

CBPass Quick Start Guide

September 2018

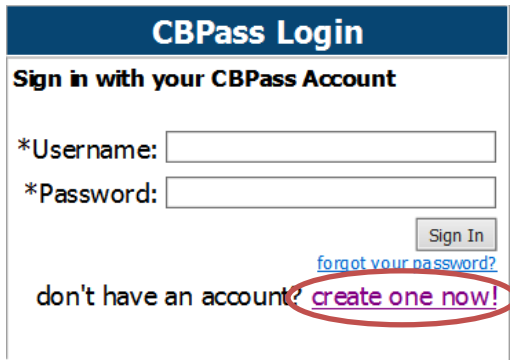


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New User Sign Up

1. Set your browser to go to the [CBPass page](https://www1.thecb.state.tx.us/CBPass/):
<https://www1.thecb.state.tx.us/CBPass/>
Note: Run your web application program from Internet Explorer browser.
2. Click on the **create one now** link.



3. The CBPass – New User Registration page displays.
4. Enter your First and Last Name.
5. Enter your Affiliation or Type Other – Your institution’s full name.
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 e-mail address will become your login name 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.



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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. Select and enter the answer to three security questions.
12. Note: 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**.
13. Check that you agree to the CBPass Account Agreement.
14. You must agree to the CBPass Account Agreement.
15. Click Register.

After you click the register button, you will 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)



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16. 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**.

Important: All users must select and answer *three* security questions. Failing to do this will cause issues resetting your password in the future.

Please select 3 of the security questions below to be used for password reset and personal identification purposes:

Select

- What was the name of your first stuffed animal?
- What is the first name of the boy or girl that you first kissed?
- In what city did you meet your spouse/significant other?
- What school did you attend for sixth grade?
- What is your oldest brother's birthday month and year? (e.g. January 1900)
- Where were you when you first heard about 9/11?
- What is the name of a college you applied to but didn't attend?
- In what city or town was your first job?
- In what city or town did your mother and father meet?
- What is your maternal grandmother's maiden name?

17. Answer the security questions you chose and click Continue to create your account. Click Cancel to go back to the list of security question.

What is the first name of the boy or girl that you first kissed?

What school did you attend for sixth grade?

In what city or town was your first job?

18. Select the desired Application to which you need access under the **Application** tab.

19. 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.

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Access a CBPass 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.

MY ACCESS PROFILE

Search for and view your current applications or request access to additional applications.

[Click to Request Access to another application](#)

Instructions ?

Filters

App ID: App Name: All App Status: All Access Status: All Role: All

Run Clear Filters

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

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.

MY ACCESS PROFILE

Search for and view your current applications or request access to additional applications.

[Click to Request Access to another application](#)

Instructions ?

Filters

App ID: App Name: All App Status: All Access Status: All Role: All

Run Clear Filters

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	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

Requesting Access to an Application

1. Click **Request Access to another application**.
2. The request access window opens.

[Instructions ?](#)

Request Access

Select Application:

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 you access list with the status of **Requested**.

MY ACCESS PROFILE

Search for and view your current applications or request access to additional applications.

[Click to Request Access to another application](#)

[Instructions ?](#)

Filters

App ID: App Name: Owner:
 App Status: Access Status: Role:

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

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



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Remove Access to an Application

You may remove your access to an application 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.



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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]:	<input type="text" value="JFDTest8"/>
•Last Name [required]:	<input type="text" value="User-8"/>
Current Affiliation:	University of Texas at Austin (003658)
Begin typing to enter/modify your affiliation or type "Other" [required]:	<input type="text"/>
•Physical Address [required]:	<input type="text" value="1200 E Anderson Ln"/> <input type="text" value="Austin"/> , <input type="text" value="TX"/> <input type="text" value="78752"/> - <input type="text"/>
•Telephone Number [required]:	(<input type="text" value="512"/>) - <input type="text" value="427"/> - <input type="text" value="6274"/>
•E-Mail Address [required]:	<input type="text" value="jfd.test8.thecb@gmail.com"/>
Re-Type E-Mail Address [required]:	<input type="text"/>
•User Name [required]:	<input type="text" value="JoeyDolan08"/> (Used for login)
<input type="button" value="Clear"/> <input type="button" value="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.



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Password Change

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

1. Type your new password into the field 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.

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:

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

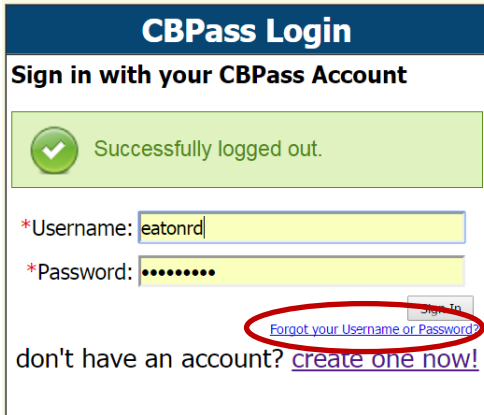
Select

- 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?

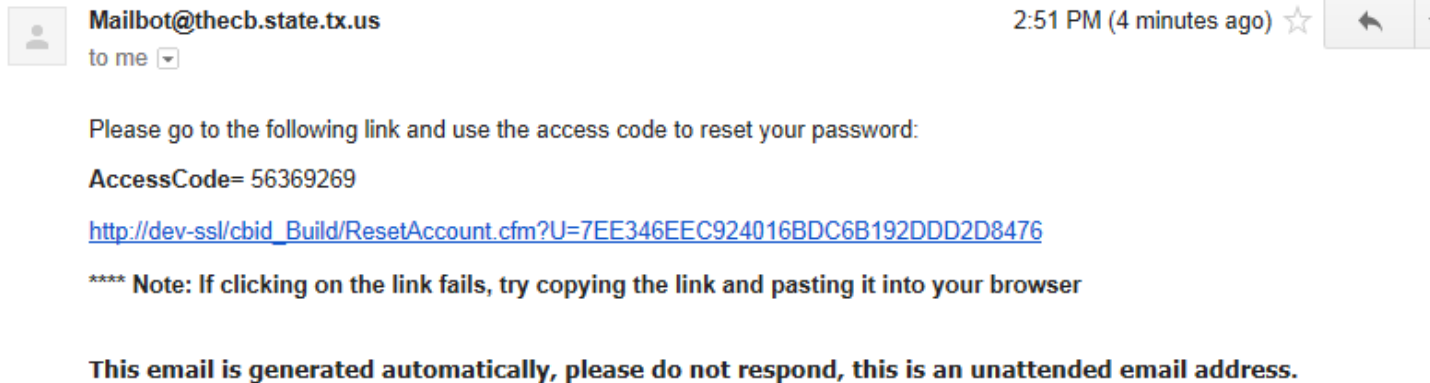
Forgot Password

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 password?**



3. Enter your email address or user login name.
4. Click **Continue** and the system sends email to your email address with a temporary access code you will need to reset your password. **Note:** The Access Code is only good for 20 minutes.
5. Go to your email address inbox and click on the email from Mailbot@the.cb.state.tx.us. Note: If you do not see the email, check your spam box.
6. Click on the link in the email. It will take you to password reset page.



7. 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.
8. Click Continue. The CBPass login page appears and you may now log in with your temporary password.
9. Change your password. You will need to reenter your login name and new password.
10. When prompted, enter the answers to the security questions you chose when you first registered. At this point, you may access the application or CBPass with your new password.