

TEXAS HIGHER EDUCATION

Distance Education Portal

Quick Start Guide



August 2017

Contents

INTRODUCTION.....	4
CBPass NEW USER SIGN UP.....	4
MY ACCESS	6
Accessing an Application.....	7
Requesting Access to an Application	7
Removing Access to an Application.....	7
PROFILE.....	8
Managing your Account Information	8
Password Change	8
FORGOT PASSWORD.....	9
ACCESSING THE DISTANCE EDUCATION PORTAL.....	11
ENTERING INFORMATION INTO DISTANCE EDUCATION PORTAL	13
Entering Online Programs	13
Entering Electronic-to-Group, Off-Campus Face-to-Face, or Self-Supporting Programs	15
EDITING INFORMATION IN THE DISTANCE EDUCATION PORTAL.....	20
REVIEWING DISTANCE EDUCATION OFFERINGS.....	24
CERTIFYING INSTITUTIONAL DISTANCE EDUCATION INVENTORY	25

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INTRODUCTION

The Distance Education Portal allows institutions to enter, revise, and review distance education information for existing programs in their approved program and certificate inventories. Before beginning, an institutional representative will need to create an account with CBPass.

CBPass NEW USER SIGN UP

1. Navigate to the CBPass page: <https://www1.thecb.state.tx.us/CBPass/>
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* (your institution's full name) or type *Other*.

Note: The affiliation field shows institutions in the 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 email address will become your username 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.
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 (ABC)
- a lowercase letter (abc)
- a number (0123456789)
- a special character (\$%!@^&*()?'|\{ }[] ~=<>-_+.,)

11. Enter the answer to the security math problem.
12. Check the box verifying that you agree to the CBPass Account Agreement.
13. Click register.

After you click the register button, you will also 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)

14. 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*.
15. Answer the security questions you chose and click *Continue* to create your account. Click *Cancel* to go back to the list of security questions.

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?

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.

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 to.

MY ACCESS
PROFILE

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

[Instructions ?](#)

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

Filters

App ID:
App Status: All

App Name: All
Access Status: All

Owner:
Role: All

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.Mindietta@THECB.state.tx.us, Diane.Eargle@THECB.state.tx.us, Bill.Abasolo@THECB.state.tx.us,		CBUser	Active	Approved	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

Accessing an 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.theccb.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.

Requesting Access to an Application

1. Click on the *Click to Request access to another application* link.
2. The request access window opens.
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 your access list with the Access Status of *Requested*.

[Instructions ?](#)

Request Access

Select Application: Accelerate Texas ▼

Request Access Cancel

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

Removing Access to an Application

You may remove your access 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 again.

PROFILE

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*.

The screenshot shows a web interface with two tabs: 'MY ACCESS' and 'PROFILE'. The 'PROFILE' tab is selected. Below the tabs is a header bar with the text 'View or update your profile.' The main content area is titled 'Account Information' and contains several fields for user data. The fields are: First Name [required] (JFDTest8), Last Name [required] (User-8), Current Affiliation (University of Texas at Austin (003658)), a dropdown for 'Begin typing to enter/modify your affiliation or type "Other" [required]', Physical Address [required] (1200 E Anderson Ln, Austin, TX 78752), Telephone Number [required] ((512) 427-6274), E-Mail Address [required] (jfd.test8.theeb@gmail.com), Re-Type E-Mail Address [required] (empty), and User Name [required] (JoeyDolan08) with a note '(Used for login)'. At the bottom right are 'Clear' and 'Save Changes' buttons.

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.

Password Change

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

1. Type your new password into the fields 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 (\$%!@^&*()?'|\\{}[]~=<>-_+.,)

