

If you have a CBPass account but need access to the new portal, contact Kara Rust  
([Kara.Rust@highered.texas.gov](mailto:Kara.Rust@highered.texas.gov)).

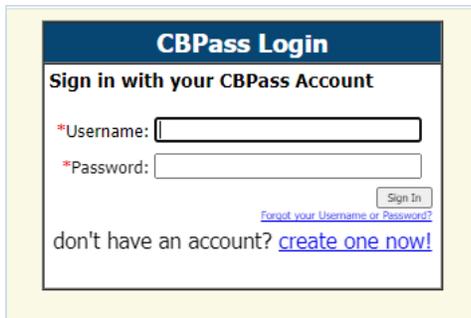
- If you do not have a CBPass account, see “**CBPass Account Creation**” at the end of this document.

For other questions related to access and submission, please contact Emma Gelsing  
([Emma.Gelsing@highered.texas.gov](mailto:Emma.Gelsing@highered.texas.gov)).

## Step 1: CB Pass Login

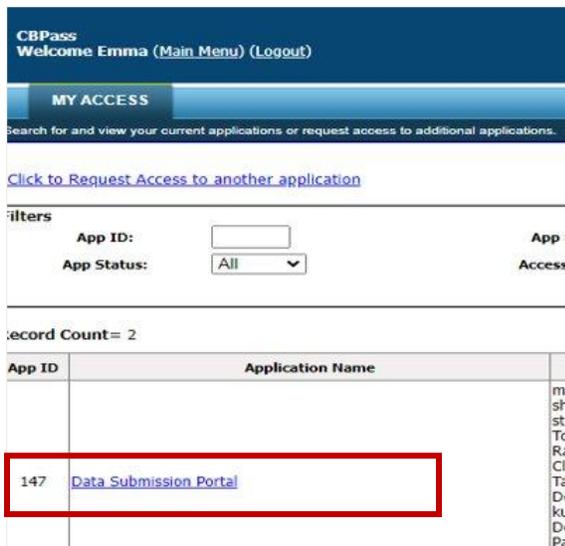
Open the following link to login to CBPass:

<https://www1.highered.texas.gov/CBPass/>



## Step 2: Open Data Submission Portal

Once in CBPass, select "My Access" and scroll down to click on the "Data Submission Portal"

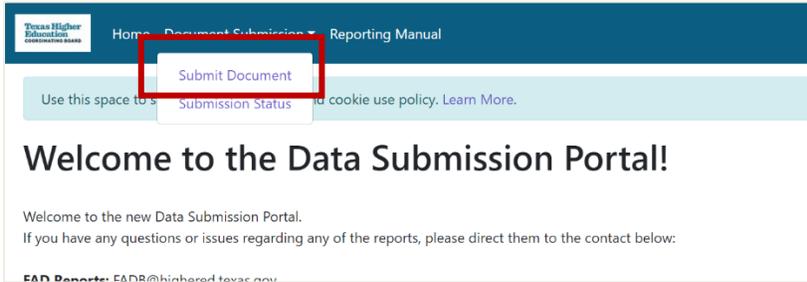
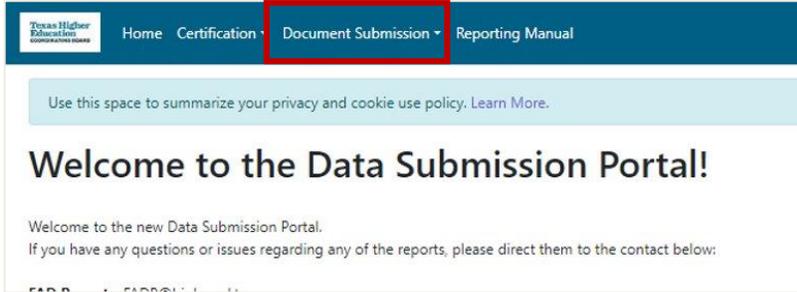


