**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.  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.
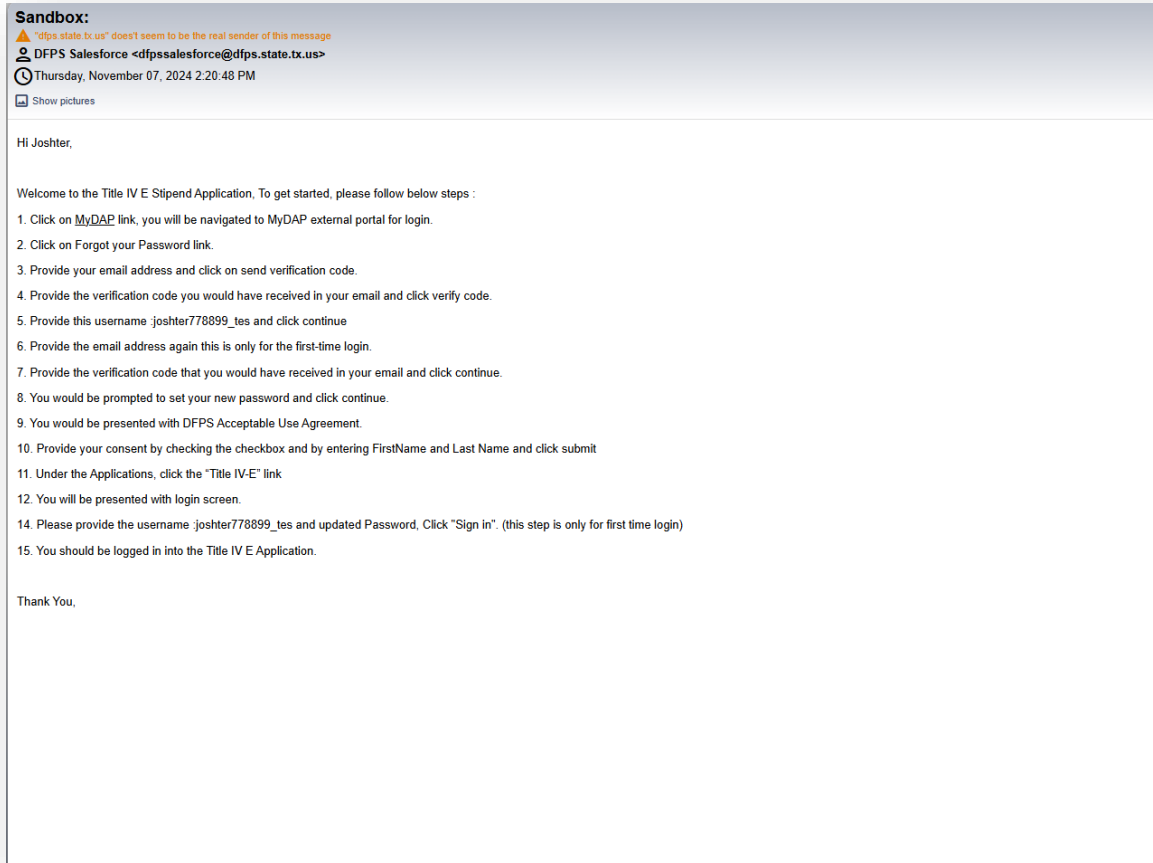
## 1.2 Scope

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)**.
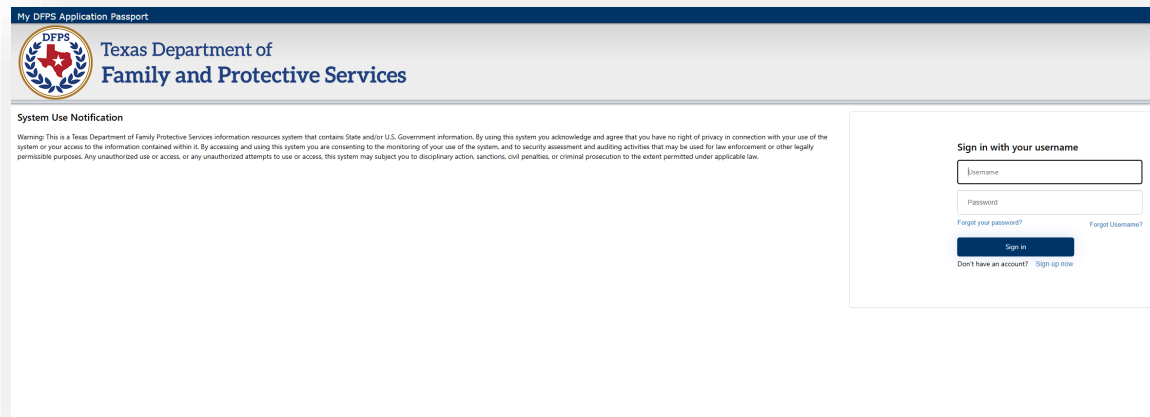
# Section 2.   Login

