



# **APPENDICES**

## **FY 2018 FAD REPORTING CYCLE 3**



## Appendix A

### Table Legend

<b>NEW</b>	Data Element was not previously reported on the 2016-17 FAD Report.
<b>MODIFIED</b>	Data Element has been modified from the 2016-17 FAD Report.
<b>MODIFIED</b>	Data Element has been modified from the 2017-18 FAD Cycle 2 Report.

Prior FAD Report #	Element Status	Data Element	Reason For Addition/Modification	Field Type	Field Length	Position Beginning	Position Ending
1a.		1 Report Code		Alphanumeric	1	1	1
1b.		2 FICE		Numeric	6	2	7
	NEW	3 Reporting Cycle	To collect data in order to evaluate current student financial aid needs throughout the year	Numeric	1	8	8
1c.		4 Reporting Year		Numeric	4	9	12
1d.		5 Student Social Security Number (SSN)/Identification (ID) Number		Alphanumeric	9	13	21
2.		6 Student and/or Spouse Adjusted Gross Income (AGI)	To increase character spaces from 6 to 7	Numeric	7	22	28
3.		7 Parent(s) Adjusted Gross Income (AGI)	To increase character spaces from 6 to 7	Numeric	7	29	35
4.		8 Top Ten Percent (Top 10%) Scholarship		Numeric	5	36	40
5.	MODIFIED	9 Exceptions (Formerly Unmatched Reason)	To increase options from 11 to 17 to allow for more accurate reporting	Numeric	2	41	42
6.		10 Tuition Exemption/Waiver Award 1		Numeric	5	43	47
7.		11 Tuition Exemption/Waiver Award 1 Code		Numeric	2	48	49
	NEW	12 Tuition Exemption/Waiver Award 1 Impact	To allow for a more accurate calculation of statewide unmet need required for the Financial Aid Report	Numeric	1	50	50
8.		13 Tuition Exemption/Waiver Award 2		Numeric	5	51	55
9.		14 Tuition Exemption/Waiver Award 2 Code		Numeric	2	56	57
	NEW	15 Tuition Exemption/Waiver Award 2 Impact	To allow for a more accurate calculation of statewide unmet need required for the Financial Aid Report	Numeric	1	58	58
10.		16 Tuition Exemption/Waiver Award 3		Numeric	5	59	63
11.		17 Tuition Exemption/Waiver Award 3 Code		Numeric	2	64	65
	NEW	18 Tuition Exemption/Waiver Award 3 Impact	To allow for a more accurate calculation of statewide unmet need required for the Financial Aid Report	Numeric	1	66	66
	NEW	19 Tuition Exemption/Waiver Award 4	To allow for a more accurate calculation of statewide unmet need required for the Financial Aid Report	Numeric	5	67	71
	NEW	20 Tuition Exemption/Waiver Award 4 Code	To allow for a more accurate calculation of statewide unmet need required for the Financial Aid Report	Numeric	2	72	73
	NEW	21 Tuition Exemption/Waiver Award 4 Impact	To allow for a more accurate calculation of statewide unmet need required for the Financial Aid Report	Numeric	1	74	74
	NEW	22 Program Level	To allow for elimination of TEG Need Survey	Numeric	1	75	75

