

TEXAS TRANSFER GRANT PILOT PROGRAM

Recipient Roster Retrieval Instructions

This resource document gives participating public institutions step-by-step instructions on how to retrieve Recipient Rosters and subsequent updates through the [MOVEit DMZ portal](https://dsv.theccb.state.tx.us).

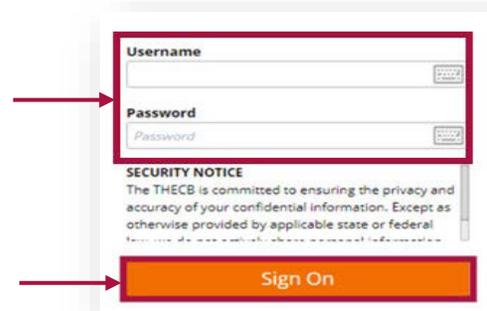
MOVEit DMZ is the file transfer protocol system that safely collects, stores, manages, and distributes sensitive information between institutions and the THECB. A complete *MOVEit DMZ User Guide* is available on the Student Financial Aid Programs Webpage, under [Program Resources](#).

Step One:

Go to the MOVEit DMZ login portal at <https://dsv.theccb.state.tx.us>.

- Enter the institution's **Username** and **Password**.
- Click **Sign On** to log in.

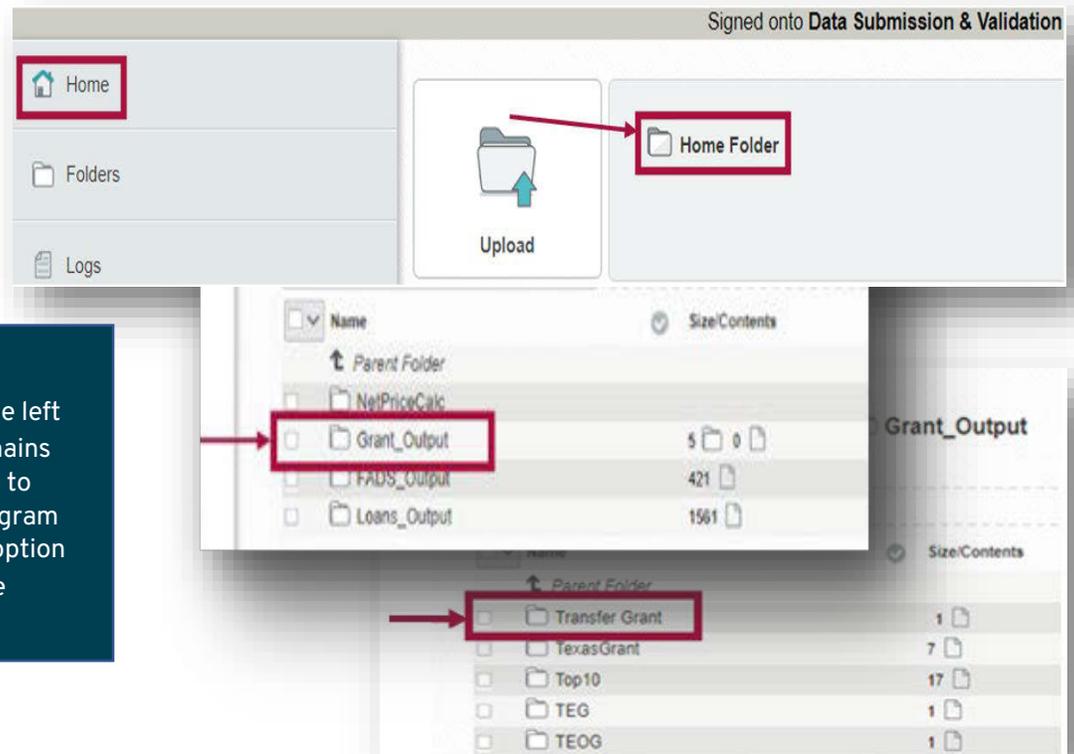
Note: MOVEit DMZ is managed solely by the Director of Financial Aid, and institutions are issued only one ID and password.



