

User Access to Web Portals

MOVEit DMZ, CBPASS, HelmNet

**Texas Higher
Education**
COORDINATING BOARD

The purpose of the User Access form is to have the **Director of Financial Aid or equivalent** request, remove, or update levels of access to the Texas Higher Education Coordinating Board (THECB) secure web portals (MOVEit, CBPASS, and HelmNet) for institutional staff at any time during the year.

Section I- Certifying Official Information

[] Check box if a **NEW or Interim** Director is completing this form. **The THECB will remove the prior Director's access to all portals and reset a new MOVEit DMZ password for security purposes.**

Institution Information

Institution Name:	FICE Code:
Institution's Shared Mailbox (optional) - THECB 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 authorized users under this agreement shall have appropriate level of access to HelmNet, CBPass, and MOVEit DMZ web portals.

Certifying Official Signature: _____ **Date:** _____

Submission Instructions

To submit this form, follow these steps:

Step 1. Sign the completed form.

- Electronically sign using Adobe signature

Step 2. Save the completed form.

- When saving, add your six-digit FICE code in the subject line.
- Example:
012345_UserAccessForm

Step 3. Upload the completed form.

- Use the [Online Verification Form](#) to upload a copy of the signed User Access form for the THECB to process necessary changes.

Section II - Add or Remove MOVEit DMZ

MOVEit DMZ securely collects, stores, manages, and distributes FERPA-regulated information between an institution and the THECB. This is **one shared account** for the institution. **Directors are required to assign at least one designee but no more than two; Director or designees can reset the password.**

Add Access	Job Title	First Name	Last Name	Email	Phone
Director of Financial Aid or equivalent					
Designee #1					
Designee #2					

Remove Access	Name	Email	Removal Reason
Designee #1			
Designee #2			

Section III - Remove CBPASS

CBPass is used for the FAD Database Submission and the Good Neighbor Program.

- Account applications are **created by the user**. Instructions for creating an account: [CBPass Quick Start Guide](#).
- Directors can only ask for CBPASS accounts to be removed using this form.**

Application	Name	Email	Removal Reason
CBPASS FAD Data Submission CBPASS Good Neighbor Program			
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Section IV - Request, Update, or Remove HelmNet Access

HelmNet allows authorized personnel to update, certify, and run reports for the state programs: College Access Loan (CAL), Future Occupations & Reskilling Workforce Advancement to Reach Demand (FORWARD) Loan, and Texas Armed Services Scholarship Program (TASSP).

- To request access for a new user, select the **New User** box and enter the user information.
- To update an existing user account, select the **Update** box and enter the updated user information. Then enter the user's prior information in the row below.
- To remove an account, use the **Remove HelmNet User Accounts** and enter the user information.

Note: All accounts need to enter an access level of read or edit, under the Access Level column. If the Access Level is left blank, the account will be set to read only.

Add HelmNet	Job Title	First Name	Last Name	Email	Phone	Access Level (Read/Edit)
New User						
Update						
Prior Information						
New User						
Update						
Prior Information						
New User						
Update						
Prior Information						
New User						
Update						
Prior Information						

Remove HelmNet User Accounts	Name	Email	Removal Reason