Prior FAD Report #	Element Status	Data Element		Reason For Addition/Modification	Field Type	Field Length	Position Beginning Ending	
13.		23	Need Analysis		Numeric	1	76	76
14.		24	Living Arrangement		Numeric	1	77	77
15.		25	Ethnic Origin		Numeric	1	78	78
16a.		26	White		Numeric	1	79	79
16b.		27	Black or African-American		Numeric	1	80	80
16c.		28	Asian		Numeric	1	81	81
16d.		29	American Indian or Alaskan Native		Numeric	1	82	82
16e.		30	International		Numeric	1	83	83
16f.		31	Unknown or Not Reported		Numeric	1	84	84
16g.		32	Native Hawaiian or Other Pacific Islander		Numeric	1	85	85
17		33	Classification		Numeric	1	86	86
18.		34	Dependency Status		Numeric	1	87	87
19.		35	Date of Birth		Numeric	8	88	95
20.	MODIFIED	36	Residency Status	To remove National Merit Scholarship	Numeric	1	96	96
21a.		37	9-Month Expected Family Contribution (EFC)	To increase character spaces from 6 to 7	Numeric	7	97	103
	NEW	38	Student Last Name	To allow for the elimination of EOY Reports	Alphanumeric	25	104	128
	NEW	39	Student First Name	To allow for the elimination of EOY Reports	Alphanumeric	20	129	148
	NEW	40	Student Middle Initial	To allow for the elimination of EOY Reports	Alphanumeric	1	149	149
22.		41	Zip Code of Permanent Home Address		Numeric	9	150	158
23.		42	Enrollment Status		Numeric	1	159	159
24.		43	Gender	To increase options to allow for more accurate reporting	Alphanumeric	1	160	160
25		44	Parent 1 Highest Grade Level Completed		Numeric	1	161	161
26.		45	Parent 2 Highest Grade Level Completed		Numeric	1	162	162
27.	MODIFIED	46	Cost of Attendance (COA)	To increase character spaces from 5 to 6	Numeric	6	163	168
28.		47	Expected Family Contribution (EFC)	To increase character spaces from 6 to 7	Numeric	7	169	175
29.		48	Tuition and Fee Exemptions/Waivers		Numeric	5	176	180
30.		49	Categorical Aid		Numeric	5	181	185
31a.		50	Federal Pell		Numeric	5	186	190
31b.		51	Federal Supplemental Educational Opportunity Grant (SEOG) with match		Numeric	5	191	195
31c.		52	Texas Public Educational Grant (TPEG)		Numeric	5	196	200
	NEW	53	Tuition Differential	To allow for elimination of TEG Need Survey	Numeric	5	201	205
31e.		54	Tuition Equalization Grant (TEG)		Numeric	5	206	210
	NEW	55	Tuition Equalization Grant (TEG) Award Type	To allow for the elimination of EOY Reports	Numeric	1	211	211
	NEW	56	Ministry-Related Degree	To allow for elimination of TEG Need Survey	Numeric	1	212	212

Prior FAD Report #	Element Status	Data Element		Reason For Addition/Modification	Field Type	Field Length	Position Beginning Ending	
	NEW	57	Semester of Initial Award for State Grant Aid	To allow for the elimination of EOY Reports	Numeric	1	213	213
	NEW	58	Justification	To allow for the elimination of EOY Reports	Numeric	1	214	214
	NEW	59	Hardship for State Aid	To allow for the elimination of EOY Reports	Numeric	1	215	215
31g.		60	HB3015 Grants/Scholarships		Numeric	5	216	220
31h.	MODIFIED	61	Grants/Scholarships Funded Through <b>Restricted</b> Funding Sources	To redefine funding sources being reported	Numeric	5	221	225
31i.	MODIFIED	62	Grants/Scholarships Funded Through <b>Unrestricted</b> Funding Sources	To redefine funding sources being reported	Numeric	5	226	230
	NEW	63	Federal Veterans Affairs (VA) Educational Benefits	To allow for a more accurate calculation of statewide unmet need required for the Financial Aid Report	Numeric	5	231	235
	NEW	64	Athletic Grants/Scholarships	Separating this from overall institution grants in order to better monitor compliance	Numeric	5	236	240
31l.	NEW	65	Student Deposit Scholarship (SDS)		Numeric	5	241	245
	NEW	66	Other Federally-Funded Grants/Scholarships	To allow for a more accurate calculation of statewide unmet need required for the Financial Aid Report	Numeric	5	246	250
	MODIFIED	67	Other State-Funded Grants/Scholarships	To allow for a more accurate calculation of statewide unmet need required for the Financial Aid Report	Numeric	5	251	255
31o.		68	Toward EXcellence, Access, & Success (TEXAS) Grant		Numeric	5	256	260
31p.		69	Texas Educational Opportunity Grant (TEOG)		Numeric	5	261	265
	NEW	70	Texas Educational Opportunity Grant (TEOG) Award Type	To allow for the elimination of EOY Reports	Numeric	1	266	266
	NEW	71	Toward EXcellence, Access, & Success (TEXAS) Grant Priority Model Award	To allow for the elimination of EOY Reports	Numeric	1	267	267
	NEW	72	Toward EXcellence, Access, & Success (TEXAS) Grant Initial Year (IY) Pathway	To allow for the elimination of EOY Reports	Numeric	1	268	268
32.a		73	Federal Work-Study (FWS)		Numeric	5	269	273
32b.	MODIFIED	74	Texas College Work-Study (TCWS)	To move match and excess funding to Data Element 103	Numeric	5	274	278
32c.		75	Need-based Institutional Work-Study		Numeric	5	279	283
32d.		76	AmeriCorps Program		Numeric	5	284	288
32e.		77	HB3015 Work-Study		Numeric	5	289	293
32f.		78	Texas College Work-Study (TCWS) Mentorship Program		Numeric	5	294	298
33a.		79	Texas Armed Services Scholarship Program (TASSP)		Numeric	5	299	303
33b.		80	FILLER		Numeric	5	304	308
33c.		81	Federal Perkins Loans		Numeric	5	309	313
33d.		82	FILLER		Numeric	5	314	318
33f.	MODIFIED	83	College Access Loan (CAL)	To increase character spaces from 5 to 6	Numeric	6	319	324
	NEW	84	FILLER	Elimination of outdated element	Numeric	5	325	329
33h.	MODIFIED	85	Federal Direct Parent Loan for Undergraduate Student (PLUS) or Grad Plus Loan	To increase character spaces from 5 to 6	Numeric	6	330	335
33i.		86	Federal Direct Subsidized Loans		Numeric	5	336	340
33j.	MODIFIED	87	Other Long-Term Educational Loans	To increase character spaces from 5 to 6	Numeric	6	341	346

