



Texas Department of
Family and Protective Services

Title IV-E Stipend Application
Job Aid for the ROSA/SSCC Admin

11/14/2024
Version: v1.1

Contents

- Section 1. Overview3
 - 1.1 Purpose.....3
 - 1.2 Scope3
- Section 2. Login4
 - 2.1 Welcome Email4
 - 2.2 Additional ROSA/SSCC Admins12
- Section 3. Title IV-E Application.....13
 - 3.1 Home.....13
 - 3.2 MyDetails13
 - 3.3 ROSA/SSCC14
 - 3.4 Student.....15
 - 3.5 Contract Documents17
 - 3.6 Reports.....18
- Section 4. Revision History19

Section 1. Overview

1.1 Purpose

The purpose of this job aid is to describe the steps that will need to be taken by ROSA/SSCC Admin to login, view/review the Student Stipend Details submitted by the Universities.

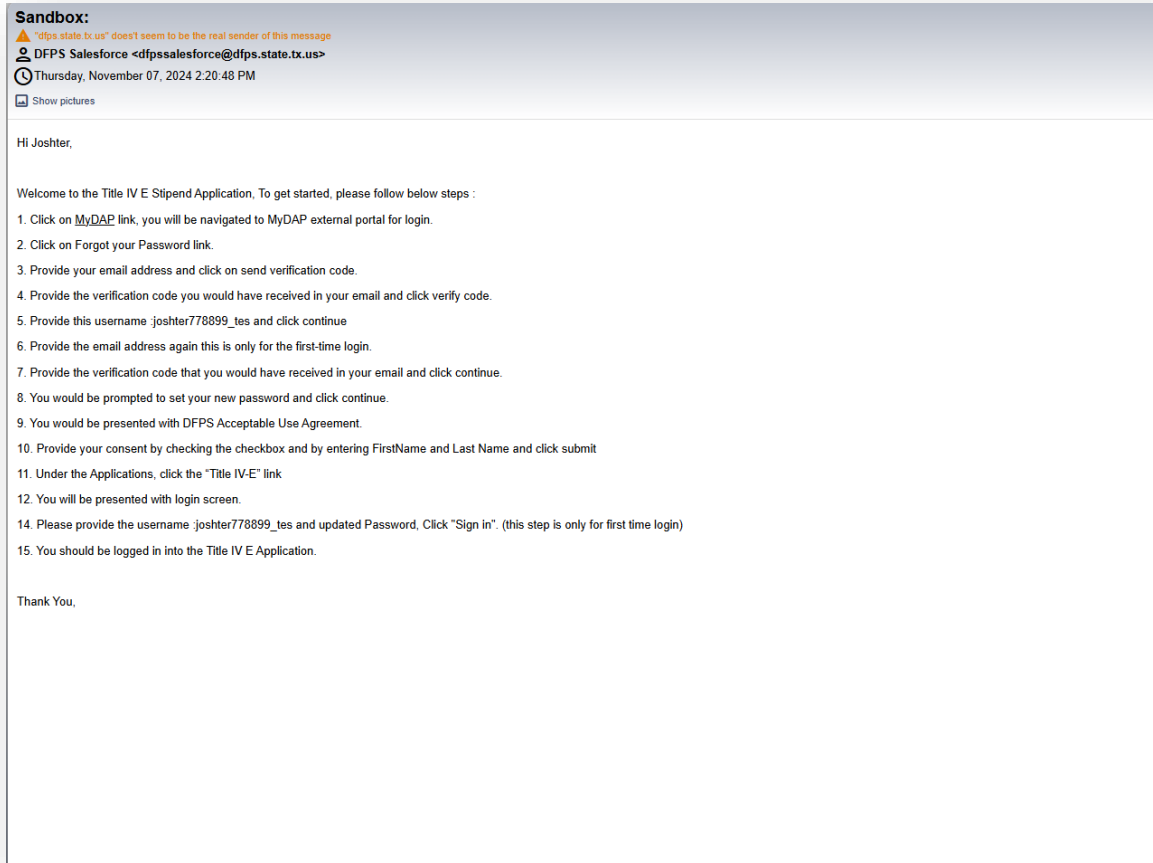
1.2 Scope

The scope of this **Title IVE Stipend Application ROSA/SSCC Admin Job Aid** is to show ROSA/SSCC Admins how to login to the system and manage the information on the Title IV-E Application tabs (**MyDetails, ROSA/SSCC, Student, Contract Documents, and Reports**).

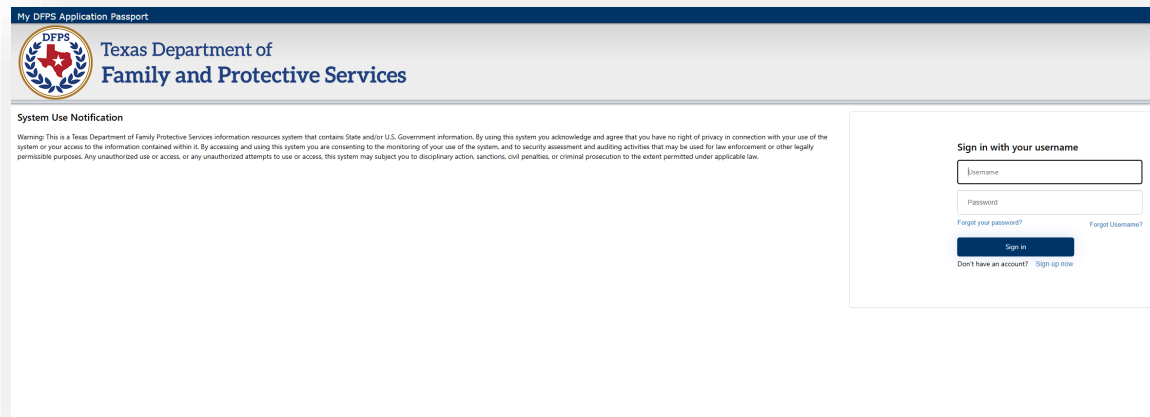
Section 2. Login

2.1 Welcome Email

Users will receive an email from DFPS with login instructions: Email will have welcome message and the steps to get access to the application:



1. Click on <https://dfpsportal.dfps.texas.gov/> , you will be navigated to MyDAP (MyDAP is DFPS's Identity and Access management system) external portal for login.



