

TEXAS HIGHER EDUCATION ACCOUNTABILITY SYSTEM: INSTITUTIONAL PORTAL

Quick Start Guide



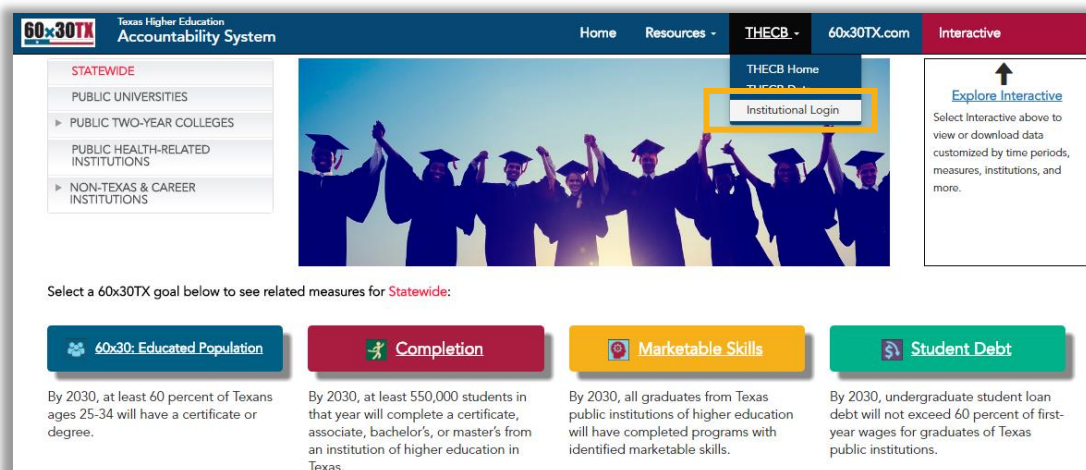
November 2020

INTRODUCTION

Institutional data entry is where public institutions and certain non-public institutions will enter accountability data not collected elsewhere by the Texas Higher Education Coordinating Board. Report review is where institutions may provide comments regarding their institution's data for their accountability measures. Both institutional data entry and report review may be accessed through the Accountability System Institutional Portal. Before beginning, institutions will need to create an account with CBPass. Instructions for signing up for CBPass and logging into the Accountability Institutional Portal can be found in the CBPass Quick Start Guide, attached at the end of this guide.

ACCESSING THE ACCOUNTABILITY INSTITUTIONAL PORTAL

1. Select *Institutional Login* from the THECB dropdown menu on the top ribbon of the Accountability System webpage, as shown below.



2. This will take you to the CBPass secure login window. Enter your credentials. Please remember that only one set of credentials may be associated with any given institution.

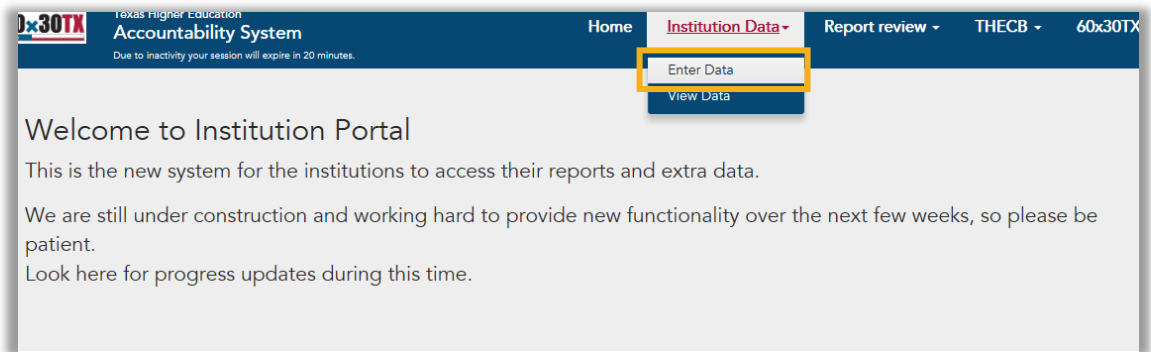
CBPass Login
Sign in with your CBPass Account
*Username:
*Password:

[Forgot your Username or Password?](#)
don't have an account? [create one now!](#)

3. Within the Institution Portal, users may access institutional data entry, report review, and information about the Coordinating Board and the 60x30TX strategic plan.

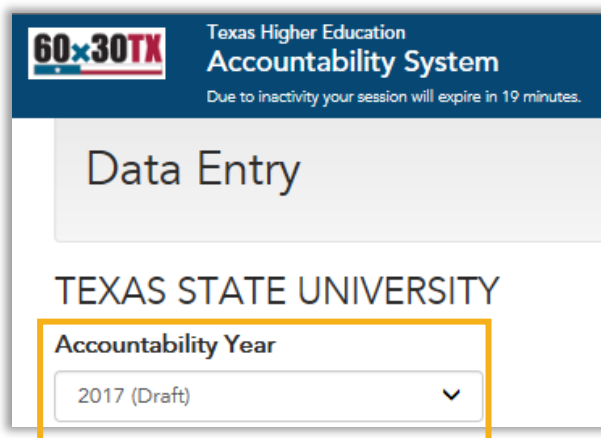
ACCESSING INSTITUTIONAL DATA ENTRY

1. Once you have entered the Institution Portal, select **Institution Data** then **Enter Data**, as shown below.



2. Select the fiscal year for which you will be entering the data. It is labeled **Accountability Year**, as shown below.