Prior FAD Report #	Element Status	Data Element		Reason For Addition/Modification	Field Type	Field Length	Position Beginning Ending	
33k.		88	Federal Direct Unsubsidized Loans		Numeric	5	347	351
33l.		89	B-On-Time (BOT) Loan		Numeric	5	352	356
33m.		90	HB3015 Loans		Numeric	6	357	362
34a.		91	Teacher Education Assistance for College and Higher Education (TEACH) Grant		Numeric	5	363	367
		92	Transfer Student or First-Time In College	To allow for a more accurate calculation of statewide unmet need required for the Financial Aid Report	Numeric	6	368	373
35a.		93	Enrollment Adjustment Percentage (EAP) for Cost of Attendance (COA)		Numeric	3	374	376
35b.		94	Enrollment Adjustment Percentage (EAP) for Total Expected Family Contribution (EFC)		Numeric	3	377	379
36.		95	Student ID Number		Alphanumeric	9	380	388
	NEW	96	Controlled Substance Conviction	Added to improve compliance monitoring	Numeric	1	389	389
		97	Selective Service Registration	To increase options to allow for more accurate reporting	Numeric	1	390	390
	NEW	98	Defaulted Loan	Added to improve compliance monitoring	Numeric	1	391	391
	NEW	99	Attempted Hours in the Fall Semester	To allow for elimination of EOY reports	Numeric	3	392	394
	NEW	100	Attempted Hours in the Spring Semester	To allow for elimination of EOY reports	Numeric	3	395	397
	NEW	101	Attempted Hours in the Summer Semester	To allow for elimination of EOY reports	Numeric	3	398	400
	NEW	102	Total Cumulative Attempted Hours	To allow for elimination of EOY reports	Numeric	4	401	404
	NEW	103	Texas College Work-Study (TCWS) Match Including Additional Institutional Funds	To allow for a more accurate calculation of statewide unmet need required for the Financial Aid Report	Numeric	5	405	409
	NEW	104	Texas College Work-Study (TCWS) Job location	Added to accomplish mandated state reporting	Numeric	1	410	410
	NEW	105	Texas College Work-Study (TCWS) Mentorship Program Job Location	Added to accomplish mandated state reporting	Numeric	1	411	411
	NEW	106	Date of Free Application for Federal Student Aid (FAFSA) or Texas Application for State Financial Aid (TASFA)	To allow for a more accurate calculation of statewide unmet need required for the Financial Aid Report	Numeric	8	412	419
		107	Total Tuition and Mandatory Fees for Fall	To improve compliance monitoring	Numeric	6	420	425
		108	Total Tuition and Mandatory Fees for Spring	To improve compliance monitoring	Numeric	6	426	431
		109	Total Tuition and Mandatory Fees for Summer	To improve compliance monitoring	Numeric	6	432	437
	NEW	110	Toward EXcellence, Access, & Success (TEXAS) Grant Satisfactory Academic Progress (SAP)	To allow for elimination of EOY reports	Numeric	1	438	438
	NEW	111	Texas Educational Opportunity Grant (TEOG) Satisfactory Academic Progress (SAP)	To allow for elimination of EOY reports	Numeric	1	439	439
	NEW	112	Tuition Equalization Grant (TEG) Satisfactory Academic Progress (SAP)	To allow for elimination of EOY reports	Numeric	1	440	440
	NEW	113	Top Ten Percent (Top 10%) Scholarship Satisfactory Academic Progress (SAP)	To allow for elimination of EOY reports	Numeric	1	441	441

