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Memorandum

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

From: DeChà Reid
Director III, Student Financial Aid Programs (SFAP) Operations

Date: October 13, 2023

Subject: 2023-24 (FY 2024) User Access Annual Review

Each year, the Texas Higher Education Coordinating Board (THECB) requires institutions to verify a list of designated user accounts through the User Access Annual Review process. Institutions transmit FERPA-regulated information to the THECB through three secure state platforms:

- MOVEit DMZ
- Coordinating Board Pass (CBPass)
- Higher Education Loan Management System (HelmNet)

For security purposes, the Director of Financial Aid (or equivalent) must review, remove, or update the levels of access to the THECB secure platforms for institutional staff. To complete the annual user access review process, Directors should follow these steps:

Step One: Review your institution's user accounts listed on the User Access Spreadsheet and determine if updates are needed.

Step Two: If updates are needed, complete the *newly redesigned* User Access Form reflecting the revisions to your institution's user accounts.

Step Three: Complete and submit the required User Access Review - Online Verification Form (upload a completed User Access Form, if applicable).

The deadline to complete the user access annual review is **November 10, 2023.**

For questions, please contact Financial Aid Services at (844) 792-2640 or CONTACT US (select "Financial Aid Question" as the Contact Reason).