Note that options under **Accountability Year** are labeled as “Draft” or “Current.” Data entered under the year labeled “Draft” designate information being collected for the next (upcoming) year to be posted in the Accountability System. They are not immediately visible to the public. The “Draft” year is only available as an option from late November through the end of the year (or in some cases into January). Each January, the Accountability System is advanced one year at which time the “Draft” year becomes the “Current” year and information that was entered under the “Draft” year becomes visible on the public website.



The year labeled “Current” is the most recent year of information currently visible to the public in the Accountability System. If you make changes to data under the “Current” year, they will immediately be updated to the public website.

3. Once you have selected the year, you can begin selecting questions and entering data.

DATA ENTRY QUESTIONS

Data can be entered through the Institution Portal for the following questions, which have been grouped by institution type:

Public Universities

- Highlighted Excellent Programs
- Endowed Professorships
- Endowed Chairs
- Nobel Prize Winners and National Academies
- Name of Nobel Prize Winners and National Academies
- Other Faculty Awards
- Name of Faculty Award Recipients
- U.S. Patents
- Foreign Patents
- True and Term Endowments (\$ millions)
- Quasi Endowments (\$ millions)
- Date of Endowment Evaluation
- Marketable Skills Questions for Accountability

In the institutional portal for data entry, institutions will be asked to provide a brief narrative response related to the marketable skills goal. Specifically, respondents will be asked to describe how their institution helps students identify and communicate their marketable skills to employers and to share any recent modifications their institution has made in how it identifies marketable skills for its programs.

Note that, when applicable, there is an additional option, ***Certification Statement for Emerging Research Universities***, where emerging research universities can certify their data.

The screenshot shows the 'Data Entry' interface of the Texas Higher Education Accountability System. At the top, the header includes the '60x30TX' logo and the text 'Texas Higher Education Accountability System' with a session expiration notice. Below the header, the page title 'Data Entry' is displayed. The institution name 'TEXAS STATE UNIVERSITY' is shown, followed by the 'Accountability Year' dropdown menu set to '2017 (Draft)'. A 'Questions' section contains a list of data entry categories, with 'Please select a question' highlighted at the top. The list includes: Highlighted Excellent Programs, Endowed Professorships, Endowed Chairs, Nobel Prize Winners and National Academies, Name of Nobel Prize Winners and National Academies, Other Faculty Awards, Name of Faculty Award Recipients, U.S. Patents, Foreign Patents, True and Term Endowments (\$ millions), Quasi Endowments (\$ millions), Percentage of Programs with Marketable Skills Identified, and Certification Statement for Emerging Research Universities.

Please select a question
Highlighted Excellent Programs
Endowed Professorships
Endowed Chairs
Nobel Prize Winners and National Academies
Name of Nobel Prize Winners and National Academies
Other Faculty Awards
Name of Faculty Award Recipients
U.S. Patents
Foreign Patents
True and Term Endowments (\$ millions)
Quasi Endowments (\$ millions)
Percentage of Programs with Marketable Skills Identified
Certification Statement for Emerging Research Universities

Public 2-Year Colleges

Highlighted Excellent Programs
Significant Recognitions
Marketable Skills Questions for Accountability

In the institutional portal for data entry, institutions will be asked to provide a brief narrative response related to the marketable skills goal. Specifically, respondents will be asked to describe how their institution helps students identify and communicate their marketable skills to employers and to share any recent modifications their institution has made in how it identifies marketable skills for its programs.

Public Health-Related Institutions

Highlighted Excellent Programs
Endowed Professorships
Endowed Chairs
True and Term Endowments (\$ millions)
Quasi Endowments (\$ millions)
Unfunded ACGME/AOA and non-ACGME/AOA Resident Physicians (Total for years 8+)
Primary Care Resident Positions
Number of Outpatient Visits
Number of Inpatient Days
Nobel Prize Winners and National Academies
Number of Post-Doctoral Scholars
Marketable Skills Questions for Accountability

In the institutional portal for data entry, institutions will be asked to provide a brief narrative response related to the marketable skills goal. Specifically, respondents will be asked to describe how their institution helps students identify and communicate their marketable skills to employers and to share any recent modifications their institution has made in how it identifies marketable skills for its programs.