# Appendix B

## Award Amount Summary

### TEXAS Grant

Institution Type	Year Max	Semester Max	Target/Year Max	Target/Semester Max
Public Universities and HRIs	\$9,050	\$4,525	\$5,000	\$2,500
Public State Colleges	\$5,666	\$2,833	\$5,000	\$2,500
Public Technical Institutes	\$5,496	\$2,748	\$2,500	\$1,250
Public Community Colleges	\$3,010	\$1,505	\$1,325	\$663

TEXAS Grant - EFC cap for Initial Year (IY) awards will be \$5,430 for General Academic Teaching Institutions (GATIs).

### TEOG

Institution Type	Year Max	Award Maximum Per Semester Based on Census Date Enrollment			
		Full-Time (12+ SCHs)	Three-Quarter Time (9-11 SCHs)	Half-Time (6-8 SCHs)	< Half-Time (1-5 SCHs)
Public State Colleges	\$5,666	\$2,833	\$2,125	\$1,417	\$0
Public Technical Institutes	\$5,496	\$2,748	\$2,061	\$1,374	\$0
Public Community Colleges	\$3,010	\$1,505	\$1,129	\$753	\$0

TEOG - EFC cap for Initial Year (IY) awards will be \$5,430 for Community Colleges, State and Technical Institutes.

### TEG

Institution Type	Year Max	Exceptional Need
Private/Independent Institutions	\$3,364	\$5,046

TEG - EFC's ≤ \$1,000 may receive up to the Exceptional Need award amount.

### TOP 10% SCHOLARSHIP

Institution Type	Award Type	Year Max
Public Institutions	Priority 1	\$2,000
	Priority 2	\$0

### B-ON-TIME LOAN

Institution Type	Year Max	Semester Max
Public Universities, HRIs and Private/Independent Institutions	\$9,050	\$4,525
Public State Colleges	\$5,666	\$2,833
Public Technical Institutes	\$5,496	\$2,748
Public Community Colleges	\$3,010	\$1,505

A 3% origination fee will be deducted from the loan proceeds.

## Appendix C

### Southern Association Colleges and Schools (SACS) Program Levels

Institution Name	SACS Level	UNDERGRADUATE TUITION RATE PER SCH	GRADUATE TUITION RATE PER SCH
Jacksonville College	1	\$57	N/A
Abilene Christian University	5	\$182	\$239
Austin College	3	\$194	\$268
Baylor University	6	\$232	\$329
Concordia University Texas	3	\$194	\$268
Dallas Baptist University	5	\$182	\$239
East Texas Baptist University	3	\$194	\$268
Hardin-Simmons University	5	\$182	\$239
Houston Baptist University	3	\$194	\$268
Howard Payne University	3	\$194	\$268
Huston-Tillotson University	2	\$66	N/A
Jarvis Christian College	2	\$66	N/A
LeTourneau University	3	\$194	\$268
Lubbock Christian University	3	\$194	\$268
McMurry University	3	\$194	\$268
Our Lady of the Lake University	5	\$182	\$239
Parker University	5	\$182	\$239
Paul Quinn College	3	\$194	\$268
Schreiner University	3	\$194	\$268
South Texas College of Law	6	N/A	\$918
Southern Methodist University	6	\$232	\$329
Southwestern Adventist University	3	\$194	\$268
Southwestern Assemblies of God University	5	\$182	\$239
Southwestern Christian College	2	\$66	N/A
Southwestern University	2	\$66	N/A
St. Edward's University	3	\$194	\$268
St. Mary's University	5	\$182	\$239
Texas Chiropractic College	5	\$182	\$239
Texas Christian University	6	\$232	\$329
Texas College	2	\$66	N/A
Texas Lutheran University	3	\$194	\$268
Texas Wesleyan University	5	\$182	\$239
The University of Dallas	5	\$182	\$239
Trinity University	3	\$194	\$268
University of Mary Hardin-Baylor	5	\$182	\$239
University of St. Thomas	5	\$182	\$239
University of the Incarnate Word	6	\$232	\$329
Wayland Baptist University	3	\$194	\$268
Wiley College	2	\$66	N/A
William Marsh Rice University	6	\$232	\$329