My DFPS Application Passport

DFPS Texas Department of Family and Protective Services

System Use Notification

Warning: This is a Texas Department of Family Protective Services information resources system that contains State and/or U.S. Government information. By using this system you acknowledge and agree that you have no right of privacy in connection with your use of the system or your access to the information contained within it. By accessing and using this system you are consenting to the monitoring of your use of the system, and to security assessment and auditing activities that may be used for law enforcement or other legally permissible purposes. Any unauthorized use or access, or any unauthorized attempts to use or access, this system may subject you to disciplinary action, sanctions, civil penalties, or criminal prosecution to the extent permitted under applicable law.

Sign in with your username

Username

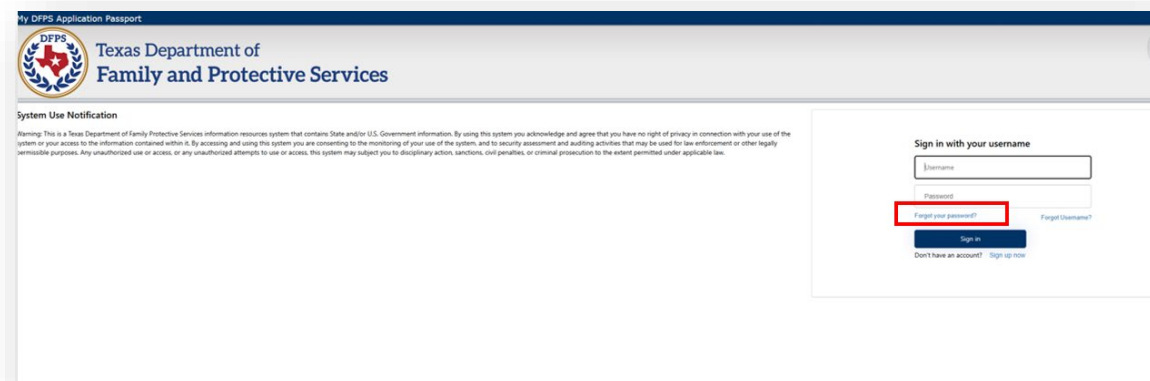
Password

Forgot your password? Forgot Username?

Sign in

Don't have an account? Sign up now

2. Click on **Forgot your Password** link.



My DFPS Application Passport

DFPS Texas Department of Family and Protective Services

System Use Notification

Warning: This is a Texas Department of Family Protective Services information resources system that contains State and/or U.S. Government information. By using this system you acknowledge and agree that you have no right of privacy in connection with your use of the system or your access to the information contained within it. By accessing and using this system you are consenting to the monitoring of your use of the system, and to security assessment and auditing activities that may be used for law enforcement or other legally permissible purposes. Any unauthorized use or access, or any unauthorized attempts to use or access, this system may subject you to disciplinary action, sanctions, civil penalties, or criminal prosecution to the extent permitted under applicable law.

Sign in with your username

Username

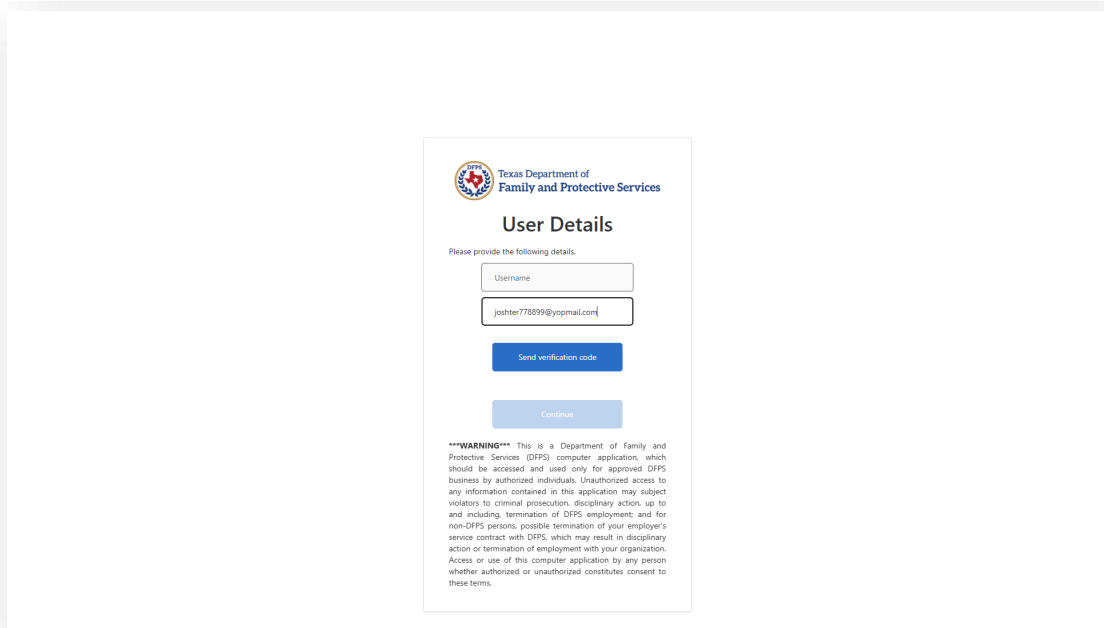
Password

Forgot your password? Forgot Username?