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

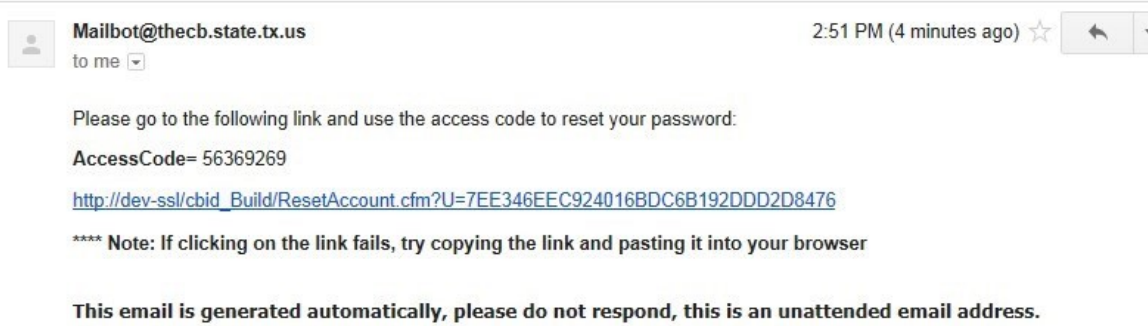
- ☐ What was your childhood phone number including area code? (e.g. 000-000-0000)
- ☐ In what city or town did your mother and father meet?
- ☐ Where were you when you first heard about 9/11?
- ☐ What is your maternal grandmother's maiden name?
- ☐ In what city does your nearest sibling live?
- ☐ What 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 Username or password?*
3. Enter your email, affiliation, and zip code. Click *Continue*.
4. Enter the answers to the questions you chose when you first registered.
5. Click *Continue* and an email will be sent to your email address with an access code you will need to reset your password.
6. Go to your email address inbox and click on the email from Mailbot@thecb.state.tx.us. Note: If you do not see the email, check your spam box.
7. Click on the link in the email. It will take you to password reset page.
8. 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.

9. Click Continue. You will be taken to the CBPass login page and you may now log in with your new password.



ACCESSING THE DISTANCE EDUCATION PORTAL

1. From the THECB home page, www.thecb.state.tx.us, navigate to the [Academic Quality and Workforce Division](#) link, circled in red below.



The screenshot shows the THECB website. The left sidebar contains a list of links: 60x30TX Higher Education Plan, Closing the Gaps by 2015, Communications and Policy, Contract Administration, Internal Audit and Compliance Monitoring, **Academic Quality and Workforce Division** (circled in red with a red arrow pointing to it), Research and Project Grants, College Readiness and Success, Finance and Resource Planning, Information for Governing Board Members, Data Resources and Tools, Online Institutional Resumes, Applying and Paying for College, Student Loans, and Innovation and Policy. The main content area features a header with the 60x30TX logo and a navigation bar with links: Board Members, Commissioner, Agency Info, Index A-Z, and Search. Below the header, there is a section titled 'Texas has entered a new era in higher education...' and another titled 'Texas has now launched 60x30TX...'. To the right of the main content, there is an 'e-UPDATES' section with a 'subscribe to updates' button and a 'Tweets by @TXHigherEdBoard' section showing a tweet from @TXHigherEdBoard.

2. Select the Higher Education Databases and Web Portals link under the General Information heading. Select the Distance Education Portal link. An additional link to access the distance education portal will be included on the THECB Distance, Off-Campus, and Self-Supporting Education webpage.

60x30TX Higher Education Plan

Closing the Gaps by 2015

Communications and Policy

Contract Administration

Internal Audit and Compliance Monitoring

Academic Quality and Workforce Division

Research and Project Grants

College Readiness and Success

Finance and Resource Planning

Information for Governing Board Members

Data Resources and Tools

Online Institutional Resumes

Applying and Paying for College

Student Loans

Innovation and Policy

Board Members | Commissioner | Agency Info | Index A-Z | Search: >>

Home / Division of Academic Quality and Workforce

Division of Academic Quality and Workforce

e-UPDATES

subscribe to updates

General Information

Welcome from the Division Leadership	Staff Directory
Academic Common Market	Grant Programs and Other Trusteed Funds
Advisory Committees	Higher Education Data Resources
Approximate Time to Completion of Requests and Applications	Higher Education Databases and Web Portals
Common Calendar	Reports, Studies and White Papers

Higher Education Institutions

Public Community and Technical Colleges
Public Universities and Health-Related Institutions
Degree-Granting Colleges and Universities Other than Texas Public Institutions

3. This takes the user to the CBPass secure login window to enter the appropriate username and password. Please remember that only one set of credentials is associated with an institution.

CBPass Login

Sign in with your CBPass Account

*Username:

*Password:

[Forgot your Username or Password?](#)

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

4. Within the Distance Education Portal, users may enter distance education information on approved program offerings, edit certain information on a distance education offering, and review their distance education offerings.

ENTERING INFORMATION INTO DISTANCE EDUCATION PORTAL

Once the user enters the Distance Education Portal, all approved distance education offerings may be viewed. Each institution only has access to distance education data for its institution.

