

# Texas Armed Services Scholarship Program (TASSP)

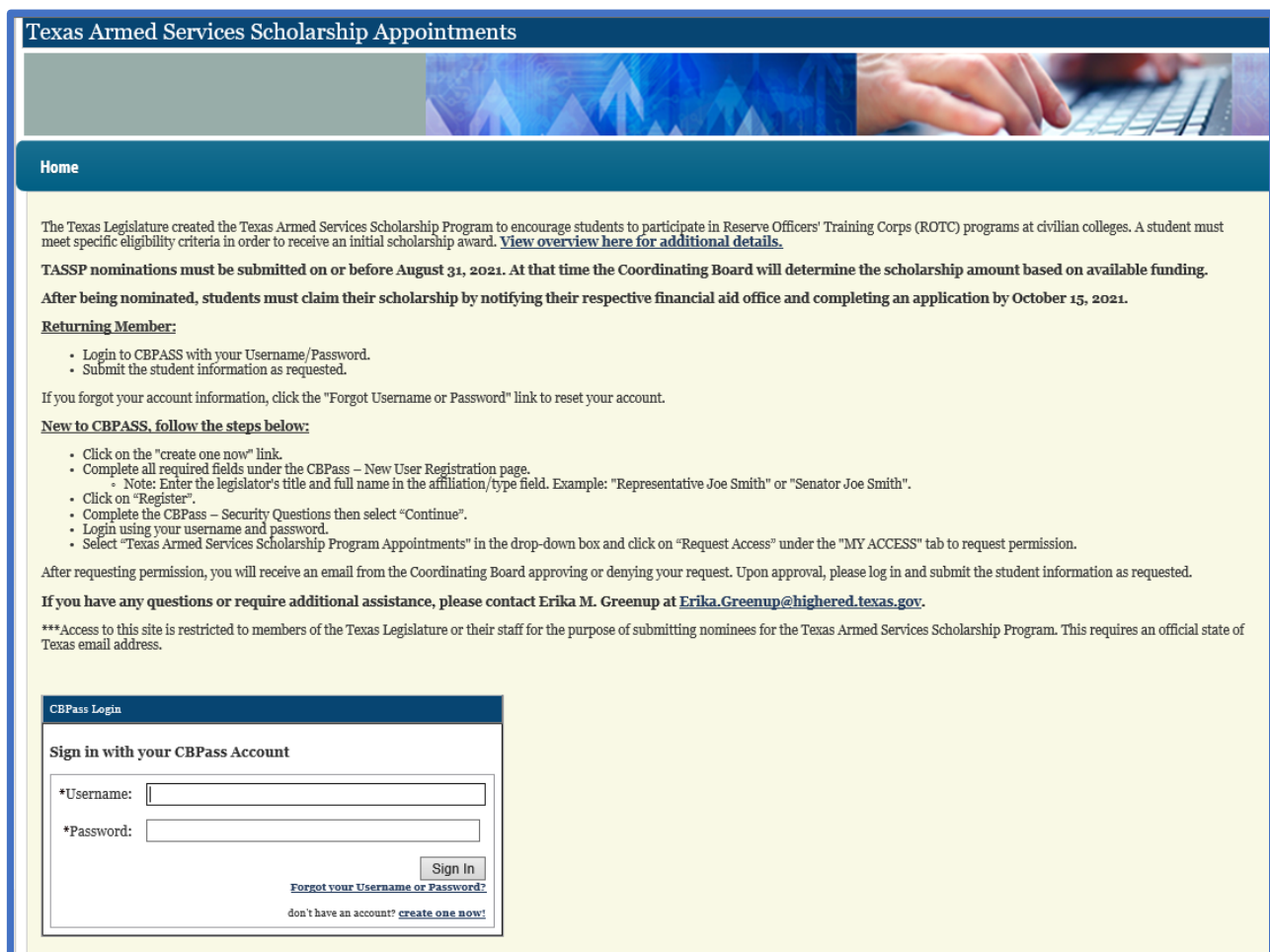
## New User Registration Guide

To nominate a constituent for the Texas Armed Services Scholarship Program (TASSP), each eligible elected official must create an account through the Texas Higher Education Coordinating Board's online portal, [CBPass](#). Once the account is created, the official will request access to the TASSP application form to submit an eligible candidate.

