

Memorandum

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To: Directors of Financial Aid, Public and Private/Independent
Institutions of Higher Education

From: DeChà Reid, Director III
Student Financial Aid Programs – Operations

Date: October 28, 2025

Subject: Annual User Access Review Submission

The Texas Higher Education Coordinating Board (Coordinating Board) is initiating the annual review of institutional staff with access to Coordinating Board secure systems, as well as the designated points of contact for the Grant and Aid Processing Platform and the Texas B-On-Time Program. This review ensures that access to secure systems and institutional contact information for these programs is accurate and up to date.

An authorized user list, reflecting all staff forms processed by the Coordinating Board, will be available in MOVEit under each institution's Grant_Output folder with the file name: FICE Code_InstitutionName_Authorized User List. Institutions must review their internal staffing lists against the Coordinating Board's records. If adjustments to their access are required, use the enclosed Authorized User Form to communicate these changes.

All institutions must complete and submit the [Authorized User Annual Review Submission Form](#) by Nov. 14, 2025.

The [Student Financial Aid Programs \(SFAP\) Institutional Calendar - Fall 2025](#) has been updated to reflect the change in the deadline for submitting the Authorized User Annual Review Submission Form from Oct. 31, 2025, to the new due date of Nov. 14, 2025, and can be accessed on the [SFAP webpage](#).

If you have any questions about the form or submission process, please call 844-792-2640 or submit an email through UserAccess@higher.texas.gov.

Enclosed: [Authorized User Form](#)