* Percent will be calculated internally to ensure consistency

Non-Texas and Career Institutions

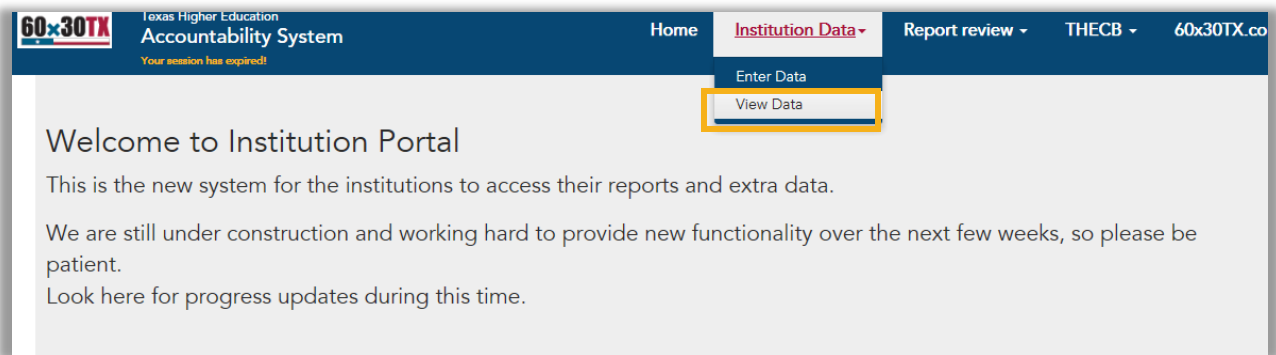
Certification Pass Rate
Licensure Pass Rate
Efforts Toward 60x30TX Goals and Targets

Your institution will only have access to the questions pertinent to your institution type. Once you select a question, you will see a screen with the data entry fields below an instructions box. Please read the instructions carefully before proceeding with data entry.

Note that if your institution has no data to report for a particular question, then do not enter data in the entry fields for that question. For example, if your institution contains a question related to Licensure Pass Rates and you have no students who have taken an exam related to licensure, leave the data entry fields blank for that question.

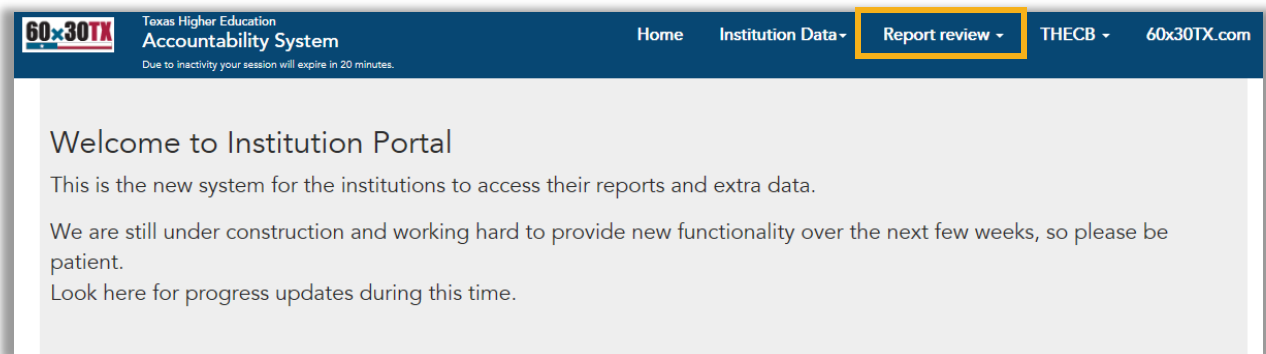
ACCESSING VIEW DATA TO REVIEW DATA ENTRY

A summary of all data entered by your institution can be accessed by selecting **Institution Data** then **View Data**, as shown below. Select an Accountability Year to review all data that have been entered for that year. See step 2 in **Accessing Institutional Data Entry** above for a description of the “Current” or “Draft” year options available under Accountability Year.



ACCESSING REPORT REVIEW FOR INSTITUTIONAL COMMENTS

1. Once you have entered the Institution Portal, select **Report Review**, as shown below.



2. Select an **Accountability Year**. As stated previously, the year options are labeled as “Draft” or “Current.” See step 2 in **Accessing Institutional Data Entry** above for a description of the “Draft” or “Current” options available under **Accountability Year**.

Note that when the “Draft” year becomes available each November, existing report comments are carried over from the previous year.

3. Select the Goal/Category, Targets/Measures, then Report for which you wish to add comments

Note that once a report is selected, the system will present the data to which the comment will apply, as shown below.

Texas Higher Education Accountability System
Due to inactivity your session will expire in 20 minutes

[Home](#)
[Institution Data](#)
[Report review](#)
[THECB](#)
[60x30TX.com](#)

TEXAS STATE UNIVERSITY

Accountability Year
2016 (Current)

Goal/Category
Completion

Targets/Measures
C01UH - Degrees and Certificates

Reports
RTUH - Degrees and Certificates A

Comment

☒ Make comment publicly visible

Degrees and Certificates Awarded

Degrees and certificates awarded for students at public 4-year institutions. Percent change is from first to last year displayed.

