

Texas Armed Services Scholarship Appointment Guide

The Texas Legislature established the Texas Armed Services Scholarship to encourage student participation in a Reserve Officers' Training Corps (ROTC) program or other undergraduate officer commissioning program while enrolled in a public or private nonprofit institution of higher education in Texas.

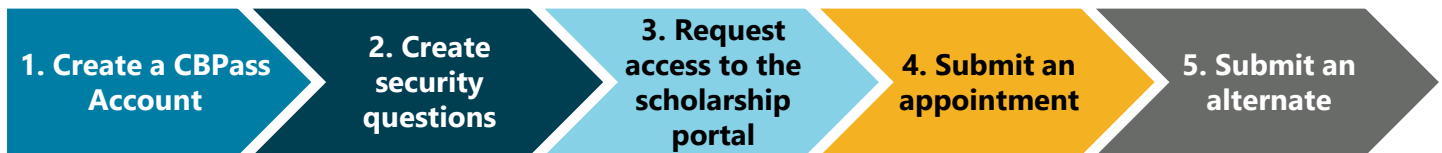
The purpose of this guide is to assist elected officials and their designated staff in the appointment of students to receive the scholarship.

Reminder: All appointed candidates and alternates must be students who will be enrolled in an institution of higher education (not participating in dual credit) during the 2026–27 academic year.

Appointment Process for New Users

If you are a returning user, please refer to the [Appointment Process for Returning Users](#) section.

The flow chart below offers a summary of the appointment process for **new users**. Each step in the chart is explained in greater detail to assist users with the process.



Step 1: Create a CBPass Account

The screenshot shows the 'CBPass Login' page. It has a header 'Sign in with your CBPass Account'. Below this 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 'Forgot your Username or Password?'. At the bottom, it says 'don't have an account?' followed by a red box containing the text 'create one now!'.

- On the [CBPass login page](#), click “create one now!”
- On the New User Registration page, enter your first, middle initial (if applicable), and last name.

IMPORTANT! Enter the elected official based on your affiliation.

- Begin by typing the elected official's title: Representative, Senator, Governor or Lieutenant Governor.
- Select the official's name from the drop-down list.
- **Do not select “Other.”**

The screenshot shows the 'CBPass - New User Registration' page. It has a header '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 a scholarship portal. All fields are required.' Below this is a section 'Account Information' with several input fields: '*First Name [required]:', 'Middle Initial:', '*Last Name [required]:', '*Begin typing to enter/modify your affiliation or type "Other" [required]:', '*Physical Address [required]:', and '*Telephone Number [required]:'. The field for affiliation is highlighted with a red box. Below this field is a small text: 'Affiliated with an elected official? Begin typing the title ("Senator," "Representative," "Governor," "Lieutenant"), then select from the drop-down list.'

- Enter your address and telephone number.

- Enter your email address and verify the email by retyping it.

- **Your email address must be an official State of Texas email address.**

- Create a username.

- Username must be at least eight characters long.

- Create a password and verify the password by retyping it.

- Password must be at least eight characters.
 - Passwords must include at least three of the following: an uppercase letter, a lowercase letter, a number, or a special character.

- Enter the answer to the math problem provided.

- Mark “**CBPass Account Agreement**” checkbox.

- Click “**Register.**”

*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 at special character.

Password Strength: Weak Medium Strong

*Re-Type New Password [required]:

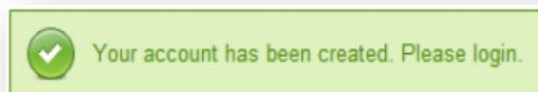
*Enter the answer to the math problem [required]: 0+1=

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

Step 2: Create Security Questions

Next, you will select security questions which are used for password resets and personal identification:

- Choose three security questions from the list.
- Click “**Continue.**”
- Enter the answers to your three security questions.
- Click “**Continue.**”
- The system will log you out once your account is established and the following message will appear:



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 pet?
- ☐ 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 were born?
- ☐ What is the name of the first person you dated?
- ☐ What is your oldest cousin's name?

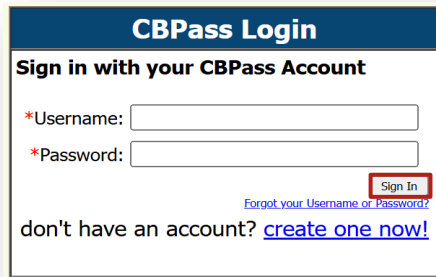
**** Answers must be a minimum of at least 5 characters in length ****

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

In what city or town was your first job?