## 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:

**Sandbox:**

⚠ "dfps.state.tx.us" doesn't seem to be the real sender of this message

👤 DFPS Salesforce <dfpssalesforce@dfps.state.tx.us>

🕐 Thursday, November 07, 2024 2:20:48 PM

🖼 Show pictures

Hi Joshter,

Welcome to the Title IV E Stipend Application, To get started, please follow below steps :

1. Click on MyDAP link, you will be navigated to MyDAP external portal for login.

2. Click on Forgot your Password link.

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

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

5. Provide this username :joshter778899_tes and click continue

6. Provide the email address again this is only for the first-time login.

7. Provide the verification code that you would have received in your email and click continue.

8. You would be prompted to set your new password and click continue.

9. You would be presented with DFPS Acceptable Use Agreement.

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

11. Under the Applications, click the "Title IV-E" link

12. You will be presented with login screen.

14. Please provide the username :joshter778899_tes and updated Password, Click "Sign in". (this step is only for first time login)

15. You should be logged in into the Title IV E Application.

Thank You,

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.



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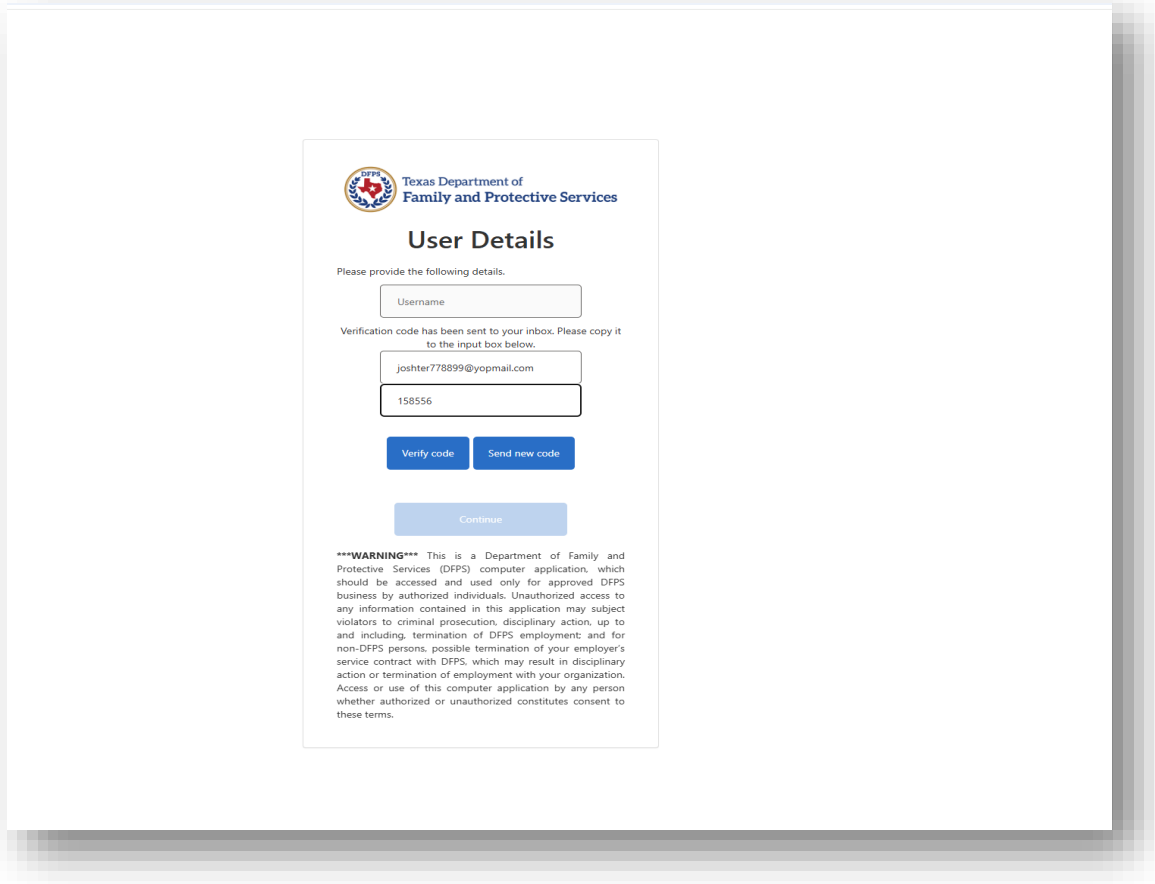


