:		
Step 1. Sign Sign the completed form electronically using Adobe signature.	Step 2. Save Save the completed form and include your six-digit FICE code in the PDF's title.	Step 3. Upload Upload the completed Authorized User Form using the Authorized User Submission Form for the Coordinating Board to review and process changes.

Section II – Add, Update, Remove Access to Systems and Program

Use this section to request or change access for specific systems or programs. Select the appropriate access type to ensure accurate setup. A description of each system and program is provided below to help guide your selection.

System/Program	Purpose/Description	Notes
B-On-Time (BOT) Loan Program	Authorizes institutional administrators to manage access and serve as the primary contact for the BOT Loan Program.	Only authorized school officials may complete the B-On-Time Forgiveness Form . To ensure proper access, select Certify in the Access Level column. Forms submitted without an access level will be returned for correction.
Financial Aid Database (FAD) Submission Portal	Enables institutions to submit student-level financial aid data in compliance with Coordinating Board reporting requirements.	Users must create a profile. See CBPASS Quick Start Guide for instructions. An access level of Certify or View under the Access Level column must be selected. If the access level is left blank, the account will be set to read-only.
Good Neighbor Portal	Used annually by institutions to submit student recommendations for the Good Neighbor Program.	Users must create a profile. See CBPASS Quick Start Guide for instructions. To ensure proper access, the Certify level must be selected in the Access Level column. Forms submitted without an access level will be returned for correction.
Grant and Aid Processing Platform (GAPP)	Centralized platform for managing all block financial aid programs (e.g., TEXAS Grant, TEOG, TEG, Work-Study, Educational Aide).	Users must create a Primary Point of Contact profile. See GAPP Account Creation Instructions . Only removal requests can be submitted via this form.
HelmNet	Used to manage student data for CAL, FORWARD Loan, and TASSP programs.	Users must select an access level of Certify or View under the Access Level column. If the access level is left blank, the account will be set to read-only.

Note: Prior information is used **only** when submitting an **Update** request.

Programs Click software/program in the list below:	Access Level <i>Certify/View</i>	First Name	Last Name	Position Title	Email Address	Phone Number
BOT Loan Program FAD Data Submission <i>To select multiple items, hold down the CTRL key while clicking each choice.</i> [] Add [] Update [] Remove	Certify View					
	Prior Information					
BOT Loan Program FAD Data Submission Good Neighbor <i>To select multiple items, hold down the CTRL key while clicking each choice.</i> [] Add [] Update [] Remove	Certify View					
	Prior Information					
BOT Loan Program FAD Data Submission Good Neighbor HelmNet <i>To select multiple items, hold down the CTRL key while clicking each choice.</i> [] Add [] Update [] Remove	Certify View					
	Prior Information					

Section II - Continued

Programs Click software/program in the list below:	Access Level <i>Certify/View</i>	First Name	Last Name	Position Title	Email Address	Phone Number
<i>To select multiple items, hold down the CTRL key while clicking each choice.</i> <input type="checkbox"/> Add <input type="checkbox"/> Update <input type="checkbox"/> Remove	Certify View					
	Prior Information					
FAD Data Submission Good Neighbor <i>To select multiple items, hold down the CTRL key while clicking each choice.</i> <input type="checkbox"/> Add <input type="checkbox"/> Update <input type="checkbox"/> Remove	Certify View					
	Prior Information					
BOT Loan Program FAD Data Submission <i>To select multiple items, hold down the CTRL key while clicking each choice.</i> <input type="checkbox"/> Add <input type="checkbox"/> Update <input type="checkbox"/> Remove	Certify View					
	Prior Information					

Section III – Add, Update, or Remove Access for MOVEit DMZ

MOVEit DMZ securely collects, stores, manages, and distributes FERPA-regulated information between institutions and the Coordinating Board. Each institution is assigned a single shared account. Directors must designate at least one, but no more than two, authorized users. Both the Director and designees have the ability to reset the account password.

Note: Prior information is used **only** when submitting an **Update** request.

Access Request <i>Select the appropriate box below.</i>	First Name	Last Name	Position Title	Email Address	Phone Number
Director of Financial Aid (or equivalent) <input type="checkbox"/> Add <input type="checkbox"/> Update <input type="checkbox"/> Remove					
	Prior Information:				
Designee #1 <input type="checkbox"/> Add <input type="checkbox"/> Update <input type="checkbox"/> Remove					
	Prior Information:				
Designee #2 <input type="checkbox"/> Add <input type="checkbox"/> Update <input type="checkbox"/> Remove					
	Prior Information:				