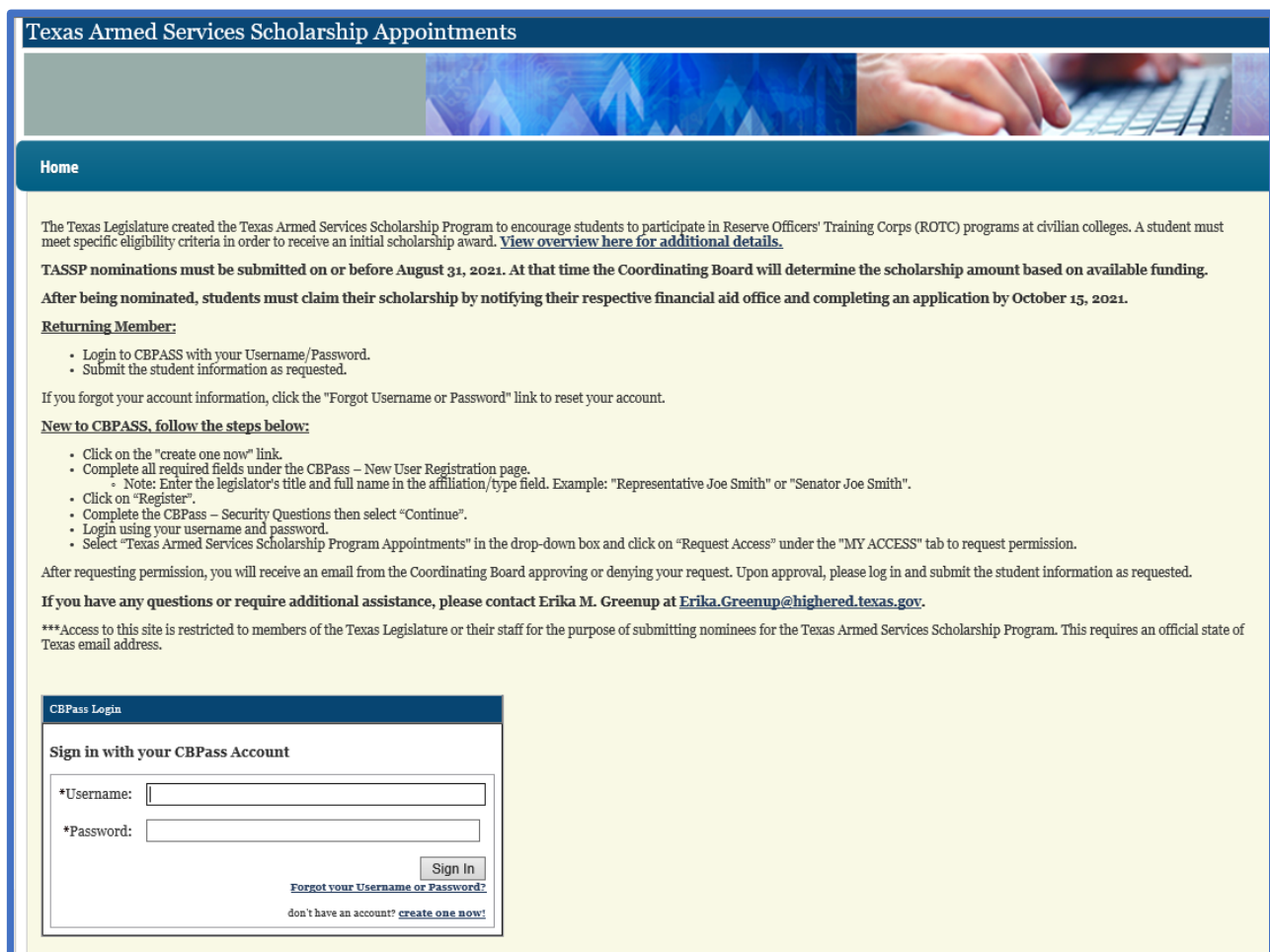# Texas Armed Services Scholarship Program (TASSP)

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.

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"

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

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?

[Continue] [Generate a new list of questions]

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? [____]

[Continue] [Cancel]

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: [____]

[Sign In]

Forgot your Username or Password?

don't have an account? create one now!

Step 4: Requesting Access to the TASSP Portal:

- Log into the CBPass 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

- 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

Step 5: Nominating a Candidate

- Log into the CBPass/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.

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.

Congratulations again!
The Texas Higher Education Coordinating Board