Below are the steps to assist with the nomination process:

### Step 1: Access CBPass Portal

- To access CBPass, navigate to the following website: <https://www1.thecb.state.tx.us/apps/tassp/>
- Click "create one now!" link under the **Sign In** button to initiate a new account.



The screenshot displays the 'Texas Armed Services Scholarship Appointments' website. The header includes the title and a navigation bar with a 'Home' link. The main content area provides information about the scholarship program, including eligibility criteria and submission deadlines. It also includes instructions for returning members and new users. At the bottom, there is a 'CBPass Login' section with a form for signing in with a username and password, and links for 'Forgot your Username or Password?' and 'create one now!'.

**Texas Armed Services Scholarship Appointments**

**Home**

The Texas Legislature created the Texas Armed Services Scholarship Program to encourage students to participate in Reserve Officers' Training Corps (ROTC) programs at civilian colleges. A student must meet specific eligibility criteria in order to receive an initial scholarship award. [View overview here for additional details.](#)

**TASSP nominations must be submitted on or before August 31, 2021. At that time the Coordinating Board will determine the scholarship amount based on available funding.**

**After being nominated, students must claim their scholarship by notifying their respective financial aid office and completing an application by October 15, 2021.**

**Returning Member:**

- Login to CBPASS with your Username/Password.
- Submit the student information as requested.

If you forgot your account information, click the "Forgot Username or Password" link to reset your account.

**New to CBPASS, follow the steps below:**

- Click on the "create one now" link.
- Complete all required fields under the CBPass – New User Registration page.
  - Note: Enter the legislator's title and full name in the affiliation/type field. Example: "Representative Joe Smith" or "Senator Joe Smith".
- Click on "Register".
- Complete the CBPass – Security Questions then select "Continue".
- Login using your username and password.
- Select "Texas Armed Services Scholarship Program Appointments" in the drop-down box and click on "Request Access" under the "MY ACCESS" tab to request permission.

After requesting permission, you will receive an email from the Coordinating Board approving or denying your request. Upon approval, please log in and submit the student information as requested.

**If you have any questions or require additional assistance, please contact Erika M. Greenup at [Erika.Greenup@higher.ed.texas.gov](mailto:Erika.Greenup@higher.ed.texas.gov).**

\*\*\*Access to this site is restricted to members of the Texas Legislature or their staff for the purpose of submitting nominees for the Texas Armed Services Scholarship Program. This requires an official state of Texas email address.

**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!](#)

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## Step 2: Complete New User Registration

- Enter your first name and last name
- Enter the elected official you are affiliated with

- ❖ **ALERT** - Begin by typing the elected official's title (Example: Representative, Senator, Governor or Lieutenant Governor)
- ❖ From the drop-down menu, select the official's name

**\*\*Do not enter "Other"\*\***

- Enter your physical address and telephone number
- Enter your email address twice
  - ❖ Note: the email address must be an official state of Texas email address
- Create a username
  - ❖ Note: your username must be at least 8 characters
- Create a password (enter twice)
  - ❖ Note: your password must be at least eight (8) characters and contain at least 3 of the 4 following attributes: uppercase letter, lowercase letter, number, special character
- Enter the answer to the math problem
- Select that you agree to the **CBPass Account Agreement**
- Click “Register”

**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.

**Note:** Nominators for the Texas Armed Services Scholarship Program (TASSP) enter the office of the elected official you are affiliated with.

- You must begin by first typing the title - Representative, Senator, Governor or Lieutenant - then from the drop-down menu select your official's name.

**Account Information**

\*First Name [required]:

Middle Initial:

\*Last Name [required]:

Click on the drop-down menu to select your title. Then click on the drop-down menu to select your office. Then click on the drop-down menu to select your county. Then click on the drop-down menu to select your district. Then click on the drop-down menu to select your precinct. Then click on the drop-down menu to select your ward. Then click on the drop-down menu to select your city. Then click on the drop-down menu to select your state. Then click on the drop-down menu to select your zip code. Then click on the drop-down menu to select your email address. Then click on the drop-down menu to select your phone number. Then click on the drop-down menu to select your user name. Then click on the drop-down menu to select your password. Then click on the drop-down menu to select your re-type password. Then click on the drop-down menu to select your answer to the math problem. Then click on the drop-down menu to select your agreement to the CBPass Account Agreement.