Entering Online Programs

1. To add a new online delivery modality to an existing associate, bachelor or master level program, click the **Add new distance education program** button as circled below. **01010300 AGRIBUSINESS is blocked in red for this example. Notice that the BS in Agribusiness is already being offered off-campus face-to-face at the Midlothian Higher Education Center at Navarro College and has a pending request to be offered at the McLennan Community College University Center.**

47 records

[Add new distance education program](#) [Excel format](#) [Show inactive programs](#)

CIP	Program	Award	100% Online	Fully Online (86-99% Online)	Hybrid/Blended	Electronic-to-Group	Off Campus Face-to-Face	Self-Supporting
01000000	AGRICULTURAL SERVICES AND DEVELOPMENT	BS		X				View/Edit
01010300	AGRIBUSINESS	BS					Midlothian Higher Education Center at Navarro Coll McLennan Community College University Center Pending Requested 6/13/2017	View/Edit
01080100	AGRICULTURAL AND CONSUMER RESOURCES	MS	X					View/Edit
09010000	COMMUNICATIONS	BA					Southwest Metroplex Center	View/Edit
09010000	COMMUNICATIONS	BS					Southwest Metroplex Center	View/Edit
09010000	COMMUNICATION STUDIES	MA					Southwest Metroplex Center Southwest Metroplex Center - R.C. Schaffer Buildi	View/Edit
	COMPUTER INFORMATION						McLennan Community	

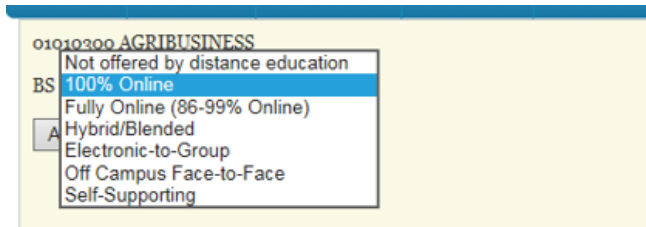
[Add new distance education program](#)

*****Note: The table only displays existing programs offered through distance education. This is not the institution's approved program inventory.**

2. To add a distance education delivery modality, enter the CIP code for the existing program and click **Next**.

Program CIP: [Next](#)

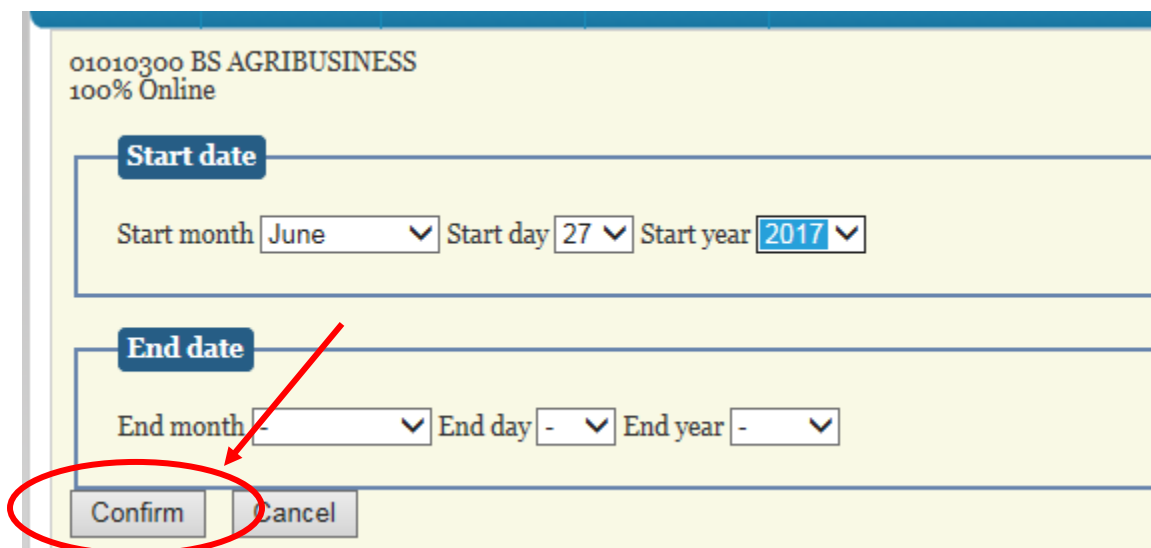
3. Use the pull-down menu to select online delivery modality (100% Online, Fully Online, or Hybrid/Blended) for this new distance education offering and then select Add. Only one delivery modality can be selected for each distance education program entry.



A screenshot of a web application showing a pull-down menu for selecting a delivery modality. The menu is open, displaying several options. The first option is "Not offered by distance education". Below it, "BS 100% Online" is highlighted in blue. Other options include "Fully Online (86-99% Online)", "Hybrid/Blended", "Electronic-to-Group", "Off Campus Face-to-Face", and "Self-Supporting". The background of the page shows the text "01010300 AGRIBUSINESS" and "BS 100% Online".