	2014	2015	2016	
	Count	Count	Count	Percent Change
Total	7,353	7,679	7,962	8.3 %
Certificate				
Associate				
Baccalaureate	6,020	6,276	6,525	8.4 %
Masters	1,254	1,313	1,356	8.1 %
Doctoral Research Scholarship	42	52	44	4.8 %
Doctoral Professional Practice	37	38	37	0.0 %

If no data is displayed for the most recent year, as shown below, then data for that year has not yet been loaded into the system. Data for each measure will be loaded as soon as possible following the certification of all institutional data required for that measure.

Texas Higher Education Accountability System
Due to inactivity your session will expire in 20 minutes

[Home](#)
[Institution Data](#)
[Report review](#)
[THECB](#)
[60x30TX.com](#)

TEXAS STATE UNIVERSITY

Accountability Year
2017 (Draft)

Goal/Category
Completion

Targets/Measures
C01UH - Degrees and Certificates

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RTUH - Degrees and Certificates A

Comment

☒ Make comment publicly visible

Degrees and Certificates Awarded

Degrees and certificates awarded for students at public 4-year institutions. Percent change is from first to last year displayed.

	2015	2016	2017	
	Count	Count	Count	Percent Change
Total	7,679	7,962		-100.0 %
Certificate				
Associate				
Baccalaureate	6,276	6,525		-100.0 %
Masters	1,313	1,356		-100.0 %
Doctoral Research Scholarship	52	44		-100.0 %
Doctoral Professional Practice	38	37		-100.0 %

4. Choose whether to make comments publicly visible and submit your comments.

Note that when choosing to make comments visible under the “Draft” year, comments will only become visible when the “Draft” year becomes the “Current” year, as described in step 2 of ***Accessing Institutional Data Entry*** above. However, comments entered to reports under the “Current” year and made publicly visible will be shown immediately upon submission.

GLOSSARY: DATA ENTRY MEASURES

Public Institutions

Highlighted Excellent Programs—All Public Institutions: The name and brief description of excellent programs at the institution. (*Source: Institutions*)

Endowed Professorships—Public Universities and Health-Related Institutions: Total number of endowed professorships at the institution fully funded by endowment funds and percentage of these professorships that are unfilled. Also, the percentage of total tenured/tenure-track faculty that are accounted for by endowed professors. (*Source: Institutions*)

Endowed Chairs—Public Universities and Health-Related Institutions: Total number of endowed chairs at the institution fully funded by endowment funds and the percentage of these chairs that are unfilled. Also, the percentage of total tenured/tenure-track faculty that are accounted for by endowed chairs. (*Source: Institutions*)

Nobel Prize Winners and National Academies—Public Universities and Health-Related Institutions: The cumulative number of tenured/tenure-track faculty who have achieved national or international distinction through recognition as a member of one of the National Academies (including National Academy of Science, National Academy of Engineering, Academy of Arts and Sciences, and Institute of Medicine) or are Nobel Prize recipients. Includes only faculty who meet the following criteria: (1) employed at your institution during the reporting fiscal year, and (2) have EVER received an award listed.* Faculty could have received this award before or during employment with your institution (i.e., the timing of criteria 1 and 2 need not overlap). Criterion 1 must be met - does not include emeritus or retired faculty. *National Research University Fund (NRUF) Measure: CB Rules 15.43 (b) (3) (E) (i) (*Source: Institutions*)

Name of Nobel Prize Winners and National Academies—Public Universities: The names of faculty members and associated awards for each faculty member who was included in the number of Nobel Prize Winners and National Academies. Includes only current tenure and tenure-track faculty. Does not include emeritus or retired faculty. Only Emerging Research Institutions who potentially are eligible for funding from National Research University Fund (NRUF), Texas Education Code Chapter 62, Subchapter G, Section 62.145, need to provide this information. (*Source: Institutions*)

Other Faculty Awards—Public Universities: The annual number of tenured/tenure-track faculty who have been awarded national or international distinction. Note: This list includes awards from national recognized entities identified by the Center for Measuring University Performance (CMUP), as required by Texas Education Code, Chapter 51, Subchapter Z, Section 51.9745.** Includes the number of faculty who meet the following criteria: (1) tenure or tenure-track, (2) employed by your institution during the reporting year, and (3) received an award from the following list during the reporting year. Criterion 1 and 2 must be met - does not include emeritus or retired faculty. Regarding Criterion 3, the award start date must fall within the FY being reported. If the award is for multiple years, it is only reported if the award for the FY that is the FIRST year of the award. **NRUF Measure: CB Rules 15.43 (b) (3) (E) (ii) (*Source: Institutions*)

Name of Faculty Award Recipients—Public Universities: The name of each faculty member who was included in Other Faculty Awards. Note: Only NRUF (Emerging Research) institutions need to provide this information. *(Source: Institutions)*

