TEXAS HIGHER EDUCATION

CBPass

Quick Start Guide

May 2017

Contents

NEW USER SIGN UP
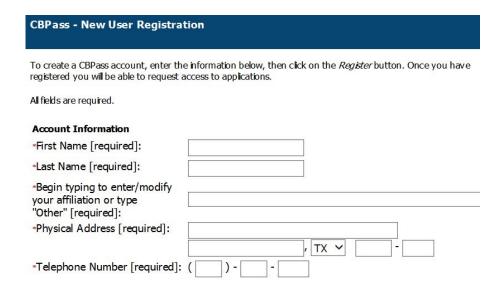
1. Navigate to the CBPass page: https://www1.thecb.state.tx.us/CBPass/

2. Click on the *create one now* link.

CBPass Login

Sign in with your CBPass Account

*Username:

*Password:

Sign In

Forgot your Username or Password?

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*.

CBPass - New User Registration

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.

All fields are required.

Account Information

*First Name [required]:

*Last Name [required]:

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

*Physical Address [required]:

, TX ˅   -

*Telephone Number [required]: (   ) -   -

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.

*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 4 following attributes: uppercase letter, lowercase letter, number, special character.

Password Strength:	Weak	Medium	Strong

*Re-Type New Password [required]:

*Enter the answer to the math problem [required]:   9+8=

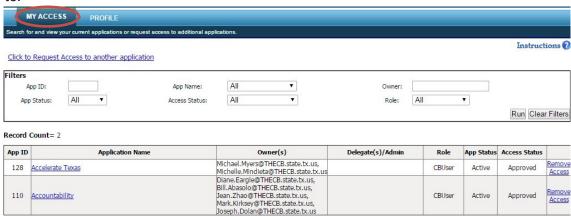☐ [required] I agree to the CBPass Account Agreement (link opens in a new window)

Register

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.

What is the first name of the boy or girl that you first kissed? John
What school did you attend for sixth grade?   King Middle School
In what city or town was your first job?   Austin

Continue   Cancel

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.
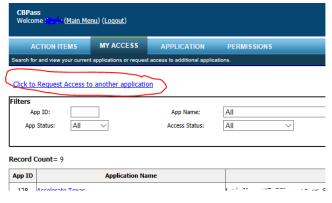

Accessing an Application

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.thecb.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.
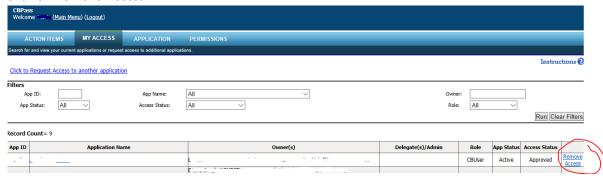
4. Click *Request Access*. The system acknowledges your request and adds it to your access list with the Access Status of *Requested*.
5. Once processed, you will receive an email with your request status. If granted, you may then open the application by clicking on the link in the table on the My Access 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*.

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.
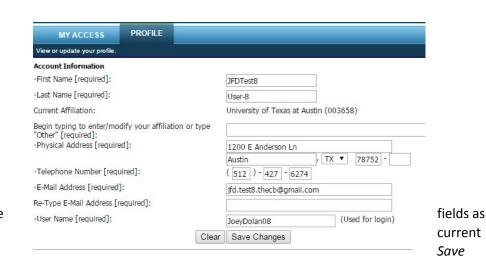
Managing your Account Information

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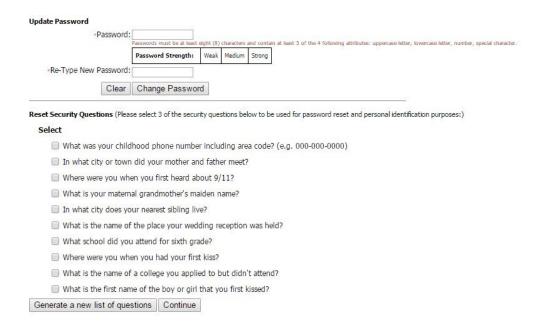
Note: If you change your affiliation, your access to your current applications will removed. You will need to request access to the applications you need again.

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 ($%!@^&*()?'|\/{}[]~=<>-_+.,)

3. Select three security questions and click *Continue* to enter your answers.

Update Password

*Password:	

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.

Password Strength:	Weak	Medium	Strong

*Re-Type New Password: [ ]

[Clear] [Change Password]

Reset Security Questions (Please select 3 of the security questions below to be used for password reset and personal identification purposes:)

Select

- ☐ 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?

[Generate a new list of questions] [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.