***** Online Delivery Definitions: 100% Online---no face-to-face campus instruction required; Fully Online---86-100% online delivery; Hybrid Blended---50-85% online delivery.**

4. Enter the beginning and ending dates for the program's new distance education delivery modality. An ending date is not required to enter the distance education delivery of the program into the portal. After dates have been entered, click **Confirm**.



A screenshot of a web application form for entering dates. The form is titled "01010300 BS AGRIBUSINESS" and "100% Online". It has two main sections: "Start date" and "End date". The "Start date" section has three dropdown menus: "Start month" (set to "June"), "Start day" (set to "27"), and "Start year" (set to "2017"). The "End date" section has three dropdown menus: "End month" (set to "-"), "End day" (set to "-"), and "End year" (set to "-"). A red arrow points to the "End date" section. At the bottom of the form, there are two buttons: "Confirm" and "Cancel". The "Confirm" button is circled in red.

***** Note: The End date field should only be used when phasing out, discontinuing, or closing programs.**

- The 01010300 BS in Agribusiness program now displays an X in the column indicating it is being offered 100% online.

Add new distance education program Excel format Show inactive programs

47 records

CIP	Program	Award	100% Online	Fully Online (86-99% Online)	Hybrid/Blended	Electronic-to-Group	Off Campus Face-to-Face	Self-Supporting	
01000000	AGRICULTURAL SERVICES AND DEVELOPMENT	BS		X					View/Edit
01010300	AGRIBUSINESS	BS	X				Midlothian Higher Education Center at Navarro Coll McLennan Community College University Center Pending Requested 6/13/2017		View/Edit
01080100	AGRICULTURAL AND CONSUMER RESOURCES	MS	X						View/Edit
09010000	COMMUNICATIONS	BA					Southwest Metroplex Center		View/Edit
09010000	COMMUNICATIONS	BS					Southwest Metroplex Center		View/Edit
09010000	COMMUNICATION STUDIES	MA					Southwest Metroplex Center Southwest Metroplex Center - R.C. Schaffer Buildi		View/Edit

Add new distance education program

Certify

Entering Electronic-to-Group, Off-Campus Face-to-Face, or Self-Supporting Programs

- To add a new online, electronic-to-group, off-campus face-to-face, or self-supporting delivery modality to an existing associate, bachelor or master level program, click the **Add new distance education program** button as shown below. **01080100 AGRICULTURAL AND CONSUMER RESOURCES MS is being used for this example. Notice that the MS in Agricultural and Consumer Resources is already being offered 100% online.**

47 records

[Add new distance education program](#) [Excel format](#) [Show inactive programs](#)

CIP	Program	Award	100% Online	Fully Online (86-99% Online)	Hybrid/Blended	Electronic-to-Group	Off Campus Face-to-Face	Self-Supporting	
01000000	AGRICULTURAL SERVICES AND DEVELOPMENT	BS		X					View/Edit
01010300	AGRIBUSINESS	BS					Midlothian Higher Education Center at Navarro Coll McLennan Community College University Center <i>Pending Requested 6/13/2017</i>		View/Edit
01080100	AGRICULTURAL AND CONSUMER RESOURCES	MS	X						View/Edit
09010000	COMMUNICATIONS	BA					Southwest Metroplex Center		View/Edit
09010000	COMMUNICATIONS	BS					Southwest Metroplex Center		View/Edit
09010000	COMMUNICATION STUDIES	MA					Southwest Metroplex Center Southwest Metroplex Center - R.C. Schaffer Buildi		View/Edit
	COMPUTER INFORMATION						McLennan Community		

[Add new distance education program](#)

- Enter the CIP code for the existing program to be added through a distance delivery modality and click **Next**.

Program CIP:

- Use the pull-down menu to select the off-campus delivery modality (Electronic-to-Group, Off-Campus Face-to-Face, or Self-Supporting) and select **Add**.

Ho
 010
 MS
 Not offered by distance education
 100% Online
 Fully Online (86-99% Online)
 Hybrid/Blended
 Electronic-to-Group
 Off Campus Face-to-Face
 Self-Supporting

- Enter the beginning and ending dates for the program's new distance education delivery modality. An ending date is not required to enter the distance education delivery of the program into the portal.

01080100 MS AGRICULTURAL AND CONSUMER RESOURCES
Off Campus Face-to-Face

Start date

Start month Start day Start year

End date

End month End day End year

Location:

***Note: The End date field should only be used when phasing out, discontinuing, or closing programs.

5. For Electronic-to-Group, Off-Campus Face-to-Face, or Self-Supporting delivery, the location of the program is also required.