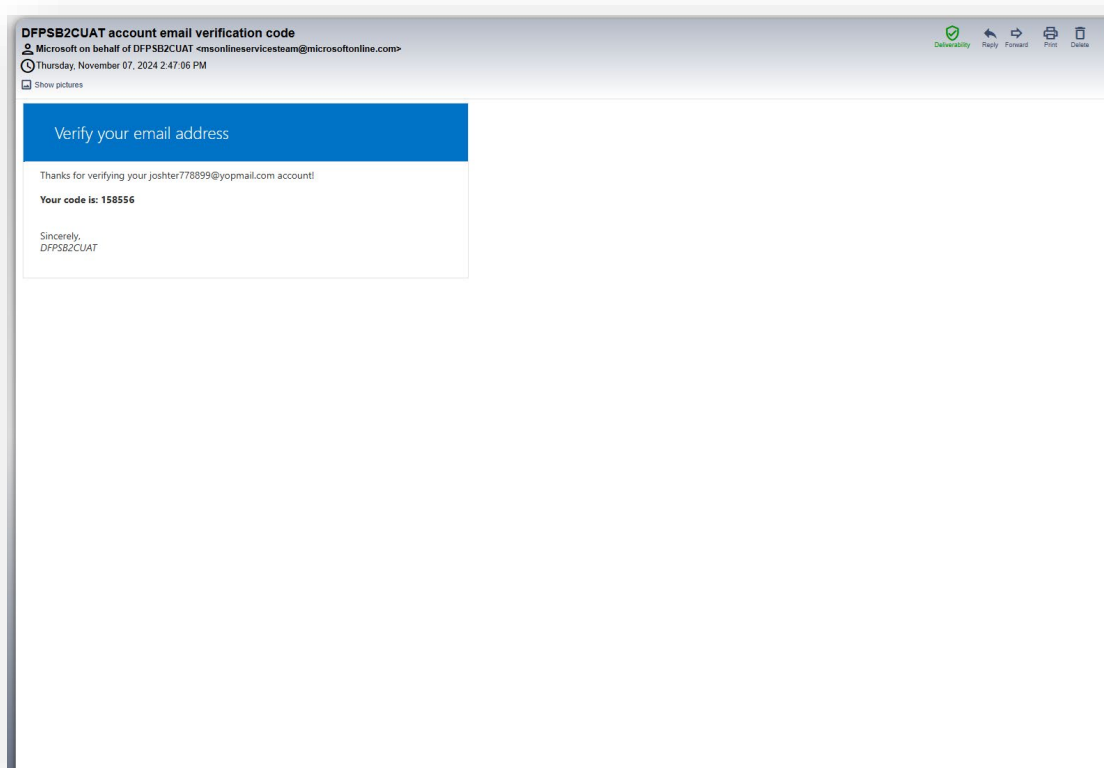
Sign in

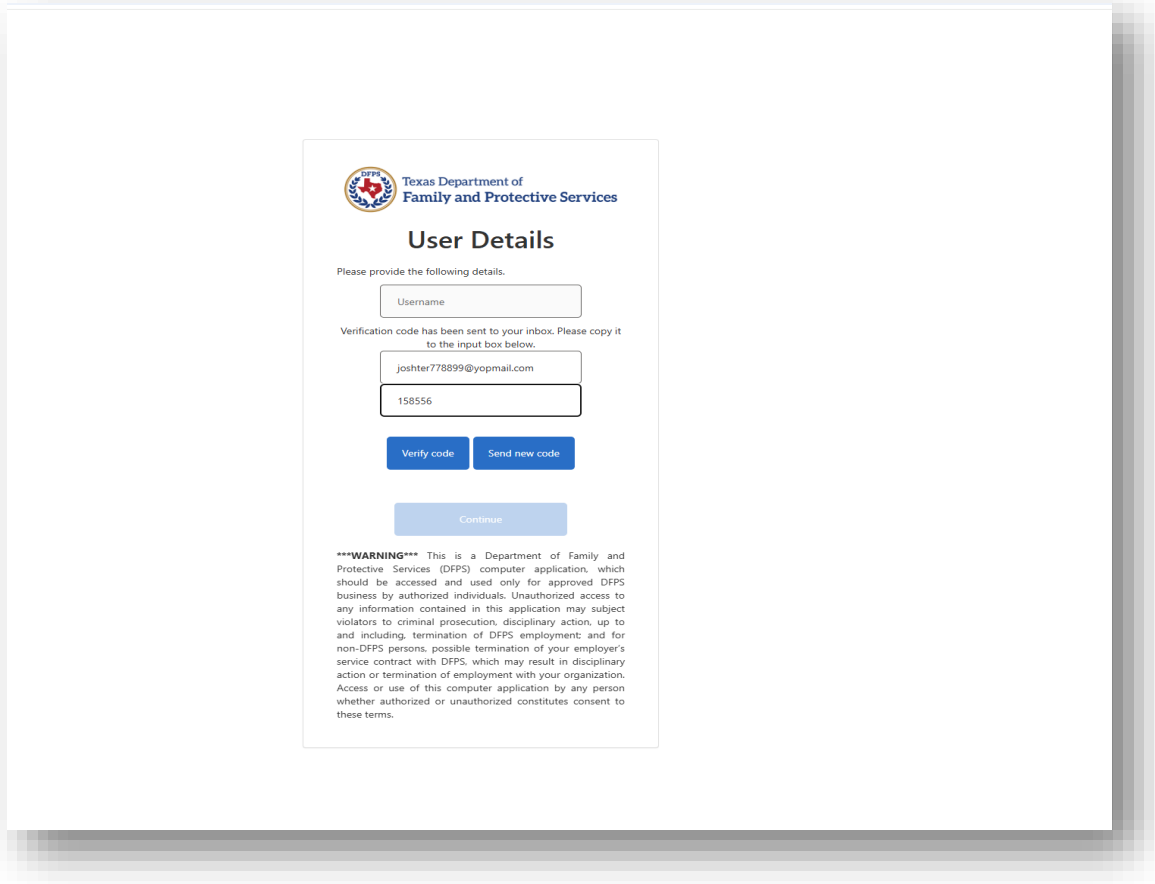
Don't have an account? Sign up now

3. Provide your email address and click on **send verification code**.

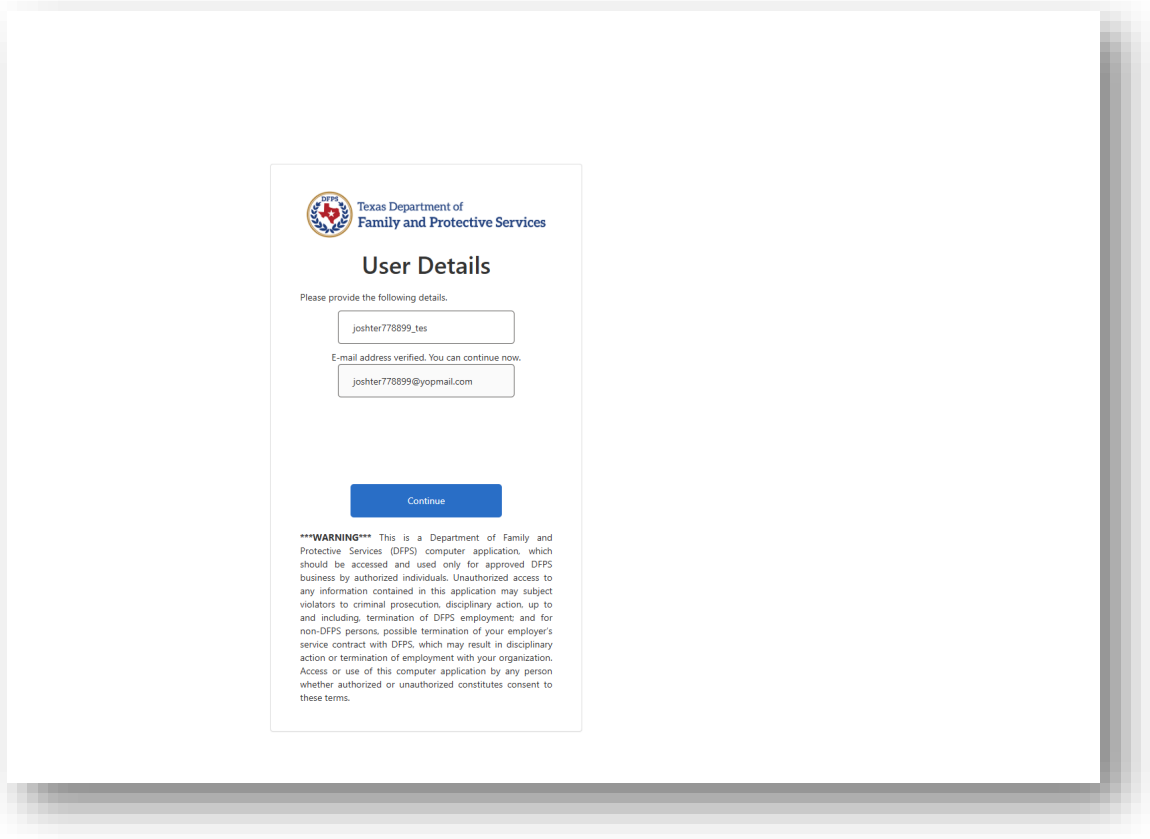


4. Provide the verification code you received in your email and click **verify code**.

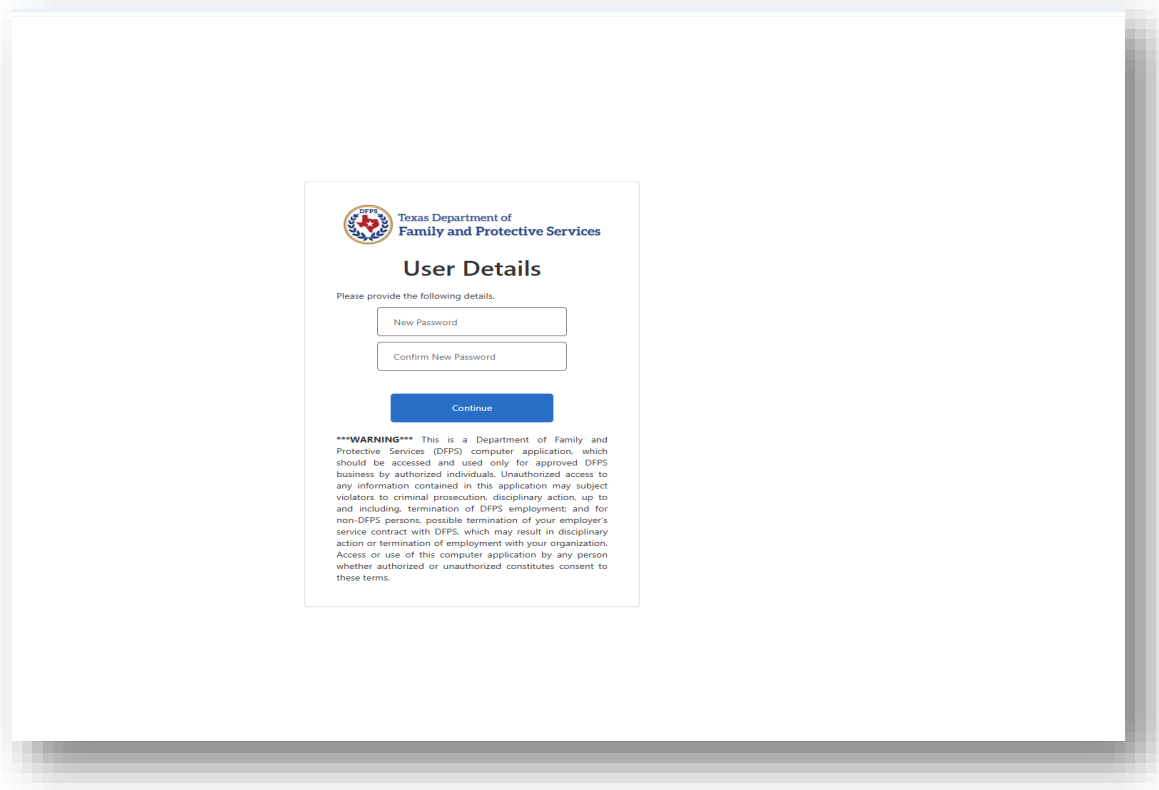




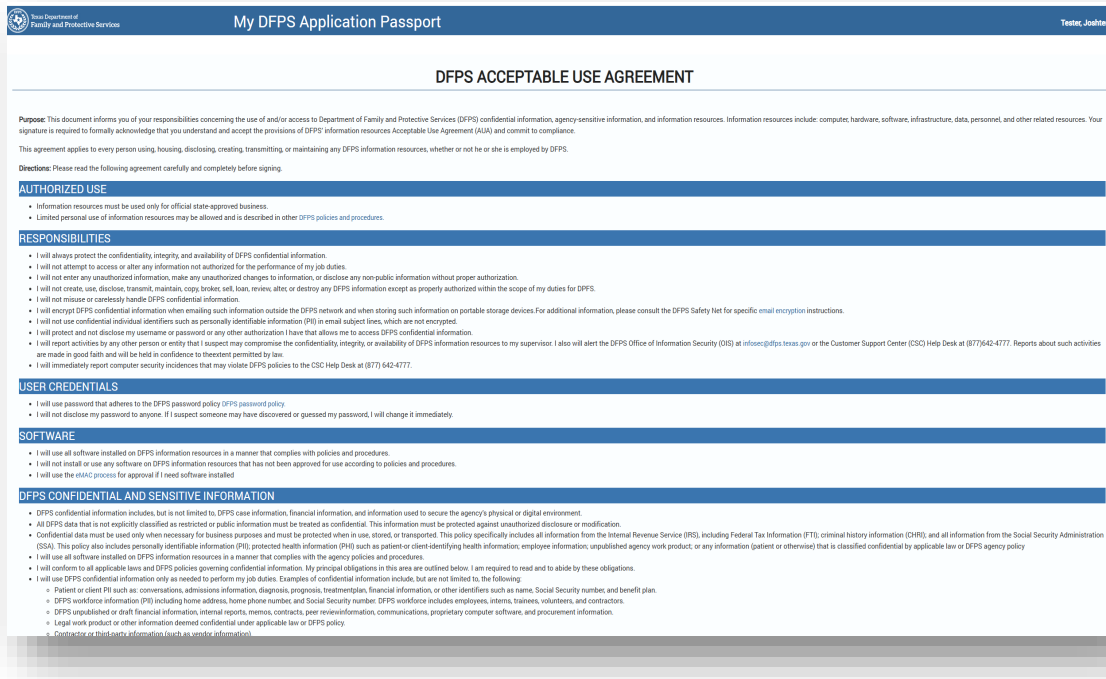
5. Provide the username as shown in your Welcome Email and click **continue**



6. You will be prompted to set your new password and click **continue**.



7. You will be presented with DFPS Acceptable Use Agreement.



Scroll to the bottom of the page

8. Provide your consent by checking the checkbox and by entering FirstName and Last Name and click submit

Keeping my workspace clean
 Not leaving DFPS confidential information, DFPS agency sensitive information, or information resources in my vehicle unattended.
 Locking information resources with a locking cable or an approved locking container under my control when needed.

EMAIL

- I will not send any email that violates DFPS policy, such as an email that contains malicious, hostile, threatening, abusive, vulgar, defamatory or profane content, or inappropriate racial, gender, sexual, or religious content.
- I will not use third-party email accounts (such as Gmail, Hotmail, or Yahoo) for transmitting or receiving DFPS agency information or conducting agency business without prior written approval by the DFPS Chief Information Security Officer (CISO).
- I acknowledge that electronic communications transmitted across the DFPS network are DFPS property, are not considered private, and are subject to inspection at any time.

INTERNET

- I will not knowingly view or attempt to view web content that violates DFPS policy. This includes the following:
 - Sites known to contain graphics or text that is malicious, hostile, threatening, abusive, vulgar, defamatory or profane.
 - Content that is considered inappropriate racial, gender, sexual, or religious content.
- I will not utilize any cloud computing resources or storage unless approved by DFPS. These include but are not limited to Apple iCloud, OneDrive, Google Drive, or any other available cloud computing service.
- I will not use a personal or publicly available proxy to circumvent security policies for internet usage.

SOCIAL MEDIA

- I will not visit social networking sites such as Facebook, Reddit, Twitter, Instagram, or video hosting sites such as YouTube using state information resources unless required as part of my job duties and previously approved.
- The DFPS Chief Information Security Officer must approve exceptions for the use of social media sites for approved business purposes before establishing each new social media presence on the agency's behalf.

INSTANT MESSAGING

- I understand that the only approved instant messaging (IM) system is DFPS provided instant messaging from Microsoft through Microsoft Teams. Use of other instant messaging systems for DFPS business use is prohibited, except for specific instances approved by Office of Information Security for legitimate DFPS agency business purposes.

CONSENT TO MONITORING

- I understand that DFPS has the legal right to monitor use of DFPS information resources, DFPS confidential information, and DFPS sensitive information.
- I understand that DFPS monitors use to ensure these resources are protected and to verify compliance with applicable law, DFPS policy, security standards, and controls.