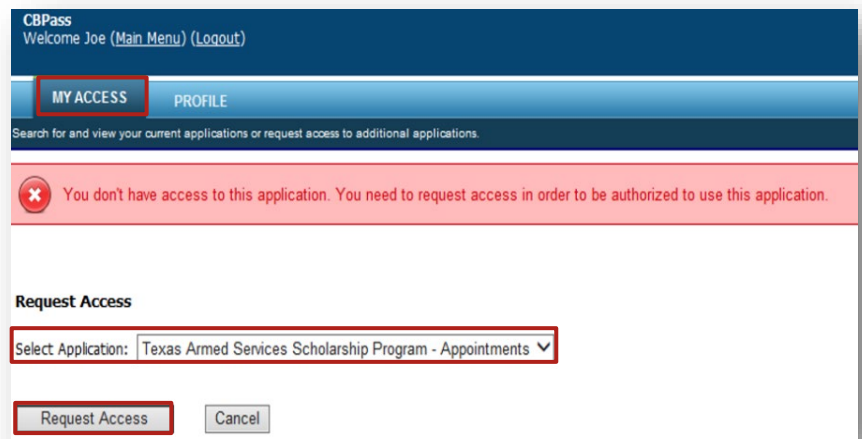
What street did you live on in third grade?

Step 3: Request Access to the Scholarship Portal

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

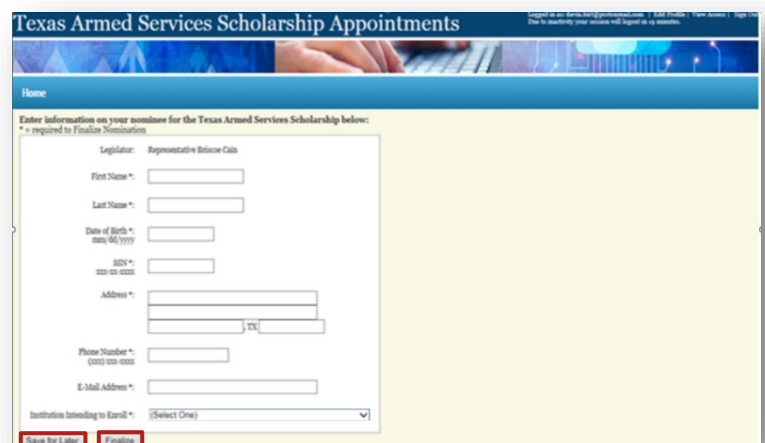
- Log in to your [CBPass](#) account by entering your username and password, then clicking **"Sign In."**
 - ✓ If needed, click **"Forgot your Username or Password"** to reset your password or retrieve your username.
- Click **"My Access."** The following message will display:
"You don't have access to this application. You need to request access in order to be authorized to use this application."

- In the Select Application drop-down list, choose **"Texas Armed Services Scholarship – Appointments."**
- Click **"Request Access."** The following message will display:
"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, you will receive an automated email with the next steps.

The image shows the CBPass MY ACCESS page. At the top, it says "CBPass" and "Welcome Joe (Main Menu) (Logout)". Below that, there are two tabs: "MY ACCESS" and "PROFILE". Below the tabs, it says "Search for and view your current applications or request access to additional applications." There is a red error message: "You don't have access to this application. You need to request access in order to be authorized to use this application." Below the error message, there is a "Request Access" section. It has a "Select Application:" dropdown menu with "Texas Armed Services Scholarship Program - Appointments" selected. Below the dropdown menu are two buttons: "Request Access" and "Cancel".

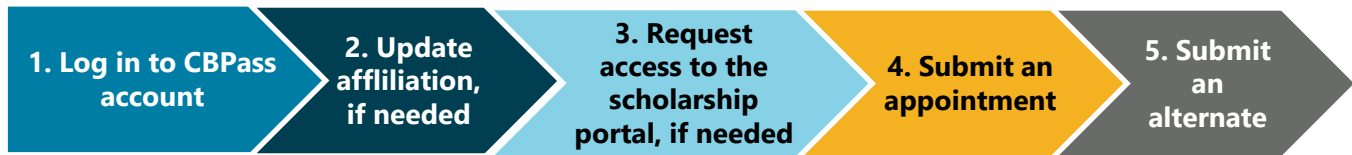
Step 4: Enter Your Appointment

- Once your access to the TASSP portal is processed, under "My Access", click **"Texas Armed Services Scholarship – Appointments."**
- Enter the student's information:
 - First Name
 - Last Name
 - Date of Birth
 - Social Security Number
 - Address
 - Phone Number
 - Email Address
 - From the drop-down list, select institution in which the student intends to enroll.
- Click **"Finalize"** to submit the appointment.
 - **Note:** If needed, click **"Save for Later"** to return and finish the appointment for your appointment prior to Sept. 30 of the applicable cycle.
- Proceed to [Step 5](#).