Step Two:

From the **HOME** page:

- Click on **Home Folder**
- Click on **Grant_Output**
- Click on **Transfer Grant**



Quick Access Tip:

From the **HOME** page, use the left margin's navigation bar (remains visible throughout interface) to gain direct access to the program folder using the drop down option "Go To Folder" and select the applicable folder.

Contact Information

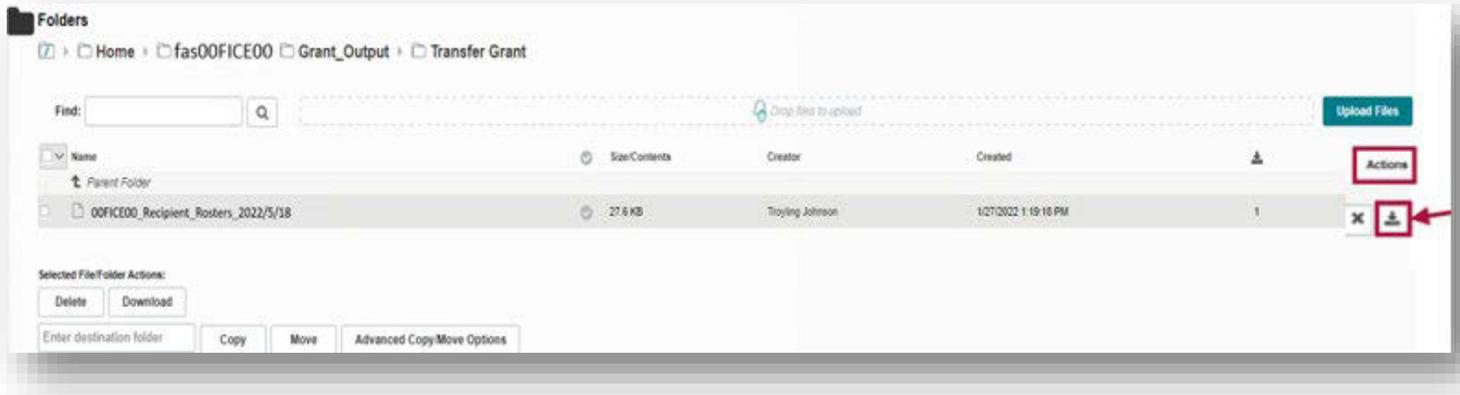
For questions, contact Financial Aid Services at 844-792-2640 or [CONTACT US](#) (select "Financial Aid Question" under Contact Reason)

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Step Three:

To retrieve the roster, click the **download icon** under **Actions**.



The chart below reflects an **EXAMPLE** of a data filled Recipient Roster.

ficie1	faStuCurSSN	faStuLN	faStuFN	faStuDoB	Grant_amount	Receipt_sem	Processdate
001234	123457890	SMITH	JAMES	19890707	5000	F22	20220516
001234	172039481	JOHNSON	ROBERT	19880923	5000	F22	20220516
001234	230947289	WILLIAMS	JOHN	19850920	5000		20220516
001234	274748101	BROWN	MICHAEL	19940918	5000		20220516
001234	234789022	JONES	DAVID	19991224	5000		20220516
001234	345748592	DAVIS	WILLIAM	19830721	5000		20220516
001234	347283010	MILLER	RICHARD	20040425	5000		20220516
001234	347283014	RODRIGUEZ	JOSEPH	19910202	5000		20220516

Recipient Roster Data Elements:

1. FICE
2. Student SSN
3. Student Last Name
4. Student First Name
5. Student DOB
6. Grant Amount
7. Receipt Semester (*Semester of Use*)
8. Process Date (*Date added to Roster*)

Contact Information

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