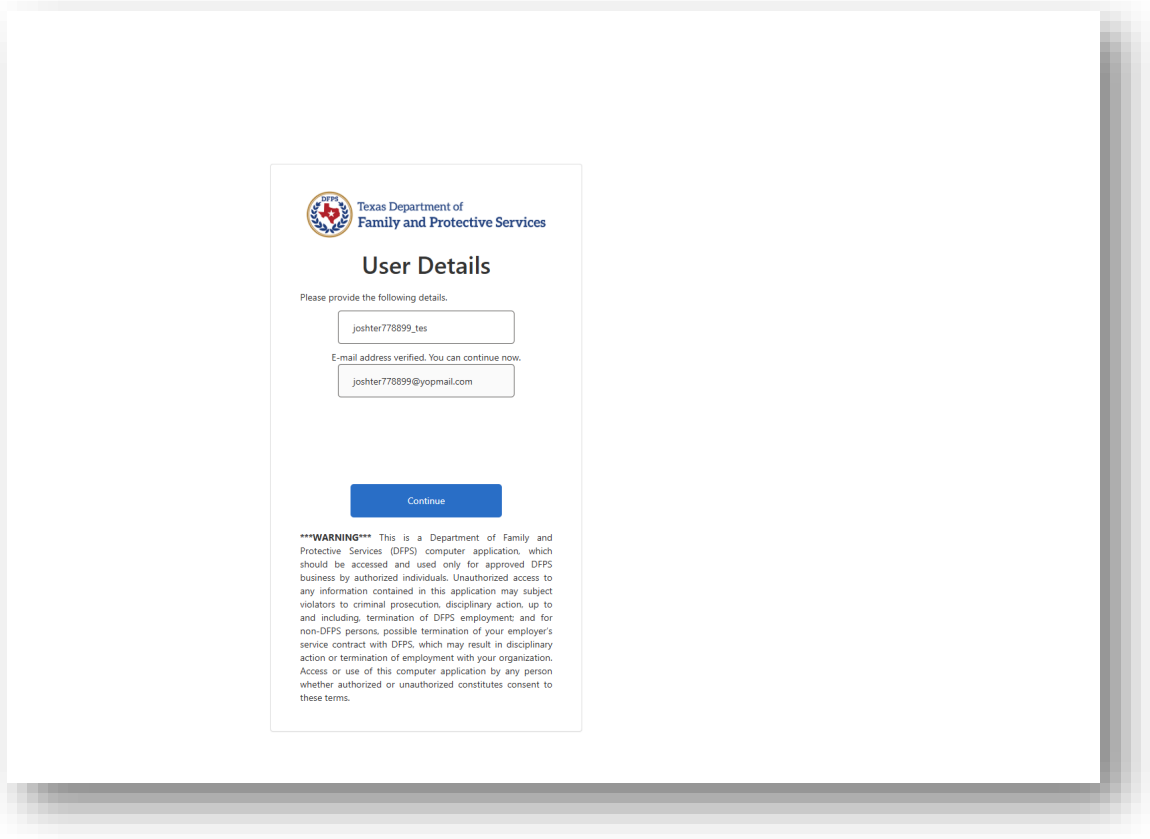3. Provide your email address and click on **send verification code**.