01080100 MS AGRICULTURAL AND CONSUMER RESOURCES
Off Campus Face-to-Face

Start date

Start month Start day Start year

End date

End month End day End year

Location:

6. A list of your institution's Electronic-to-Group, Off-Campus Face-to-Face, or Self-Supporting delivery locations that have been previously approved for other distance education programs will populate the location pull-down menu. If the desired location is included in the pull-down menu list, select the location and click **Confirm**.

01080100 MS AGRICULTURAL AND CONSUMER RESOURCES
Off Campus Face-to-Face

Start date

Start month Start day Start year

End date

End month End day End year

Location: **Select Location**

- Grand Prairie Independent School District Houston
- McLennan Community College University Center
- Midlothian Higher Education Center at Navarro Coll
- Southwest Metroplex Center
- Southwest Metroplex Center - R.C. Schaffer Buildi
- THECB
- Add a new location

7. If the off-campus location is not contained in the pull-down menu, select **Add a new location**.

01080100 MS AGRICULTURAL AND CONSUMER RESOURCES
Off Campus Face-to-Face

Start date

Start month Start day Start year

End date

End month End day End year

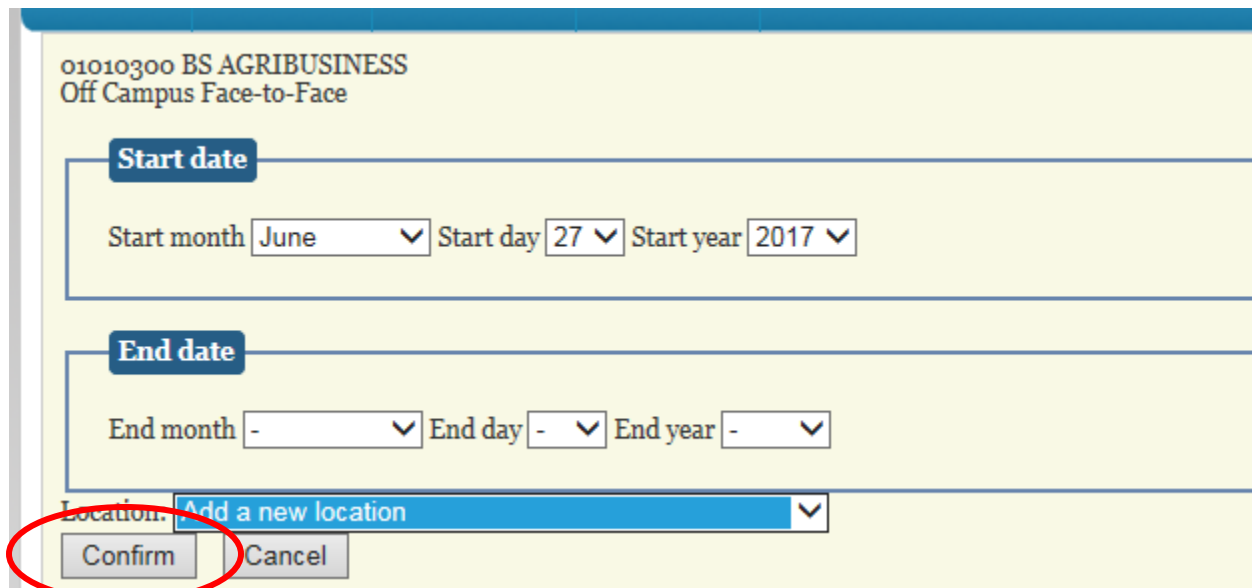
Location: **Select Location**

- Grand Prairie Independent School District Houston
- McLennan Community College University Center
- Midlothian Higher Education Center at Navarro Coll
- Southwest Metroplex Center
- Southwest Metroplex Center - R.C. Schaffer Buildi
- THECB
- Add a new location

*****Note: Please avoid using duplicate names for the same location address. Institutions do have the ability to remove location names from the list of**

locations. send an email to Dr. Andrew Lofters
(Andrew.Lofters@theeb.state.tx.us to request the removal of a location name
from the list.