U.S. Patents—Public Universities: Number of new U.S. patents issued or reissued. Also, the number of U.S. patent applications filed, including provisional patent applications, non-provisional patent applications-first filings, all other filings of U.S. patent applications, e.g., divisional, continuation, continuation in part, or reissue applications. *(Source: Institutions)*

Foreign Patents—Public Universities: The number of new foreign patents issued. Also, the number of Patent Cooperation Treaty (PCT) applications or foreign national stage applications not nationalized via a previously filed PCT application. *(Source: Institutions)*

True and Term Endowments (\$ millions) —Public Universities and Health-Related Institutions: True or sometimes called permanent endowment is a fund created by a donor (or other external party) with the stipulation, as a condition of the gift instrument (or other directions), that the principal is to be maintained and invested in perpetuity to produce income, investment growth, or both. A term endowment is created when a donor (or other external party) specifies that the University funds must be held and invested until the passage of a specified time or the occurrence of a specified event. The donor (or other external party) also specifies what is to be done with the income and investment growth during the specified period. In some cases, those earnings are subject to a purpose restriction established in the gift instrument. Endowment funds held by a foundation for the express use of the university should be included. *(Source: Institutions)*

Quasi Endowments (\$ millions) —Public Universities and Health-Related Institutions: A quasi-endowment fund is created when an institution's governing board elects to invest currently available resources as if they were subject to endowment restrictions. Quasi-endowments also are referred to as funds functioning as endowments. *(Source: Institutions)*

Date of Endowment Evaluation - The value of the total endowment is the sum of the true endowment and the quasi endowment. Enter the date of the endowment evaluation at end of fiscal year noted (enter date of August 31, or nearest business day).

Percentage of Programs with Marketable Skills Identified—All Public Institutions: The number and percentage of programs for which marketable skills have been completely identified. *(Source: Institutions)*

Significant Recognitions—Public 2-Year Institutions: Number of members in Phi Theta Kappa who were enrolled in college during the fiscal year and were active members of Phi Theta Kappa. Number of students eligible for membership in Phi Theta Kappa. Number of students in service learning programs, defined as an activity that helps to promote some improvement outside the college that correlates to or supports a learning outcome measure. Exemplary Programs or Citations/Other National Recognitions are the programs offered during the fiscal year that were recognized by a state or nationally recognized entity. They may include the Star Award, SACS commendation, or other accrediting bodies. List will be limited to the 3 best, exemplary collaborative initiatives, such as activities that occur between colleges and local communities or school districts such as P-16 initiatives, college readiness programs, workforce initiatives, and other programs that encourage the transition of students from high school to the college campuses.

Unfunded ACGME/AOA and non-ACGME/AOA Resident Physicians (Total for years 8+)—Health Related Institutions: Number of unfunded M.D. or D.O. filled positions at any level in and Accreditation Council for Graduate Medical Education (ACGME) or American Osteopathic Association (AOA)-accredited residency programs including sub-specialty programs. This does not include physicians undertaking post-residency training that is not considered part of the accredited residency program.

Primary Care Resident Positions—Health Related Institutions: For Primary care residents, M.D. or D.O. filled positions at any level in ACGME or AOA-accredited primary care residency programs. This does not include physicians undertaking post-residency training that is not considered part of the accredited residency program. Primary care includes family medicine, obstetrics and gynecology, internal medicine and pediatrics. *(Source: Institutions)*

Number of Outpatient Visits—Health Related Institutions: The total number of outpatient visits during the fiscal year. An 'outpatient visit' occurs when the individual receives health care services, including emergency room services, but is not admitted to a hospital bed. One patient who initially visits an emergency room and is then referred to and receives health care services from another affiliated, contracted, or owned outpatient facility would be counted as two outpatient visits. The definition includes visits to both on-site (on the premises of the hospital or institution) and off-site outpatient facilities. It includes outpatient visits previously reported as a separate measure under the Dental School. A 'patient visit' occurs when an individual receives health care services from Institutional faculty, post-graduate trainees, or pre-doctoral dental students at a hospital or clinic, affiliated with, contracted with, or owned, operated and funded by a health-related institution (including the Texas Department of Criminal Justice Hospital) during the reporting period. To the extent possible, the total should exclude outpatients visits associated with health care providers who are not employed by the institution but may teach residents and students. *(Source: Institutions)*

Number of Inpatient Days—Health Related Institutions: The total number of inpatient days during a fiscal year. An 'inpatient day' occurs when an individual, who is admitted by an institutional faculty or post-graduate trainee, occupies a hospital bed at the time that the official census is taken at each hospital affiliated with, contracted with, or owned, operated, and funded by a health-related institution (including the Texas Department of Criminal Justice Hospital) during the reporting period. One patient occupying one room for two nights would be counted as two inpatient days. To the extent possible, the total should exclude inpatient days associated with health care providers who are not employed by the institution but may teach residents and students. *(Source: Institutions)*