**For example:** Institution Current Tuition Rate = \$650

Institution SACS Level = 3

To calculate tuition differential for an undergraduate student who enrolled in 12 SCH in the fall and 12 SCH in the spring, the institution would report the following:

$$\begin{array}{rclclcl}
 \$650 & - & \$194 & = & \$456 & \times & 24\text{SCH} & = & \$10,944 \\
 \text{Institution Current Tuition} & - & \text{SACS avg.} & = & \text{Difference} & \times & \text{Total SCH} & = & \text{Reported Tuition Differential}
 \end{array}$$

## Appendix D

### TEXAS Grant Satisfactory Academic Progress (SAP) ([TAC, Section 22.229](#))

A student's SAP eligibility is determined at the end of each academic year. At the end of the first academic year, a student must meet SAP requirements set by the institution to be considered eligible for their first Renewal Year (RY) award. At the end of the second academic year, and all years thereafter, a student must complete 24 SCH in the academic year and maintain a minimum 2.5 cumulative GPA.

Academic Year	Satisfactory Academic Progress (SAP) Requirements	
End of 1st academic year	Institutional SAP Policy	
End of 2nd academic year or later	24 SCH in an academic year	2.5 cumulative GPA on a 4-point scale

**NOTE:** A student who is below the SAP requirements at the end of the semester can appeal to have transfer courses included in the SAP calculation. In this case, all transfer courses must be included when determining program eligibility. If the resulting GPA exceeds the program's academic progress requirement, an otherwise eligible student may receive an award in the following semester.

### TEXAS Grant Hardship ([TAC, Section 22.231](#))

A student who is ineligible for a TEXAS Grant based on the requirements for the grade point average (GPA), number of completed hours, and total hours enrolled may be deemed eligible under a hardship provision. Each institution must adopt a hardship policy and have the policy available for public review. All hardship decisions must be documented in the student's record and be available for submission to the THECB, if requested.

### TEOG Satisfactory Academic Progress (SAP) ([TAC, Section 22.256](#))

A student's SAP eligibility is determined at the end of each academic year. At the end of the first academic year, a student must meet SAP requirements as set by the institution to be considered eligible for a first RY award. At the end of the second academic year, and all years thereafter, a student must complete 75% of total attempted hours in the academic year and have a minimum 2.5 cumulative GPA.

Academic Year	Satisfactory Academic Progress (SAP) Requirements	
End of 1st academic year	Institutional SAP Policy	
End of 2nd academic year or later	75% completion rate in an academic year	2.5 cumulative GPA on a 4-point scale

**NOTE:** A student who is below the SAP requirements at the end of the semester can appeal to have transfer courses included in the SAP calculation. In this case, all transfer courses must be included when determining program eligibility. If the resulting GPA exceeds the program's academic progress requirement, an otherwise eligible student may receive an award in the following semester.



## TEOG Hardship ([TAC, Section 22.257](#))

A student who is ineligible for a TEOG award based on grade point average (GPA), completion rate, and number of completed hours for satisfactory academic progress may be deemed eligible under the hardship provision. Each institution must adopt a hardship policy and have the policy available for public review. All hardship decisions must be documented in the student's record and be available for submission to the THECB if requested.

## TEG Satisfactory Academic Progress (SAP) ([TAC, Section 22.24](#))

A student's SAP eligibility is determined at the end of each academic year. At the end of the first academic year, a student must meet SAP requirements as set by the institution to be considered eligible for their first continuation award. At the end of the second academic year, and all years thereafter, all undergraduate students must complete 24 semester credit hours (SCH) with a 75% completion rate of the total attempted hours and have a minimum 2.5 cumulative GPA in the academic year. All graduate students must complete 18 SCH with a 75% completion rate of the total attempted hours in the academic year and have a minimum 2.5 cumulative GPA at the end of the second academic year, and all years thereafter.