8. Click **Confirm**.



01010300 BS AGRIBUSINESS
Off Campus Face-to-Face

Start date

Start month: June ▼ Start day: 27 ▼ Start year: 2017 ▼

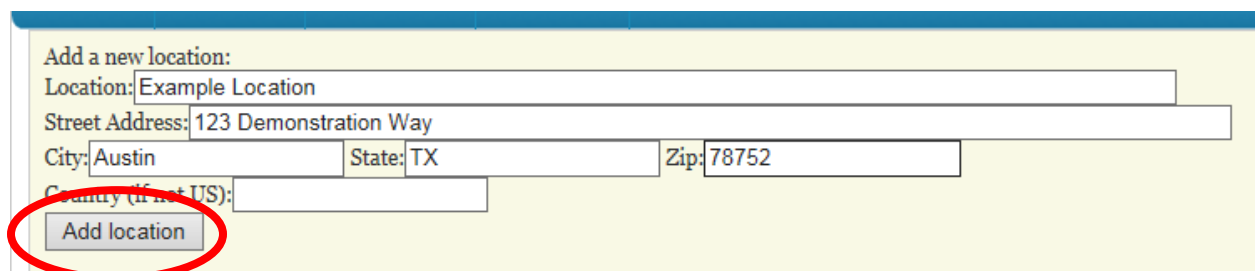
End date

End month: - ▼ End day: - ▼ End year: - ▼

Location: Add a new location ▼

Confirm Cancel

9. Enter the new off-campus location into the portal and click **Add location**.



Add a new location:

Location: Example Location

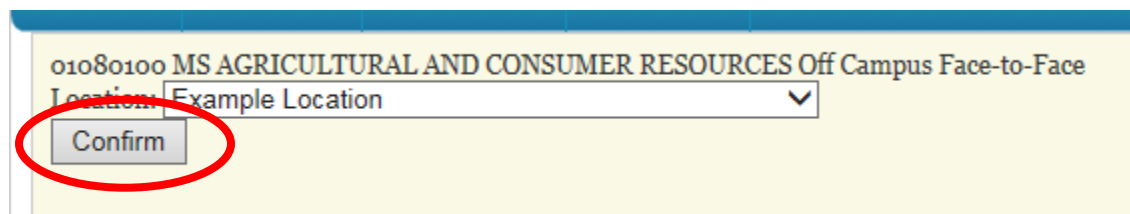
Street Address: 123 Demonstration Way

City: Austin State: TX Zip: 78752

Country (if not US):

Add location

10. Click **Confirm**.



01080100 MS AGRICULTURAL AND CONSUMER RESOURCES Off Campus Face-to-Face

Location: Example Location ▼

Confirm

- The Off-Campus Face-to-Face column for the 01080100 MS in Agribusiness program now displays the name of the off-campus location where a pending request to deliver the distance education instruction has been submitted. After the required area notifications have been confirmed by THECB staff, the program will be formally approved and an approval letter will be generated.

Add new distance education program [Excel format](#) [Show inactive programs](#)

47 records

CIP	Program	Award	100% Online	Fully Online (86-99% Online)	Hybrid/Blended	Electronic-to-Group	Off Campus Face-to-Face	Self-Supporting	
01000000	AGRICULTURAL SERVICES AND DEVELOPMENT	BS		X					View/Edit
01010300	AGRIBUSINESS	BS	X				Midlothian Higher Education Center at Navarro Coll McLennan Community College University Center Pending Requested 6/13/2017		View/Edit
01080100	AGRICULTURAL AND CONSUMER RESOURCES	MS	X				Example Location Pending Requested 7/5/2017	Information required	View/Edit
09010000	COMMUNICATIONS	BA					Southwest Metroplex Center		View/Edit
09010000	COMMUNICATIONS	BS					Southwest Metroplex Center		View/Edit
							Southwest Metroplex Center		

EDITING INFORMATION IN THE DISTANCE EDUCATION PORTAL

Institutions only have access to distance education data for their institution.

- To edit distance education program information, select the View/Edit button for the program to be edited, as circled.

Add new distance education program [Excel format](#) [Show inactive programs](#)

47 records

CIP	Program	Award	100% Online	Fully Online (86-99% Online)	Hybrid/Blended	Electronic-to-Group	Off Campus Face-to-Face	Self-Supporting	
01000000	AGRICULTURAL SERVICES AND DEVELOPMENT	BS		X					View/Edit
01010300	AGRIBUSINESS	BS	X				Midlothian Higher Education Center at Navarro Coll McLennan Community College University Center Pending Requested 6/13/2017		View/Edit
01080100	AGRICULTURAL AND CONSUMER RESOURCES	MS	X				Example Location Pending Requested 7/5/2017	Information required	View/Edit
09010000	COMMUNICATIONS	BA					Southwest Metroplex Center		View/Edit
09010000	COMMUNICATIONS	BS					Southwest Metroplex Center		View/Edit
							Southwest Metroplex Center		

- The next screen will display all distance education information for the selected program and buttons in the View/Edit column that will permit editing of distance education program information. Programing delivered at the Example Location is circled for this example.