Number of Post-Doctoral Scholars—*Health Related Institutions*: Ph.D., M.D./D.O., D.S.N., D.P.H., and D.D.S. research positions filled as of July 1 of the current calendar year. Only those filled research positions or fellows directly involved in research-related activities for a maximum of three reporting periods are counted. The definition includes positions or fellows in all schools within the institution but excludes medical and dental residents. Purpose/Importance: This count is an indicator of the amount of research positions provided by an institution. The total number of post-doctoral trainees as of July 1 of the current calendar year. Definition is from LBB. *(Source: Institutions)*

Non-Texas and Career Institutions

Certification Pass Rate—*Non-Texas and Career Institutions*: Certification exam pass rates are reported by the associated CIP Code. For each pass rate reported, institutions provide the associated CIP code, the unduplicated number of students and graduates who took a certification exam associated with the CIP code during the accountability year displayed above, and the percentage of those who passed. If the student or graduate took multiple certification exams associated with one CIP code during the accountability year, or if they took the same certification exam multiple times, then they are included only once in the denominator of the pass rate. If the student passed at least one of those attempts, then they are included once in the numerator. *For example, when calculating the pass rate for a specific CIP code, if a student took multiple certification exams multiple times in the accountability year and passed at least one of those attempts, then the student is counted once in the denominator and once in the numerator.* *(Source: Institutions)*

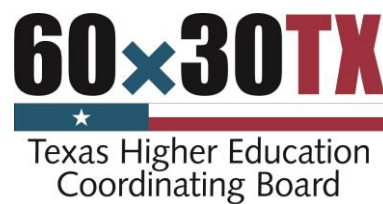
Licensure Pass Rate—*Non-Texas and Career Institutions*: Licensure exam pass rates are reported by the associated CIP Code. For each pass rate reported, institutions provide the associated CIP code, the unduplicated number of students and graduates who took a licensure exam associated with the CIP code during the accountability year displayed above, and the percentage of those who passed. If the student or graduate took multiple licensure exams associated with one CIP code during the accountability year, or if they took the same licensure exam multiple times, then they are included only once in the denominator of the pass rate. If the student passed at least one of those attempts, then they are included once in the numerator. *For example, when calculating the pass rate for a specific CIP code, if a student took multiple licensure exams multiple times in the accountability year and passed at least one of those attempts, then the student is counted once in the denominator and once in the numerator.* *(Source: Institutions)*

Efforts Toward 60x30TX Goals and Targets—*Non-Texas and Career Institutions*: An update on your institution's progress thus far toward the Marketable Skills goal of 60x30TX. *(Source: Institutions)*

TEXAS HIGHER EDUCATION ACCOUNTABILITY SYSTEM:

CBPass

Quick Start Guide



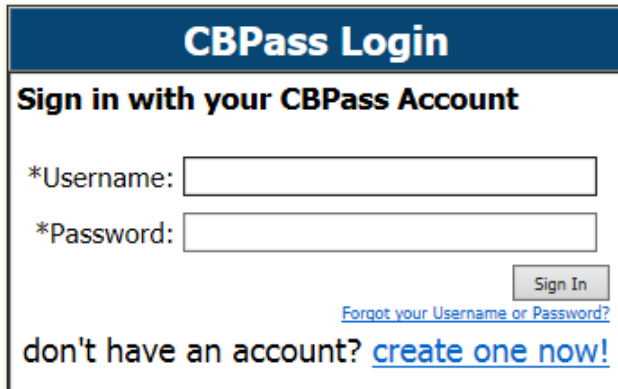
March 2017

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 - Password Change 7
- Forgot Password..... 8

NEW USER SIGN UP

1. Navigate to the CBPass page: <https://www1.thecb.state.tx.us/CBPass/>
2. Click on the *create one now* link.

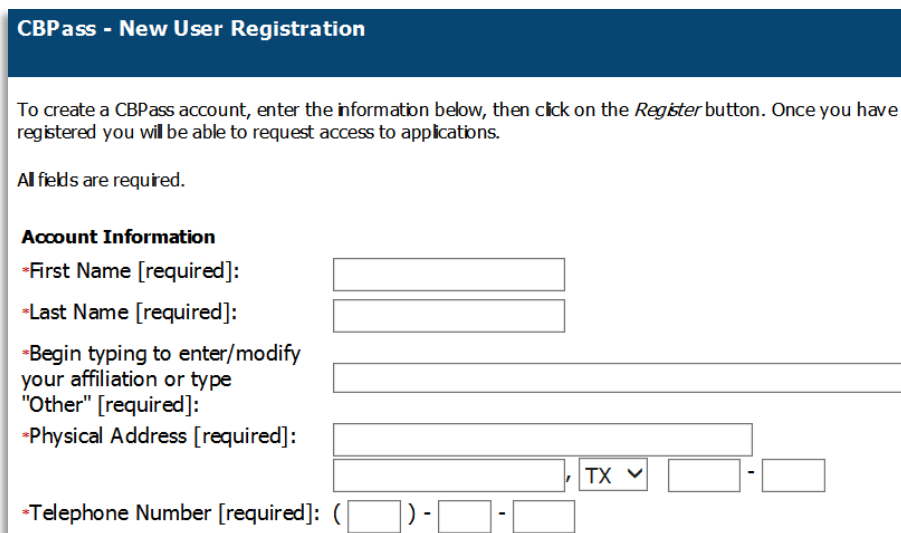


The image shows the CBPass Login page. It has a dark blue header with the text "CBPass Login" in white. Below the header, the text "Sign in with your CBPass Account" is displayed. There are two input fields: "*Username:" and "*Password:". To the right of the password field is a "Sign In" button. Below the password field is a link that says "Forgot your Username or Password?". At the bottom, there is a link that says "don't have an account? [create one now!](#)".

