

# Texas Higher Education COORDINATING BOARD

## ApplyTexas IHE Newsletter

**Welcome Back to our Weekly ApplyTexas Newsletter!**

Stay informed and engaged with the latest developments for ApplyTexas! Every Friday, you can expect:

- **Deployment Updates:** Key highlights and progress from this week's deployments.
- **Troubleshooting Tips:** Solutions to common issues based on recent help desk trends.
- **Knowledge Check:** A quick quiz to test your understanding of best practices.

Thank you for your continued dedication and hard work. We look forward to keeping you in the know.

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## This Week's Deployment Update

**This week's deployment fixes resolved the following issues:**



### **Applicant Portal Enhancements:**

- Added a notice when a student fails to add their current or most recent high school.
- Removed the option to share transcripts via the Texas Records Exchange (TREx) for high schools that do not participate in TREx.

### **Admin Portal Enhancements:**

- Removed the 'Is this school participating in the ApplyTexas transcript request service?' toggle as this data is no longer maintained via the Admin portal.
- When gatekeepers update a user's account status to 'active,' it allows the associated user to login immediately. Going forward gatekeepers can unlock these accounts for their institution's users.

### **Counselor Portal Enhancements:**

- Replaced word "FAFSA" on the Reports page with "Financial Aid."
- Removed Counselor and District Counselor access due to outdated MOUs. Beginning next week, districts will receive the updated MOU for review and signature. Starting October 1st, ESCs can provide Counselor and District Counselor access for those ISDs with executed MOUs.

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## **Troubleshooting Tips of the Week**

**Having trouble logging into the ApplyTexas Admin Portal? Here are some tips to get you back on track:**

1. **Verify Access Level:** If you continue to experience issues logging in, make sure your account is still active. A gatekeeper at your institution can check

your access level in the user permissions settings. If your access has expired, they can renew it for you.

2. **Customize Sub-Permissions:** Remember, gatekeepers can also customize sub-permission settings for each user to ensure you have the right level of access for your role.

**If you were previously having issues logging into your admin portal account this week due to revoked access, you should now be able to login. Please submit a helpdesk ticket if you continue to have issues.**

Looking for more training materials? Check out short training videos, previous webinars and other resources on the [The Redesigned ApplyTexas - Texas Higher Education Coordinating Board](#) page.



## Knowledge Check

Jordan is 28 years old and has not lived with their parents for the past 10 years. Jordan has been financially independent, working full-time, and managing all living expenses on their own. While filling out their financial aid application for a graduate program, Jordan is contemplating whether to include their parent's information, as their parents have offered to provide some financial support for their education

**Should Jordan provide their parent's information as part of their ApplyTexas application? If Jordan decides to include their parent's information, what additional detail will Jordan need to provide?**

**Answer:**

Jordan is classified as an independent student because they are 28 years old and have been financially independent for the past 10 years. As an independent student,

Jordan is not required to provide their parent's information in their ApplyTexas application. However, if Jordan chooses to include their parent's information, they will need to provide the parent's education level.

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