Program CIP	Program Name	Award	Mode	Location	Status	Start Date	End Date	View/Edit
01080100	AGRICULTURAL AND CONSUMER RESOURCES	MS	100% Online	n/a		12/16/1985		<a>Edit this record <a>Add another mode/location <a>Mark as inactive <a>Delete this record
01080100	AGRICULTURAL AND CONSUMER RESOURCES	MS	Off Campus Face-to-Face	Example Location 123 Demonstration Way Austin TX 78752 <a>Edit address	Pending Requested 7/5/2017	6/27/2017		<a>Edit this record <a>Add another mode/location <a>Mark as inactive <a>Delete this record

- If the Edit button is selected, the user will be able to edit the program's delivery mode, location of off-campus delivery, and start and ending dates. Once the information has been edited, click **Save**. The **Return to list** button can be used to return back to the original listing of distance education offerings for your institution.

Program CIP	Program Name	Award	Mode	Location	Status	Start Date	End Date	View/Edit
01080100	AGRICULTURAL AND CONSUMER RESOURCES	MS	100% Online	n/a		12/16/1985		<a>Edit this record <a>Add another mode/location <a>Mark as inactive <a>Delete this record
01080100	AGRICULTURAL AND CONSUMER RESOURCES	MS	Off Campus Face-to-Face	Example Location 123 Demonstration Way Austin TX 78752 <a>Edit address	Pending Requested 7/5/2017	6/27/2017		<a>Edit this record <a>Add another mode/location <a>Mark as inactive <a>Delete this record

01080100 MS AGRICULTURAL AND CONSUMER RESOURCES Mode: Off Campus Face-to-Face Location: Example Location

Start date

Start month: June Start day: 27 Start year: 2017

End date

End month: End day: End year:

Save Return to list

Other existing mode/locations:

100% Online

- If the **Add** another location button is selected, the user will be able to edit the program's delivery mode and location of off-campus delivery. Once the information has been edited, click **Add**. The **Return to list** button can be used to return back to the original listing of distance education offerings for your institution.

Program CIP	Program Name	Award	Mode	Location	Status	Start Date	End Date	View/Edit
01080100	AGRICULTURAL AND CONSUMER RESOURCES	MS	100% Online	n/a		12/16/1985		Edit this record Add another mode/location Mark as inactive Delete this record
01080100	AGRICULTURAL AND CONSUMER RESOURCES	MS	Off Campus Face-to-Face	Example Location 123 Demonstration Way Austin TX 78752 Edit address	Pending Requested 7/5/2017	6/27/2017		Edit this record Add another mode/location Mark as inactive Delete this record

01080100 MS AGRICULTURAL AND CONSUMER RESOURCES Off Campus Face-to-Face Example Location

Additional Mode: Additional Location:

Other existing modes/locations:

[Add](#) [Return to list](#)

- If the **Mark as inactive** button is selected, the user will be able to deactivate the program by clicking **Confirm deactivate**. The **Return to list** button can be used to return back to the original listing of distance education offerings for your institution.

Program CIP	Program Name	Award	Mode	Location	Status	Start Date	End Date	View/Edit
01080100	AGRICULTURAL AND CONSUMER RESOURCES	MS	100% Online	n/a		12/16/1985		Edit this record Add another mode/location Mark as inactive Delete this record
01080100	AGRICULTURAL AND CONSUMER RESOURCES	MS	Off Campus Face-to-Face	Example Location 123 Demonstration Way Austin TX 78752 Edit address	Pending Requested 7/5/2017	6/27/2017		Edit this record Add another mode/location Mark as inactive Delete this record

01080100 MS AGRICULTURAL AND CONSUMER RESOURCES Off Campus Face-to-Face Example Location

[Confirm deactivate](#) [Return to list](#)

Other existing modes/locations:

6. If the **Delete** button is selected, the user will be able to deactivate the program by clicking **Confirm delete**. The **Return to list** button can be used to return back to the original listing of distance education offerings for your institution.

Program CIP	Program Name	Award	Mode	Location	Status	Start Date	End Date	View/Edit
01080100	AGRICULTURAL AND CONSUMER RESOURCES	MS	100% Online	n/a		12/16/1985		Edit this record Add another mode/location Mark as inactive Delete this record
01080100	AGRICULTURAL AND CONSUMER RESOURCES	MS	Off Campus Face-to-Face	Example Location 123 Demonstration Way Austin TX 78752 Edit address	Pending Requested 7/5/2017	6/27/2017		Edit this record Add another mode/location Mark as inactive Delete this record

01080100 MS AGRICULTURAL AND CONSUMER RESOURCES Off Campus Face-to-Face Example Location

[Confirm delete](#) [Return to list](#)

Other existing modes/locations:

100% Online

7. If the **Edit address** button is selected, the user will be able to edit the program's off-campus delivery location information. Once the information has been edited, click **Save changes**.