App ID	Application Name
147	<a href="#">Data Submission Portal</a>

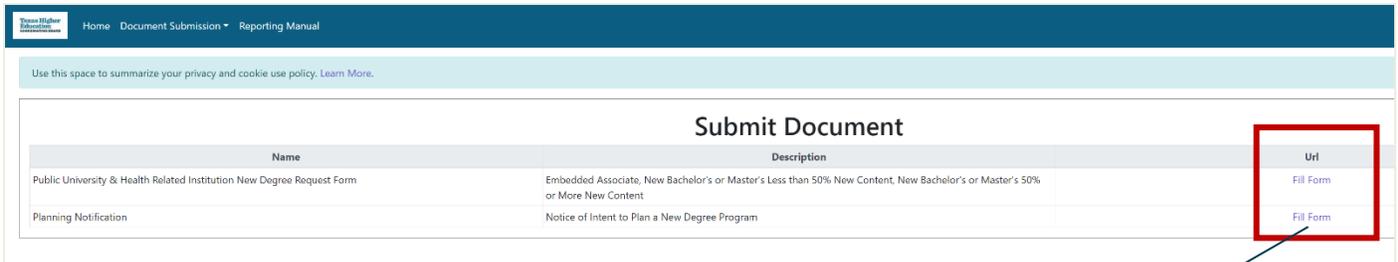
Note: The Data Submission Portal is designed as a hub for different types of submissions. Several others from your institution may also be listed as having access to the portal.

### Step 3: Access New Program Approval Forms

Once the Data Submission Portal opens, click on "Document Submission" and then "Submit Document"



Select which form to open:



Clicking "Fill Form" should open the corresponding form and autogenerate a proposal ID:

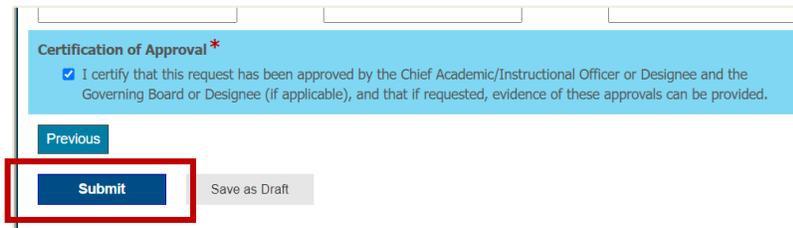
The screenshot shows the 'Planning Notification - Institution Submission' form. The form includes several fields: 'ID' (pre-filled with 'BAETHQAZT'), 'Request Type' (pre-filled with 'Planning Notification'), 'Institution' (text input), 'Proposed CIP Code' (text input with a note 'You DO NOT need to enter the decimal'), 'CIP Code Name' (text input), 'Degree Level' (dropdown menu), 'Proposed Degree Designation (e.g. M.A.)' (text input), 'Proposed Degree Program Title (e.g. Psychology)' (text input with a note 'Select a title using the drop-down menu or type in a unique degree title'), and 'Anticipated Date of Full Proposal Submission' (text input).

### Step 4: Submitting Form

Fill out the required content, including any required attachments and institutional/system contact information.

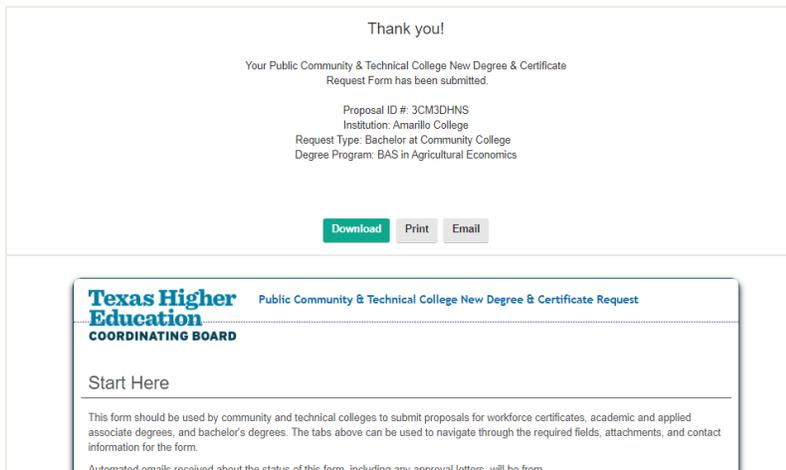


Once all the required Information has been filled out, click the "Submit" button.