Academic Year	Satisfactory Academic Progress (SAP) Requirements		
End of 1st academic year	Institutional SAP Policy		
End of 2nd academic year or later; recipient working toward their first associate or baccalaureate degree	24 SCH in an academic year	75% completion rate in an academic year	2.5 cumulative GPA on a 4-point scale
End of 2nd academic year or later; recipient working toward their first master's, professional, or doctoral degree	18 SCH in an academic year	75% completion rate in an academic year	2.5 cumulative GPA on a 4-point scale

**NOTE:** A student who is below the SAP requirements at the end of the spring semester can appeal to have transfer courses included in the SAP calculation. In this case, all transfer courses must be included when determining program eligibility. If the resulting GPA exceeds the program's academic progress requirement, an otherwise eligible student may receive an award in the following semester.

## TEG Hardship ([TAC, Section 22.24](#))

A student who is ineligible for a TEG award based on grade point average (GPA), completion rate, and number of completed hours for satisfactory academic progress may be deemed eligible under a hardship provision. Each institution must adopt a hardship policy and have the policy available for public review. All hardship decisions must be documented in the student's record and be available for submission to the THECB if requested.

## Top 10% Scholarship Satisfactory Academic Progress (SAP) ([TAC, Section 22.201](#))

A student's SAP eligibility is determined at the end of each academic year. A student must have a completion rate of 75%, complete 30 semester credit hours (SCH) hours in the academic year and have a minimum 3.25 cumulative GPA on a 4-point scale.

Academic year	Satisfactory Academic Progress (SAP) Requirements		
End of each academic year	30 SCH in an academic year	75% completion rate in an academic year	3.25 cumulative GPA on a 4-point scale

**NOTE:** A student who is below the SAP requirements at the end of the spring semester can appeal to have transfer courses included in the SAP calculation. In this case, all transfer courses must be included when determining program eligibility. If the resulting GPA exceeds the program's academic progress requirement, an otherwise eligible student may receive an award in the following semester.

## Top 10% Scholarship Hardship ([TAC, Section 22.201](#))

A student who is ineligible based on the requirements for the GPA, completion rate, and number of completed hours for satisfactory academic progress, may be deemed eligible under a hardship provision. Participating institution must adopt a hardship policy and have the policy available for public review upon request. All hardship decisions must be documented in the student's record and be available for submission to the THECB if requested.

## Appendix E

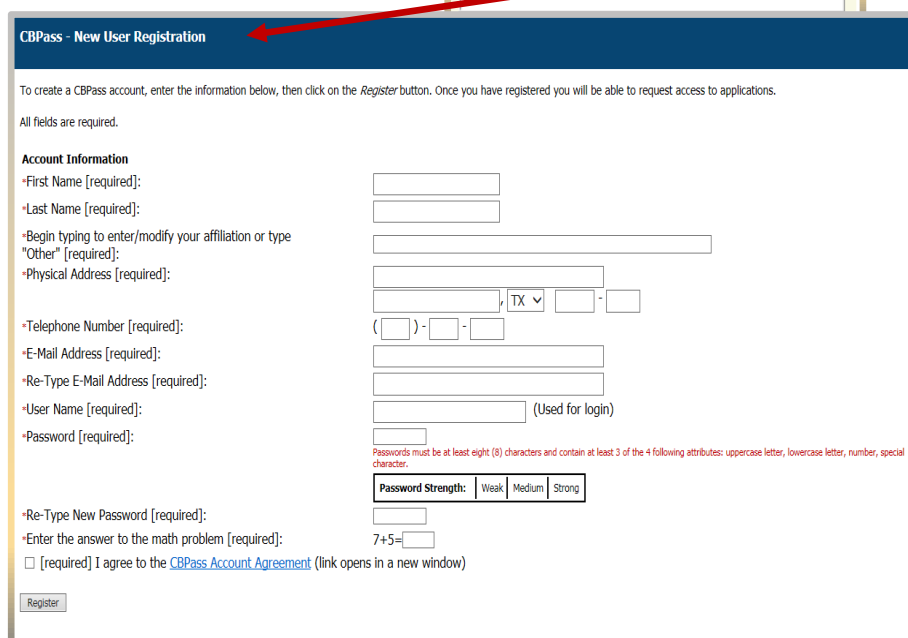
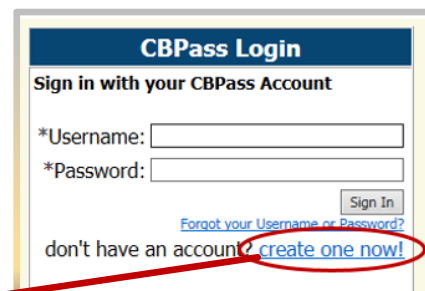
### CBPass Portal Instructions