- By using DFPS information resources or using, disclosing, creating, transmitting, or maintaining DFPS confidential or sensitive information, I consent to the monitoring of the use of these resources and information in any form and on any device. I understand that I have no expectation of privacy while using DFPS information resources or when transmitting DFPS confidential or sensitive information.

NON-COMPLIANCE

- I understand that non-compliance with this agreement or violation of the DFPS Information Security Acceptable Use Policy may be cause for removal of my access to information resources and disciplinary action up to and including dismissal and/or civil or criminal prosecution.
- I also understand that I must comply with applicable law and DFPS policies, procedures, standards, and guidelines about information resources and DFPS confidential and sensitive information. This includes the requirements and any changes in requirements for the following:
 - DFPS Human Resources Manual.
 - DFPS Privacy Policy.
 - DFPS Security Policy.
- I will be held responsible for any of the following:
 - Violations of applicable law or DFPS policy related to DFPS confidential or sensitive information or DFPS information resources caused by my acts or omissions.
 - Any harm, loss, or adverse consequences arising from the use of my credentials, including unauthorized use by a third party or contractor if such party gains access to my credentials due to my negligence or misconduct.
- I understand disciplinary actions up to and including dismissal and civil or criminal prosecution may result from any violations of this Acceptable Use Agreement.
- Transactions initiated under my credentials will be considered as having been authorized and electronically signed by me.
- I understand that my failure to comply with this Acceptable Use Agreement may result in loss of access privileges to DFPS applications, disciplinary action, up to and including dismissal, and civil or criminal prosecution.