The image shows the Texas Armed Services Scholarship Appointments form. At the top, it says "Texas Armed Services Scholarship Appointments". Below that, it says "Enter information on your nominee for the Texas Armed Services Scholarship below: * is required to Finalize Nomination". The form has several input fields: "First Name *", "Last Name *", "Date of Birth * (mm/dd/yyyy)", "SSN * (xxx-xx-xxxx)", "Address *", "Phone Number * (xxx) xxx-xxxx", and "E-Mail Address *". There is also a dropdown menu for "Institution Intending to Enroll * (Select One)". At the bottom, there are two buttons: "Save for Later" and "Finalize".

Appointment Process for Returning Users

The flow chart below offers a summary of the appointment process for **returning users**. Each step in the chart is explained in greater detail to assist users with the process.



Step 1: Log In to Your CBPass Account

The screenshot shows the 'CBPass Login' page. It has a title 'Sign in with your CBPass Account'. Below the title 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 of the form is a link that says 'don't have an account? [create one now!](#)'.

- Log in to your [CBPass](#) account by entering your username and password, then clicking “Sign In.”
 - If needed, click “**Forgot your Username or Password**” to reset your password or retrieve your username.

Step 2: Update Your Affiliation, if Needed

- In the main menu, click “**Profile.**”
- IMPORTANT** Enter the elected official based on your affiliation.
 - ✓ Begin by typing the elected official’s title: Representative, Senator, Governor or Lieutenant Governor.
 - ✓ Select the official’s name from the drop-down list.
 - ✓ **Do not select “Other.”**

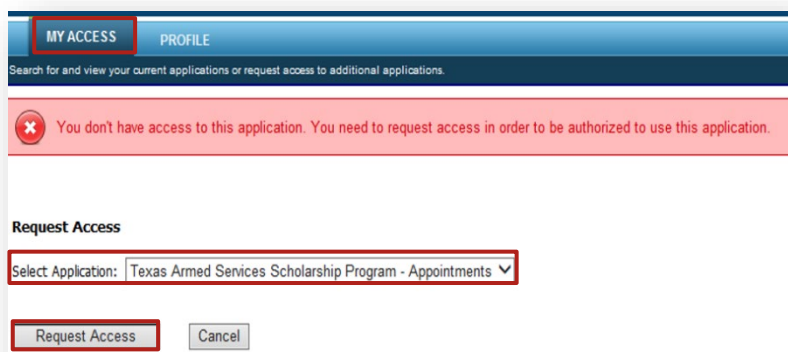
The screenshot shows a navigation bar with two buttons: 'MY ACCESS' and 'PROFILE'. The 'PROFILE' button is highlighted with a red box. Below the buttons is a search bar with the text 'Search for and view your current applications or request access to additional applications.'

- Click “**Save Changes.**”
 - ✓ After updating your affiliation, access to the **Texas Armed Services Scholarship – Appointments** will be removed. Proceed to [Step 3](#) to request access to the portal.

The screenshot shows the 'Account Information' form. It has several fields: '*First Name [required]:' with value 'Test'; 'Middle Initial:' with an empty field; '*Last Name [required]:' with value 'Tester'; 'Current Affiliation:' with value 'Example University (001234)'; 'Begin typing to enter/modify your affiliation or type "Other" [required]:' with an empty field; '*Physical Address [required]:' with value '11234 Flower Dr'; '*Telephone Number [required]:' with value '(965) - 565 - 2151'; '*E-Mail Address [required]:' with value 'test.emailexperiment@gmail.com'; 'Re-Type E-Mail Address [required]:' with an empty field; and '*User Name [required]:' with value 'Testing300'. At the bottom right are two buttons: 'Clear' and 'Save Changes'.