#### New User Sign Up

1. Log-in to [CBPass](#).
2. Click **create one now** (the **CBPass New User Registration** page displays).
3. Enter the following information on the New User Registration page:
  - ❖ First and Last Name
  - ❖ Affiliation or Type (Your institution's full name)
  - ❖ Physical Address
  - ❖ Telephone Number
  - ❖ Email Address
  - ❖ User Name
  - ❖ Password
  - ❖ Answer to the security math problem

**NOTE:** The affiliation field shows institutions in the database exactly as it is typed. Avoid typing "the" as the first word of your affiliation. Be specific in entering your institution's full name. For example, if your institution has multiple campuses, enter the full name, such as University of Houston - Downtown. Your e-mail address will become your login name for the application.

4. Check the box indicating that you agree to the **CBPass Account Agreement** (this box must be selected to proceed with registering)
5. Click **Register**
6. Select three security questions to answer for password reset purposes.



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

#### Select

- ☐ What was the name of your first stuffed animal?
- ☒ What is the first name of the boy or girl that you first kissed?
- ☐ In what city did you meet your spouse/significant other?
- ☒ What school did you attend for sixth grade?
- ☐ What is your oldest brother's birthday month and year? (e.g. January 1900)
- ☐ Where were you when you first heard about 9/11?
- ☐ What is the name of a college you applied to but didn't attend?
- ☒ In what city or town was your first job?
- ☐ In what city or town did your mother and father meet?
- ☐ What is your maternal grandmother's maiden name?

Continue

Generate a new list of questions

7. 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?

8. Congratulations, you have completed your account creation.

## Requesting Access to an Application

1. Log-in to **CBPass**.
  - ❖ When you log in to your account, the **MY ACCESS** tab appears. From this page, you can request access to an application.

The screenshot shows the 'MY ACCESS' tab in the CBPass interface. At the top, there are tabs for 'MY ACCESS' and 'PROFILE'. Below them is a search bar and a link to 'Click to Request Access to another application'. A table lists applications with columns for App ID, Application Name, Owner(s), Delegate(s)/Admin, Role, App Status, and Access Status. Two applications are listed: 'Accelerate Texas' (App ID 128) and 'Accountability' (App ID 110). A modal window titled 'Request Access' is open, showing a dropdown menu for 'Select Application' with 'Financial Aid Data Certification' selected. Below the dropdown are 'Request Access' and 'Cancel' buttons.

App ID	Application Name	Owner(s)	Delegate(s)/Admin	Role	App Status	Access Status
128	<a href="#">Accelerate Texas</a>	Michael M. STEPHENSON				
110	<a href="#">Accountability</a>	Michael M. STEPHENSON				

2. Click **Request Access to another application** (the **Request Access** window opens).
3. Select **Financial Aid Data Certification** from the dropdown menu.
4. Click **Request Access**.

Once your request is processed, you will receive an email stating your request status. If granted, you may then open the application by clicking on the application in the table on the **My Access** tab.

## Appendix F

### Additional Resources

THECB CONTACT INFORMATION	
<b>FAD Team</b>	<a href="mailto:FADB@thecb.state.tx.us">FADB@thecb.state.tx.us</a>
Contact Financial Aid Services	
By phone: (844)-792-2640	
Contact us by completing an <a href="#">online inquiry form</a> and select "Financial Aid Question" as the Contact Reason.	
OTHER RESOURCES FOR INSTITUTIONS	
General program information for institutions	<a href="#">Student Financial Aid Programs Information Webpage</a>
General loan information	<a href="#">HHloans</a>
Texas Program Statutes	<a href="#">Texas Education Code</a>
Texas Program Rules	<a href="#">Texas Administrative Code</a>
Information concerning program processing, procedures, allocations, and other topics will be communicated to institutions through the GovDelivery system. In order to receive these communications, interested individuals must subscribe.	<a href="#">GovDelivery</a>
CALENDAR	
<a href="#">Institutional Calendar</a>	