By checking this box and typing my name below, I acknowledge that I read, understand, and will comply with the requirements in the Information Security Acceptable Use Policy

Provide an electronic signature by entering your first name and last name

First Name:
 Last Name:

9. Under Applications on the left-hand side of the screen, click the “Title IV-E” link

My DFPS Application Passport

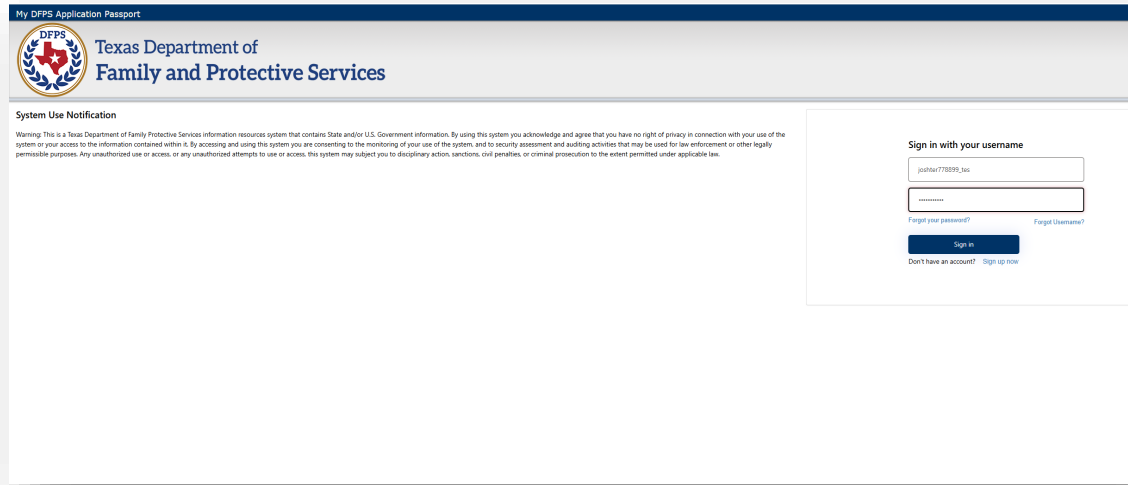
Home My Profile My Requests

Access Management
 Notifications
 Manage Access
 View Agreements

Applications
[Title IV-E](#)
 E-Requests

Help
 Help

10. You will be presented with login screen.



11. Provide your username and updated Password, Click "**Sign in**". (this step is only for first time login)

12. You will be logged in to the **Title IV E Application**.



Notes: Recommended Browser is Chrome. Please bookmark the link for future logins.

2.2 Additional ROSA/SSCC Admins

Send an email to DFPS (CPSUNIVContracts@dfps.texas.gov) requesting accessing to the application. A contract Manager will add the additional admin to the system. Newly added admin will receive an email with login details (Details are provided in section 2.1)

The following details needs to be provided in the email (that goes to the Contract Manager of DFPS):

1. Name of the **ROSA/SSCC**.
2. **First Name** of the admin
3. **Middle Name** (Optional) of the admin
4. **Last Name** of the admin
5. **Phone Number**
6. **Address (Street, City, State/Province, Zip/Postal Code, and Country)**.
7. **Role** optional
8. **Email Address**

DFPS should be notified via email to CPSUNIVContracts@dfps.texas.gov when an SSCC or ROSA staff is no longer affiliated with the program or organization so that person's access to the application can be deactivated.

Section 3. Title IV-E Application

3.1 Home

When you login to the Title IV-E Stipend Application, you will be initially taken to the **Home** tab, as depicted below. From the **Home** page, you can navigate to **MyDetails** to view and manage admin details, **ROSA/SSCC** tab to view the ROSA/SSCC details, **Students** tab to manage Student Stipend details, **Contract Documents** to view Student Contract Documents, and **Reports** tab to view any available reports.



3.2 MyDetails

Details of the admin (whoever is logging in) can be viewed by either clicking on the **MyDetails** picture or using the **MyDetails** tab provided on the home page. Admin is allowed to update Address and Phone Number by clicking **Update Details** button provided on the bottom of the page. All other details are read only.

The screenshot shows a form titled "My Contact Details" with a sub-header "Address". The form contains the following fields:

My Contact Details	
First Name	Street
Josh	201 W 5312 ST
Middle Name	City
	AUSTIN
Last Name	State
	Texas
Address	Zip/Postal Code
	78751
Email	Country
joshua@redox.com	United States
Phone	
512-334-9084	
	Update Details

3.3 ROSA/SSCC

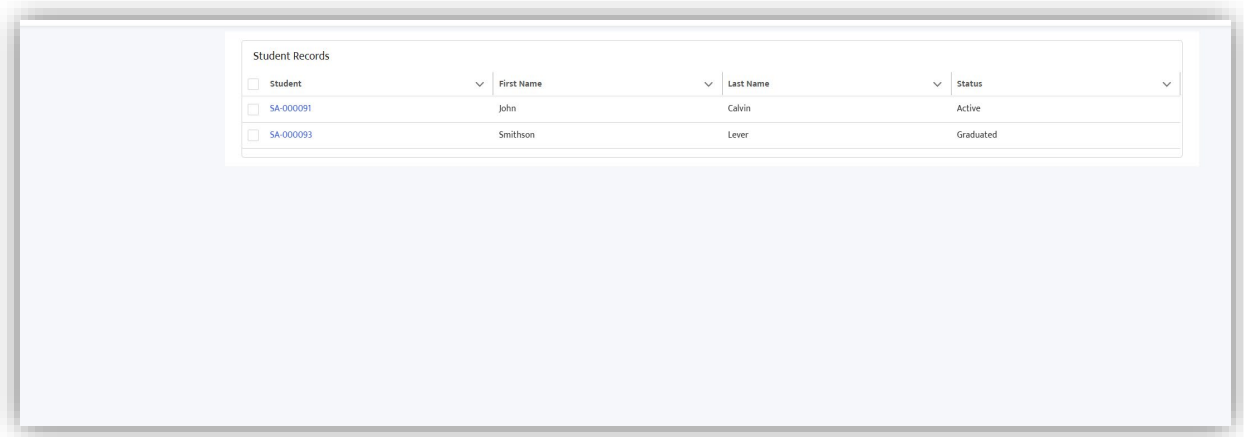
Details of the ROSA/SSCC can be viewed by either clicking on the **ROSA/SSCC** picture or using the tab provided on the home page. Admin is NOT allowed to update any of the details displayed here (read only).

The screenshot shows the account details for "ROSA of Joshua Pardi". The account type is "ROSA". The details are organized into sections:

- Account Record Type:** Title IV-E Suspend
- Parent Account:** ROSA of Joshua Pardi
- Provider Main Address:** Physical Address: 201 W 5312 ST, AUSTIN, Texas 78751, US
- Contact Info:** Contact Name, Phone, Email

3.4 Student

Admin will be able to manage Students Stipend details by either clicking on the **Student** picture or using the tab provided on the home page.