\*Physical Address [required]:

\*Telephone Number [required]: (  ) -  -

\*E-Mail Address [required]:

\*Re-Type E-Mail Address [required]:

\*User Name [required]:  (Used for login)

\*Password [required]:

Click on the drop-down menu to select your title. Then click on the drop-down menu to select your office. Then click on the drop-down menu to select your county. Then click on the drop-down menu to select your district. Then click on the drop-down menu to select your precinct. Then click on the drop-down menu to select your ward. Then click on the drop-down menu to select your city. Then click on the drop-down menu to select your state. Then click on the drop-down menu to select your zip code. Then click on the drop-down menu to select your email address. Then click on the drop-down menu to select your phone number. Then click on the drop-down menu to select your user name. Then click on the drop-down menu to select your password. Then click on the drop-down menu to select your re-type password. Then click on the drop-down menu to select your answer to the math problem. Then click on the drop-down menu to select your agreement to the CBPass Account Agreement.

\*Re-Type New Password [required]:

Enter the answer to the math problem [required]: 0+0=

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

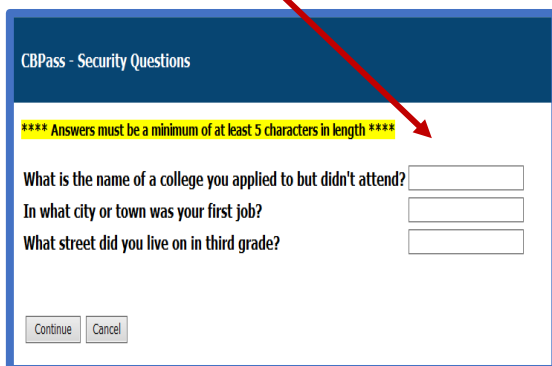
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## New User Registration Guide

### Step 3: Create Security Questions

Next you will create your CBPass security questions used for password reset and personal identification purpose:

- Choose 3 security questions from the list
- Click the **Continue** button
- On the next page you will enter the answer to your 3 security questions and click the Continue button.



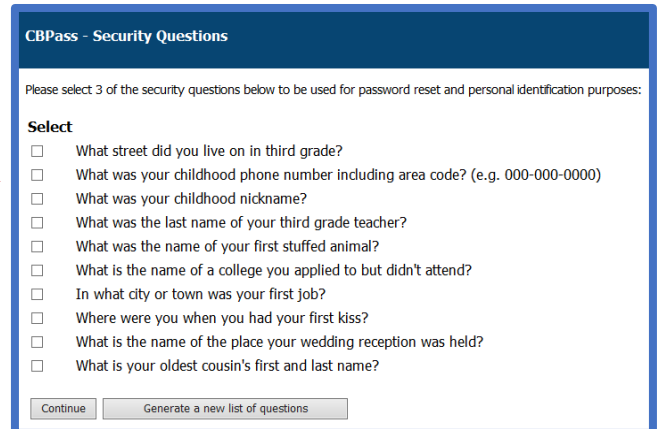
CBPass - Security Questions

\*\*\*\* Answers must be a minimum of at least 5 characters in length \*\*\*\*

What is the name of a college you applied to but didn't attend?

In what city or town was your first job?

What street did you live on in third grade?



CBPass - Security Questions

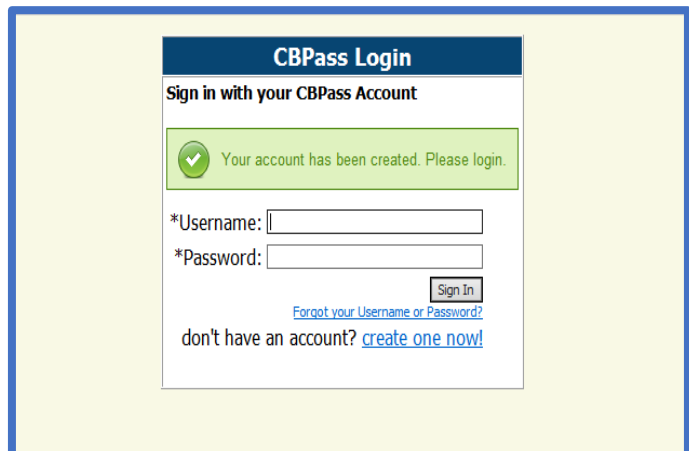
Please select 3 of the security questions below to be used for password reset and personal identification purposes:

**Select**

- ☐ What street did you live on in third grade?
- ☐ What was your childhood phone number including area code? (e.g. 000-000-0000)
- ☐ What was your childhood nickname?
- ☐ What was the last name of your third grade teacher?
- ☐ What was the name of your first stuffed animal?
- ☐ What is the name of a college you applied to but didn't attend?
- ☐ In what city or town was your first job?
- ☐ Where were you when you had your first kiss?
- ☐ What is the name of the place your wedding reception was held?
- ☐ What is your oldest cousin's first and last name?

**Note:** The system will log you out once your account is established.

- ❖ You will see the message in green, "Your account has been created. Please login."



CBPass Login

Sign in with your CBPass Account

☒ Your account has been created. Please login.

\*Username:

\*Password:

[Forgot your Username or Password?](#)

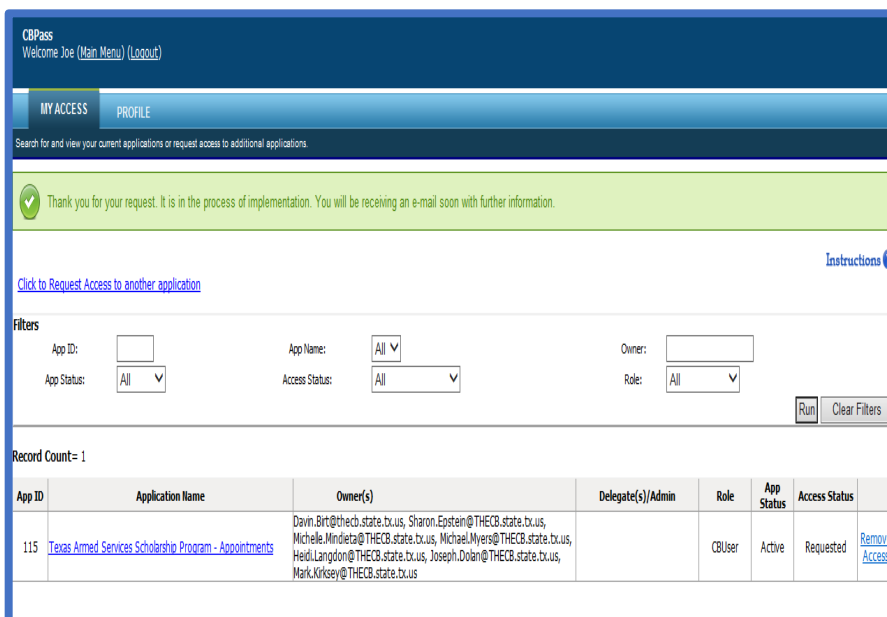
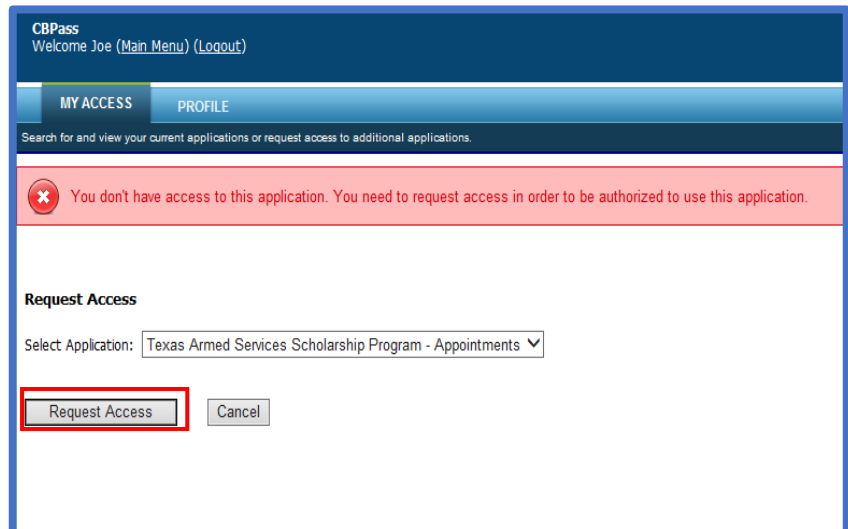
don't have an account? [create one now!](#)