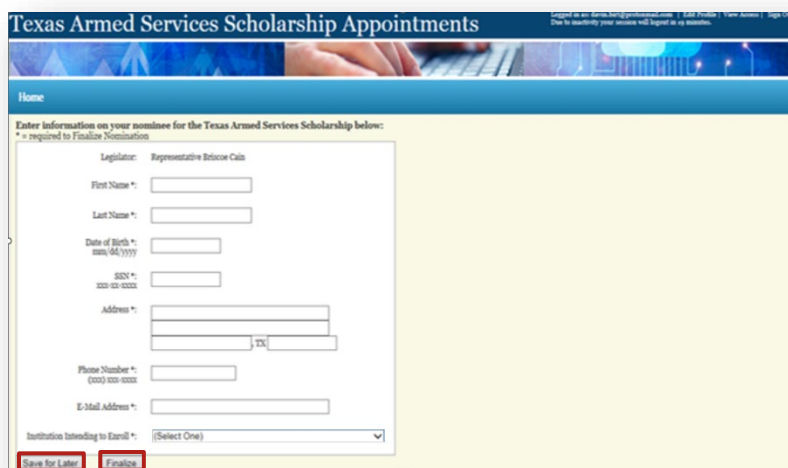
Step 3: Request Access to the Scholarship Portal, if Needed

- Click **"My Access."** The following message will display: *"You don't have access to this application. You need to request access in order to be authorized to use this application."*
- In the **Select Application** drop-down list, choose **"Texas Armed Services Scholarship – Appointments."**
- Click **"Request Access."** The following message will display: *"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, you will receive an automated email with the next steps.



Step 4: Submit an Appointment

- Under "My Access", click **"Texas Armed Services Scholarship – Appointments."**
- Enter the student's information:
 - First Name
 - Last Name
 - Date of Birth
 - Social Security Number
 - Address
 - Phone Number
 - Email Address
 - From the drop-down list, select institution in which the student intends to enroll.
- Click **"Finalize"** to submit the appointment.
 - Note:** If the appointee's information is pending, click **"Save for Later"** to return and finish the appointment later.
- Proceed to [Step 5](#).



Step 5: Submit an Alternate Appointment

After first submitting an initial appointment, an **Alternate** appointment must be submitted using the [Alternate Appointment Form](#).

- Select if you are an **elected official** or a **designee** of an elected official from the drop-down menu.
- Enter the application information in the Alternate section of the form.

The image shows a composite of three overlapping screenshots of the 'Alternate Appointment Form'. The top-left screenshot shows the 'Elected Official (Legislator) Section' with fields for 'Elected Official's Title', 'Elected Official's First Name', 'Elected Official's Last Name', 'Elected Official's Email Address', and 'Elected Official's Phone Number (10-digit)'. The middle-right screenshot shows the 'Elected Official's Designee Section' with fields for 'Designee's First and Last Name' and 'Designee's Email Address'. The bottom-left screenshot shows the 'Certification Section' with a red warning message, a 'Date Submitted' field, a 'Questions?' section with the email TASSP@highered.texas.gov, and a 'Submit' button.

This screenshot shows the 'Alternate' section of the form, which includes fields for 'Alternate's First Name', 'Alternate's Last Name', 'Alternate's Email Address', 'Alternate's Mailing Address', 'Alternate's Phone Number (10-digit)', and 'Alternate's Institution of Higher Education'.

- In the Elected Official (Legislator) section, complete all required fields.
- If a designee submits the form, an additional section to collect contact information will be required.
- In the Certification section, enter the current date in the Date Submitted field and click **"Submit"**.
- A message will appear to confirm your alternate appointment submission. The Coordinating Board will contact your office to obtain the appointee's Social Security number and date of birth to complete the appointment process.

Institutional Scholarship Process (Post-Appointment):

- Once the appointment is finalized, the student will be emailed a **Notice of Selection** from the Coordinating Board. This email notice is the student's scholarship appointment and outlines the next steps, including the institution's review of the student's eligibility for the scholarship.
 - Alternates will only receive a Notice of Selection if the initial appointee becomes ineligible or declines the scholarship.
- The student **must** provide the Notice of Selection email to their institution's financial aid office.
- The student's financial aid office will create an application for the student to complete in the Coordinating Board's portal.
- After the student completes their application, the funds will be sent directly from the Coordinating Board to the institution and applied to the student's account.

Contact Information

For questions, contact Tanitia Colter, Scholarship Coordinator, via email at TASSP@highered.texas.gov.