3. The CBPass – New User Registration page displays.
4. Enter your *First* and *Last Name*.
5. Enter your *affiliation* (your institution's full name) or type *Other*.

Note: The affiliation field shows institutions in our database as you type. Avoid typing "the" as the first word of your affiliation. Be specific in entering your institution's full name in the affiliation field. For example, if your institution has multiple campuses, enter the full name, such as University of Houston – Downtown. Your email address will become your username for the application.

6. Enter your *Physical Address*.
7. Enter your *Telephone Number*.



The image shows the CBPass - New User Registration page. It has a dark blue header with the text "CBPass - New User Registration" in white. Below the header, there is a paragraph of text: "To create a CBPass account, enter the information below, then click on the *Register* button. Once you have registered you will be able to request access to applications." Below this text is a note: "All fields are required." Under the heading "Account Information", there are several input fields: "*First Name [required]:" with a text box, "*Last Name [required]:" with a text box, "*Begin typing to enter/modify your affiliation or type 'Other' [required]:" with a text box, "*Physical Address [required]:" with a text box, and a state dropdown menu showing "TX" with a downward arrow. Below these is a telephone number field: "*Telephone Number [required]:" with a format of () - - .

8. Enter your E-mail Address.
9. Enter your User Name – Used at login.
10. Enter your Password – Used at login.

Note: Passwords must be at least eight characters in length and contain at least three of the four following attributes:

- an uppercase letter
- a lowercase letter
- a number
- a special character

11. Enter the answer to the security math problem.
12. Check the box verifying that you agree to the CBPass Account Agreement.
13. Click register.

After you click the register button, you will also receive an acknowledgement e-mail. Note: If you do not receive the e-mail notification in a timely manner, please check your junk e-mail folder for this message.

The registration form contains the following fields and elements:

- E-Mail Address [required]:** Text input field.
- Re-Type E-Mail Address [required]:** Text input field.
- User Name [required]:** Text input field with the note "(Used for login)".
- Password [required]:** Text input field. Below it, a red note states: "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." Below the note is a **Password Strength:** indicator with three buttons: Weak, Medium, and Strong.
- Re-Type New Password [required]:** Text input field.
- Enter the answer to the math problem [required]:** Text input field with the math problem "9+8=" displayed to its left.
- ☐ [required] I agree to the [CBPass Account Agreement](#) (link opens in a new window)
- Register** button.

14. Select three security questions to answer for password reset purposes. If you would like a different selection of questions to choose from, Click *Generate a new list of questions*. Once you have selected three questions, click *Continue*.
15. Answer the security questions you chose and click *Continue* to create your account. Click *Cancel* to go back to the list of security questions.

The security questions form contains the following fields and elements:

- What is the first name of the boy or girl that you first kissed?** Text input field with "John" entered.
- What school did you attend for sixth grade?** Text input field with "King Middle School" entered.
- In what city or town was your first job?** Text input field with "Austin" entered.
- Continue** and **Cancel** buttons.

At this point, the system notifies the application owner for approval. After the application owner approves your request, you receive an email stating that your request status and you can now use the application.

MY ACCESS

When you log in to your account, the *My Access* tab appears. From this page, you can request access to an application. You can also search and view the current applications you have access to.

App ID	Application Name	Owner(s)	Delegate(s)/Admin	Role	App Status	Access Status	
128	Accelerate Texas	Michael.Myers@THECB.state.tx.us, Michelle.Mindieta@THECB.state.tx.us		CBUser	Active	Approved	Remove Access
110	Accountability	Diane.Eargle@THECB.state.tx.us, Bill.Abasolo@THECB.state.tx.us, Jean.Zhao@THECB.state.tx.us, Mark.Kirksey@THECB.state.tx.us, Joseph.Dolan@THECB.state.tx.us		CBUser	Active	Approved	Remove Access

Accessing an Application

After you receive access to an application, you may access the application two ways:

1. If you are accessing an application through an assigned URL, you can access the application after entering your CBPass credentials.
2. Use <https://www1.theccb.state.tx.us/CBPass/> to return to the CBPass application. Navigate to the *My Access* tab and click on the application name to log directly into the application.

Requesting Access to an Application

1. Click on the *Click to Request access to another application* link.
2. The request access window opens.
3. Scroll through the *Select Application* dropdown list and select the desired application. The system can only process one application at a time.
4. Click *Request Access*. The system acknowledges your request and adds it to your access list with the Access Status of *Requested*.