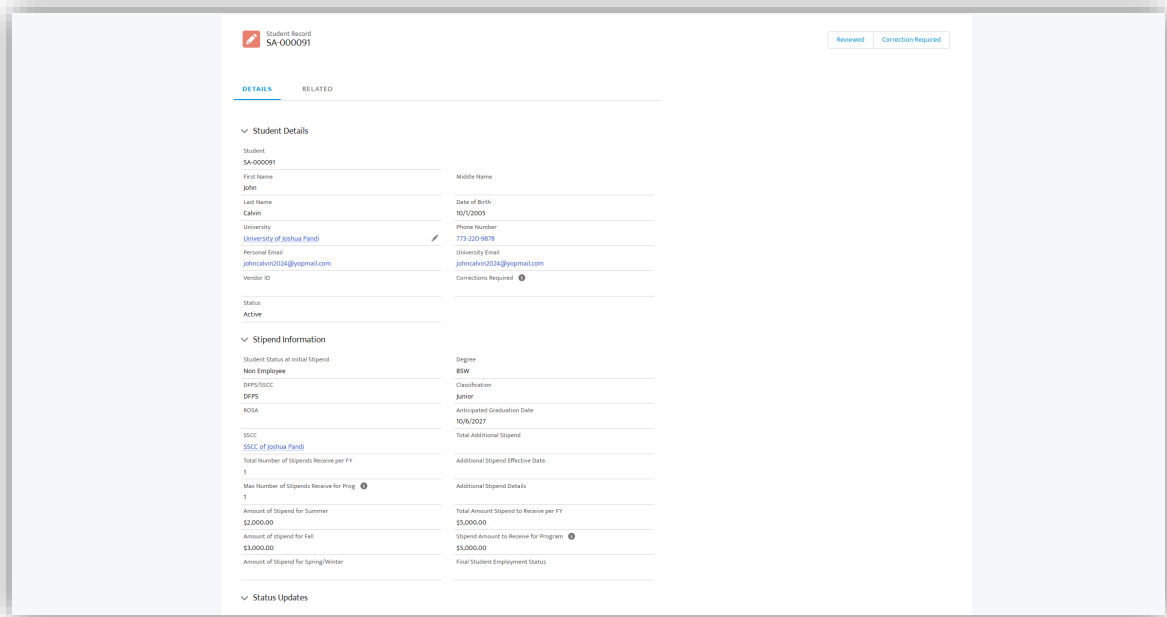
Student	First Name	Last Name	Status
<input type="checkbox"/> SA-000091	John	Calvin	Active
<input type="checkbox"/> SA-000093	Smithson	Lever	Graduated

- 1) Admin can click on the arrow next to the **Recently Viewed** (dropdown) list view to change the list view from **Recently Viewed** to **All** to view all the students from that university. Admin can also search for a student using “**Search this list...**” option, after updating the list view from **Recently Viewed** to **All**.
- 2) Click on the **Student Records ID** (Ex: SA-004497) to view the **Student Stipend** Details.

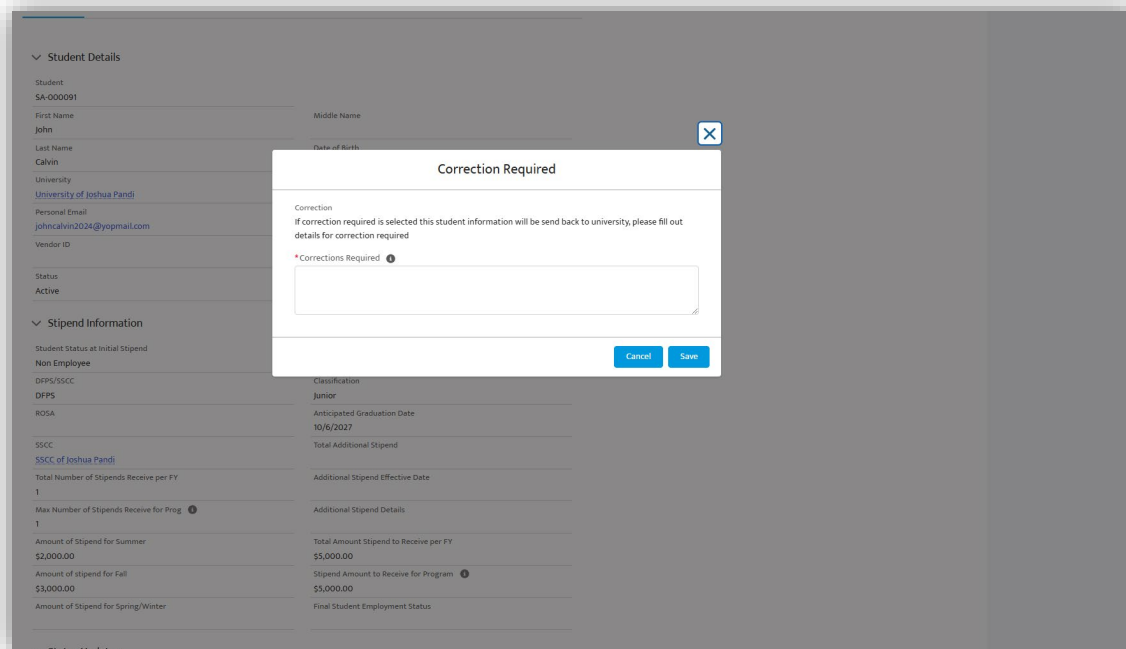
[Note: Student Records can be sorted by clicking on the column header](#)

Review New Student Stipend Details submitted by the University:

- 3) **Review** the **Student details** and **Student Stipend Information** submitted by the university. ROSA/SSCC admins are **NOT** allowed to edit any of the details submitted by the university.



- 4) If any **corrections** are required with Student Details submitted by the University, ROSA/SSCC Admin will click on the **Corrections Required** button, provide comments, and click **Save**. University Admin will receive an email notifying to correct and resubmit.



- 5) If no, corrections are required with the **Student Details** and **Stipend Information** submitted by the university, ROSA/SSCC admin will click on the Reviewed button.