Program CIP	Program Name	Award	Mode	Location	Status	Start Date	End Date	View/Edit
01080100	AGRICULTURAL AND CONSUMER RESOURCES	MS	100% Online	n/a		12/16/1985		Edit this record Add another mode/location Mark as inactive Delete this record
01080100	AGRICULTURAL AND CONSUMER RESOURCES	MS	Off Campus Face-to-Face	Example Location 123 Demonstration Way Austin TX 78752 Edit address	Pending Requested 7/5/2017	6/27/2017		Edit this record Add another mode/location Mark as inactive Delete this record

Location: Example Location

Street Address: 123 Demonstration Way

City: Austin State: TX Zip: 78752

Country (if not US):

[Save changes](#) [Cancel](#)

REVIEWING DISTANCE EDUCATION OFFERINGS

- Once the user enters the Distance Education Portal, the **Home** screen allows all approved distance education offerings for existing programs in the institution's program inventory to be viewed. To view all distance education offerings for a particular program, select the **View/Edit** button contained in the row with the program. **01080100 AGRICULTURAL AND CONSUMER RESOURCES MS is bordered in red for this example.**

Add new distance education program [Excel format](#) [Show inactive programs](#)

47 records

CIP	Program	Award	100% Online	Fully Online (86-99% Online)	Hybrid/Blended	Electronic-to-Group	Off Campus Face-to-Face	Self-Supporting	
01000000	AGRICULTURAL SERVICES AND DEVELOPMENT	BS		X					View/Edit
01010300	AGRIBUSINESS	BS	X				Midlothian Higher Education Center at Navarro Coll McLennan Community College University Center Pending Requested 6/12/2017		View/Edit
01080100	AGRICULTURAL AND CONSUMER RESOURCES	MS	X				Example Location Pending Requested 7/5/2017		View/Edit
09010000	COMMUNICATIONS	BA					Southwest Metroplex Center		View/Edit
09010000	COMMUNICATIONS	BS					Southwest Metroplex Center		View/Edit
							Southwest Metroplex Center		

- The next screen displays all distance education delivery information for the selected program and buttons in a View/Edit column that will permit editing of distance education program information.

Program CIP	Program Name	Award	Mode	Location	Status	Start Date	End Date	View/Edit
01080100	AGRICULTURAL AND CONSUMER RESOURCES	MS	100% Online	n/a		12/16/1985		Edit this record Add another mode/location Mark as inactive Delete this record
01080100	AGRICULTURAL AND CONSUMER RESOURCES	MS	Off Campus Face-to-Face	Example Location 123 Demonstration Way Austin TX 78752 Edit address	Pending Requested 7/5/2017	6/27/2017		Edit this record Add another mode/location Mark as inactive Delete this record

- Click **Home** at the top left side of the screen to return to the institution's home screen.

CERTIFYING INSTITUTIONAL DISTANCE EDUCATION INVENTORY

1. To complete and certify the institution's distance education inventory, click the Certify button on the lower left-hand corner of the screen. THECB staff will be notified once an institution has certified that the distance education program inventory is accurate. Institutions must certify their distance education program inventory each time an update is made.

CIP	Program	Award	100% Online	Fully Online (86-99% Online)	Hybrid/Blended	Electronic-to-Group	Off Campus Face-to-Face	Self-Supporting	
01000000	AGRICULTURAL SERVICES AND DEVELOPMENT	BS		X					View/Edit
01010300	AGRIBUSINESS	BS	X				Midlothian Higher Education Center at Navarro Coll McLennan Community College University Center Pending Requested 6/13/2017		View/Edit
01080100	AGRICULTURAL AND CONSUMER RESOURCES	MS	X						View/Edit
09010000	COMMUNICATIONS	BA					Southwest Metroplex Center		View/Edit
09010000	COMMUNICATIONS	BS					Southwest Metroplex Center		View/Edit
09010000	COMMUNICATION STUDIES	MA					Southwest Metroplex Center Southwest Metroplex Center - R.C. Schaffer Buildi		View/Edit
	COMPUTER INFORMATION						McLennan Community		View/Edit
Add new distance education program									
Certify									