Request Access

Select Application: Accelerate Texas ▼

[Request Access](#) [Cancel](#)

5. Once processed, you will receive an email with your request status. If granted, you may then open the application by clicking on the link in the table on the *My Access* tab or by directly going to the application URL and logging in with your CB ID account.

Removing Access to an Application

You may remove your access if you no longer want or need access to an application.

1. To remove your access to an application, scroll to the desired application.
2. Click on *Remove Access*.

Record Count= 2							
App ID	Application Name	Owner(s)	Delegate(s)/Admin	Role	App Status	Access Status	
128	Accelerate Texas	Michael.Myers@THECB.state.tx.us, Michelle.Mindieta@THECB.state.tx.us		CBUser	Active	Requested	Remove Access
110	Accountability	Jean.Zhao@THECB.state.tx.us, Mark.Kirksey@THECB.state.tx.us, Joseph.Dolan@THECB.state.tx.us		CBUser	Active	Approved	Remove Access

3. A message box will appear. Click on *Ok* to remove your access or click *Cancel* to cancel the action.
4. The application status will change to Removed. You can no longer access the application.

Note: If you need to access the application in the future, you may request access to the application again.

PROFILE

Click the *Profile* tab to view or change your current account information. You may also change your password from this page.

Managing your Account Information

Your profile stores your:

- Name
- Affiliation
- Physical Address
- Telephone Number
- Email Address
- Login Name
- Login Password
- Security Questions

You may change any of the fields as needed by entering your current information and clicking *Save Changes*.

MY ACCESS PROFILE

View or update your profile.

Account Information

•First Name [required]: JFDTest8

•Last Name [required]: User-8

Current Affiliation: University of Texas at Austin (003658)

Begin typing to enter/modify your affiliation or type "Other" [required]:

•Physical Address [required]: 1200 E Anderson Ln
Austin TX 78752

•Telephone Number [required]: (512) 427-6274

•E-Mail Address [required]: jfd.test8.thecb@gmail.com

Re-Type E-Mail Address [required]:

•User Name [required]: JoeyDolan08 (Used for login)

Clear Save Changes

Note: If you change your affiliation, your access to your current applications will be removed. You will need to request access to the applications you need again.

Password Change

You can change your password as needed. To change your password, follow the steps below.

1. Type your new password into the fields called *Password* and *Re-Type New Password*. You must correctly type your new password into both fields or your password will not be updated.
2. Click *Change Password* to update your password or click *Clear* if you do not want to save your new password. Note: Passwords must be at least *eight* characters and contain at least 3 of the 4 following attributes:
 - Uppercase Letter (ABC)
 - Lowercase Letter (abc)
 - Number (0123456789)
 - Special Character (\$%!@^&*()?'|V{}[]~=<>_+.,)
3. Select three security questions and click *Continue* to enter your answers.

The screenshot shows a web form titled "Update Password". It contains two text input fields: "Password:" and "Re-Type New Password:". Below the "Password:" field is a small red error message: "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." To the right of the "Password:" field is a "Password Strength" indicator with three buttons: "Weak", "Medium", and "Strong". Below the "Re-Type New Password:" field are two buttons: "Clear" and "Change Password".

Below the password fields is a section titled "Reset Security Questions" with a subtitle: "(Please select 3 of the security questions below to be used for password reset and personal identification purposes:)". Under this section is a "Select" label and a list of ten security questions, each preceded by an unchecked checkbox:

- ☐ What was your childhood phone number including area code? (e.g. 000-000-0000)
- ☐ In what city or town did your mother and father meet?
- ☐ Where were you when you first heard about 9/11?
- ☐ What is your maternal grandmother's maiden name?
- ☐ In what city does your nearest sibling live?
- ☐ What is the name of the place your wedding reception was held?
- ☐ What school did you attend for sixth grade?
- ☐ Where were you when you had your first kiss?
- ☐ What is the name of a college you applied to but didn't attend?
- ☐ What is the first name of the boy or girl that you first kissed?

At the bottom of the form are two buttons: "Generate a new list of questions" and "Continue".

FORGOT PASSWORD

If you have forgotten the password to your account, you can reset your password in a few simple steps.

1. Go to the CBPass login page.
2. Click *Forgot your Username or password?*
3. Enter your email, affiliation, and zip code. Click *Continue*.
4. Enter the answers to the questions you chose when you first registered.
5. Click *Continue* and an email will be sent to your email address with an access code you will need to reset your password.
6. Go to your email address inbox and click on the email from Mailbot@thecb.state.tx.us. Note: If you do not see the email, check your spam box.
7. Click on the link in the email. It will take you to password reset page.
8. Enter the Access Code in the email in the Access Code field along with your new password in the appropriate fields. **Note:** Access Code is only good for 20 minutes.
9. Click Continue. You will be taken to the CBPass login page and you may now log in with your new password.