3.5 Contract Documents

- 6) ROSA/SSCC Admin to click on **Contract Documents** Tab on the home page to view and download the **Final Contracts** that were uploaded by the DFPS Contract managers. Click on the **Document Name** and not on the Student ID to view the details of the **Contract Document**. Navigate to the **Related** list to download the actual document.

Contract Documents

All

Printable View

1 item • Sorted by Contract Document Name • Filtered by All contract documents • Updated 5 minutes ago

Search this list...

Contract Document Name	Student Name	Student ID	Student's First Date of Class
1 Contract Document Sample	Josh Student	SA-000096	10/7/2024

Final Executed Contracts

Contract Document Sample

DETAILS RELATED

Contract Document Name	Contract Document Sample	Student Name	Josh Student
Student ID	SA-000096	Student's First Date of Class	10/7/2024
Student Signing Date	10/1/2024	DFPS Signing Date	10/4/2024
Contract uploaded Date	10/8/2024		
Created By	Joshua Pandi , 10/8/2024 2:35 PM	Last Modified By	Joshua Pandi , 10/8/2024 2:35 PM

Final Executed Contracts

Contract Document Sample

DETAILS RELATED

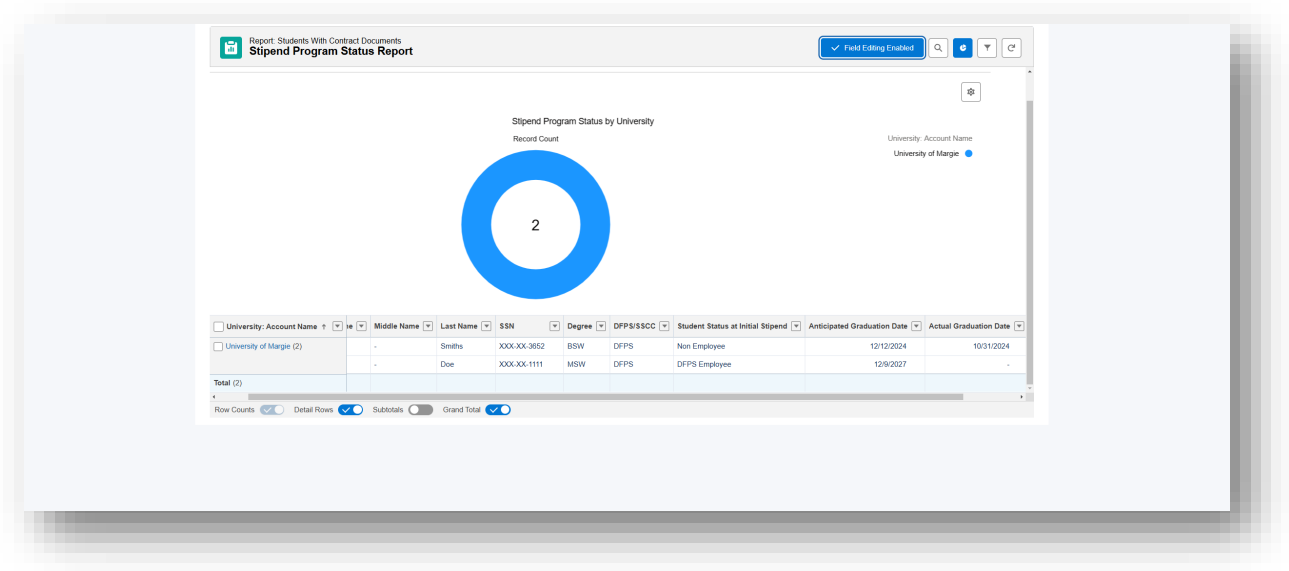
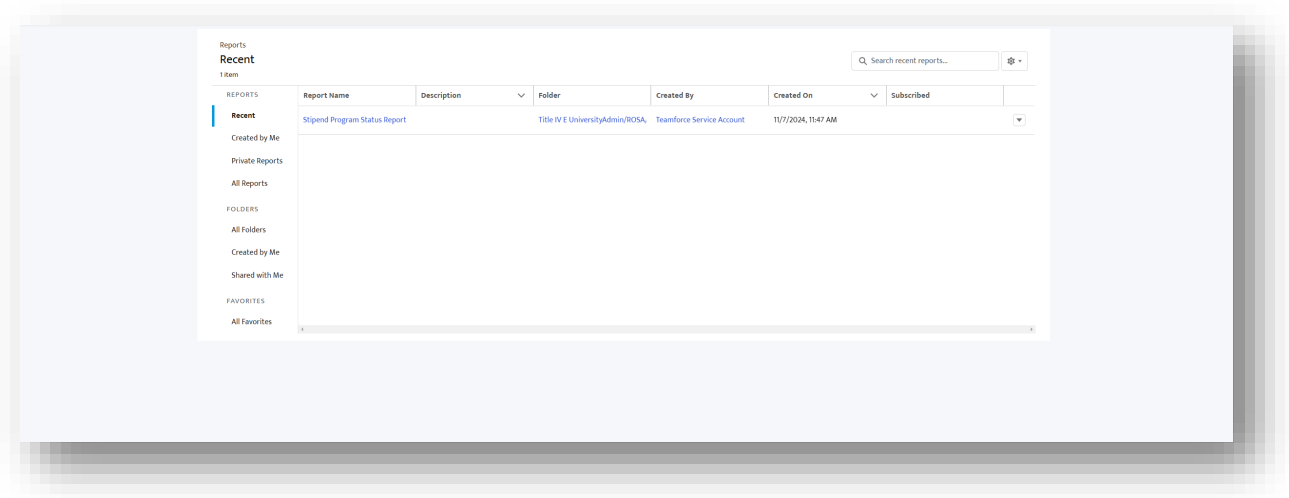
Files (1) Upload Files

Contract Document ...
Oct 8, 2024 • 22KB

View All

3.6 Reports

- 7) Limited Reports are available for the ROSA/SSCC Admin. Reports can be viewed by either clicking on the **Reports** picture or using the tab provided on the home page. Admin can click on the **Report Name** to view the **Report**.



Section 4. Revision History

Version	Date	Name	Description
1.0	11/12/2024	Joshua Pandi	Initial version of this document.
1.1	11/14/2024	Joshua Pandi	Updated the document based on the users review and feedback