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## New User Registration Guide

### Step 4: Requesting Access to the TASSP Portal:

- Log into the CPass portal
- Click on “My Access”
- A red alert message will be displayed, “You don’t have access to this application. You need to request access in order to be authorized to use this application.”
- Choose “Texas Armed Service Scholarship Program – Appointments” in the **Select Application** drop-down box
- Click on the **Request Access** button



App ID	Application Name	Owner(s)	Delegate(s)/Admin	Role	App Status	Access Status	
115	<a href="#">Texas Armed Services Scholarship Program - Appointments</a>	Davin.Birt@thecb.state.tx.us, Sharon.Epstein@THECB.state.tx.us, Michelle.Mindieta@THECB.state.tx.us, Michael.Myers@THECB.state.tx.us, Heidi.Langdon@THECB.state.tx.us, Joseph.Dolan@THECB.state.tx.us, Mark.Kirksey@THECB.state.tx.us		CBUser	Active	Requested	<a href="#">Remove Access</a>

- Next you will see a message in green, “Thank you for your request. It is in the process of implementation. You will be receiving an e-mail soon with further information.”
- Once your request is received and processed, an automated e-mail will be sent with next steps

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### Step 5: Nominating a Candidate

- Log into the CPass/TASSP portal
- Enter the nominee's information
- Click "Finalize" to submit the nomination

**Note:** You have the option to **SAVE FOR LATER** if the nomination is pending.

The screenshot shows the 'Texas Armed Services Scholarship Appointments' portal. The page title is 'Texas Armed Services Scholarship Appointments'. Below the title, there is a 'Home' link. The main content area is titled 'Enter information on your nominee for the Texas Armed Services Scholarship below:'. Below this title, there is a form with the following fields: 'Legislator: Representative Billow Cole', 'First Name \*', 'Last Name \*', 'Date of Birth \* (MM/DD/YYYY)', 'SSN \* (XX-XX-XXXX)', 'Address \*', 'Phone Number \* (Area Code) (XX-XXX-XXXX)', 'E-Mail Address \*', and 'Institution Intending to Enroll \* (Select One)'. At the bottom of the form, there are two buttons: 'Save for Later' and 'Finalize'. The footer of the page includes the '60x30TX' logo and the text '6000 E. Anderson Lane, Austin, TX 78745-9200 • 512.463.6666 • 512.463.6666 • 512.463.6666 • 512.463.6666'.

### Institutional TASSP Process Post-Nomination:

- Once the nomination is finalized, the nominee will be sent an "Notice of Selection" e-mail which provides their approval for the TASSP and next steps.
- The nominee must forward the email to their college/university's financial aid office.
- The financial aid office will create an application for the nominee to complete on the THECB online [HelmNet Portal](#).
- Once the application process has been completed by the nominee, funds will be sent directly to the school to be applied to their student account.

#### SAMPLE Notification of Selection

Dear (Nominee's Name):

Congratulations! You have been selected by (Legislator's Name) to receive a Texas Armed Services Scholarship for the 2021-2022 college academic year. Attached is detailed information about the program. Please note that you may receive a Texas Armed Services Scholarship award not to exceed \$10,000 for the first year. You are required to enter into an agreement with the Texas Higher Education Coordinating Board to receive the scholarship. If you do not meet the conditions outlined in the agreement, the award will become a loan and you will be required to repay the conditional scholarship.

#### Next Steps

- Once you decide upon the higher education institution and corresponding ROTC program in which you will enroll, take this Notice of Selection email to the institution's financial aid office. Your nomination is time sensitive and we encourage you to visit with your institution's financial aid office as soon as possible to claim your scholarship.
- The financial aid office will certify your program eligibility to the Texas Higher Education Coordinating Board. Because program eligibility requirements include that you be enrolled in the institution and in the ROTC program at that institution, the financial aid office cannot provide their eligibility certification before those two criteria are met. You must accept the scholarship during the 2021-2022 college academic year to maintain eligibility in future academic years.
- Once the Texas Higher Education Coordinating Board receives the institution's eligibility certification, you will be able to complete your Texas Armed Services Scholarship Program application online at [www.hhloans.com](http://www.hhloans.com).

Congratulations again!  
The Texas Higher Education Coordinating Board