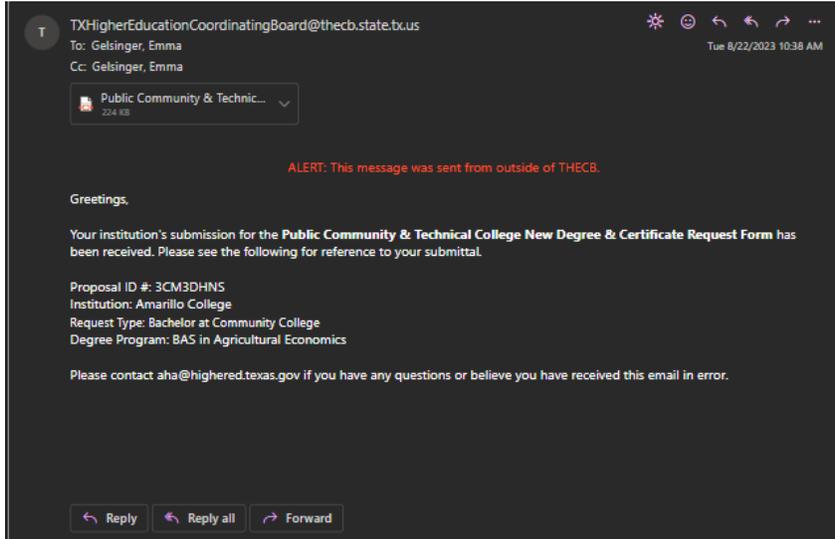
### Step 5: Confirming Submission

After submission, you should receive a confirmation screen:

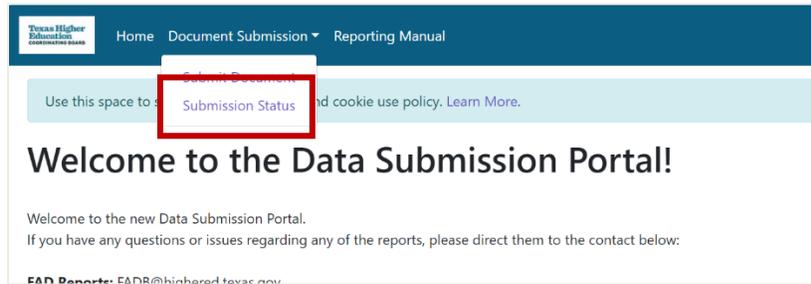


You can download the submission, print, or forward it to additional people via email.

You should also get a confirmation email from TXHigherEducationCoordinatingBoard@thecb.state.tx.us with a copy of your submission.



You can also check the submission status in the Data Submission Portal.



Until a new proposal tracking system is implemented, you can also continue to utilize the [THECB Proposal Tracking System](#) to track all requests submitted on behalf of your institution. The new forms will send automated emails throughout the process of review and approval.

## CB Pass Account Creation

**Step 1:** Open the following link to login or create a CBPass account:

<https://www1.highered.texas.gov/CBPass/>



**Step 2:** Fill in the required information and then click "Register"

**NOTE:** Ensure that your affiliation is your institution or system. DO NOT list "other" as your affiliation. You will not be able to access the new portal with "Other" as your affiliation.

**Step 3:** Once you have created your CB pass account, contact Kara Rust ([kara.rust@highered.texas.gov](mailto:kara.rust@highered.texas.gov)) to request access to the Data Submission Portal.