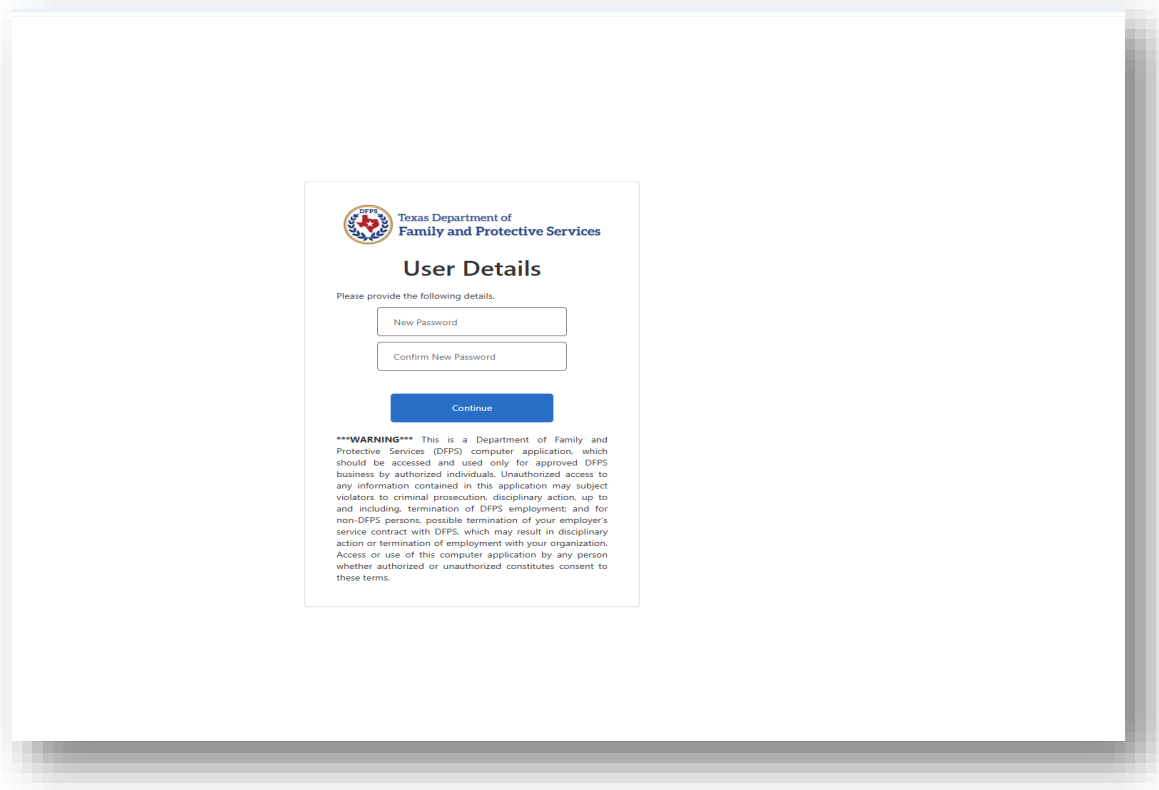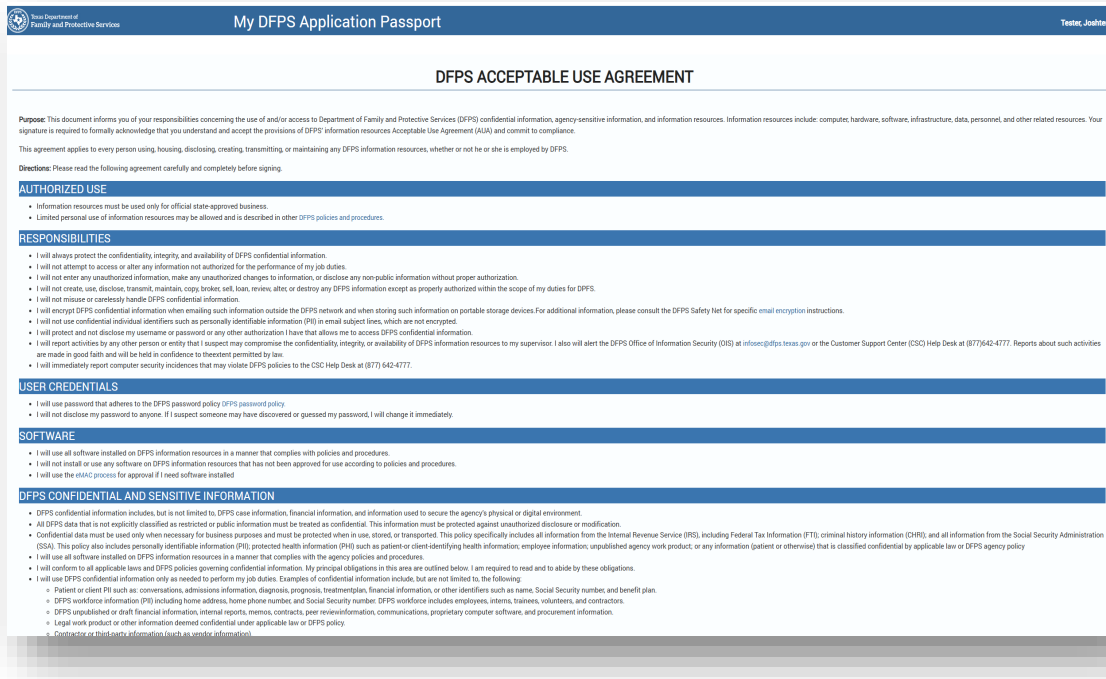4. Provide the verification code you received in your email and click **verify code**.
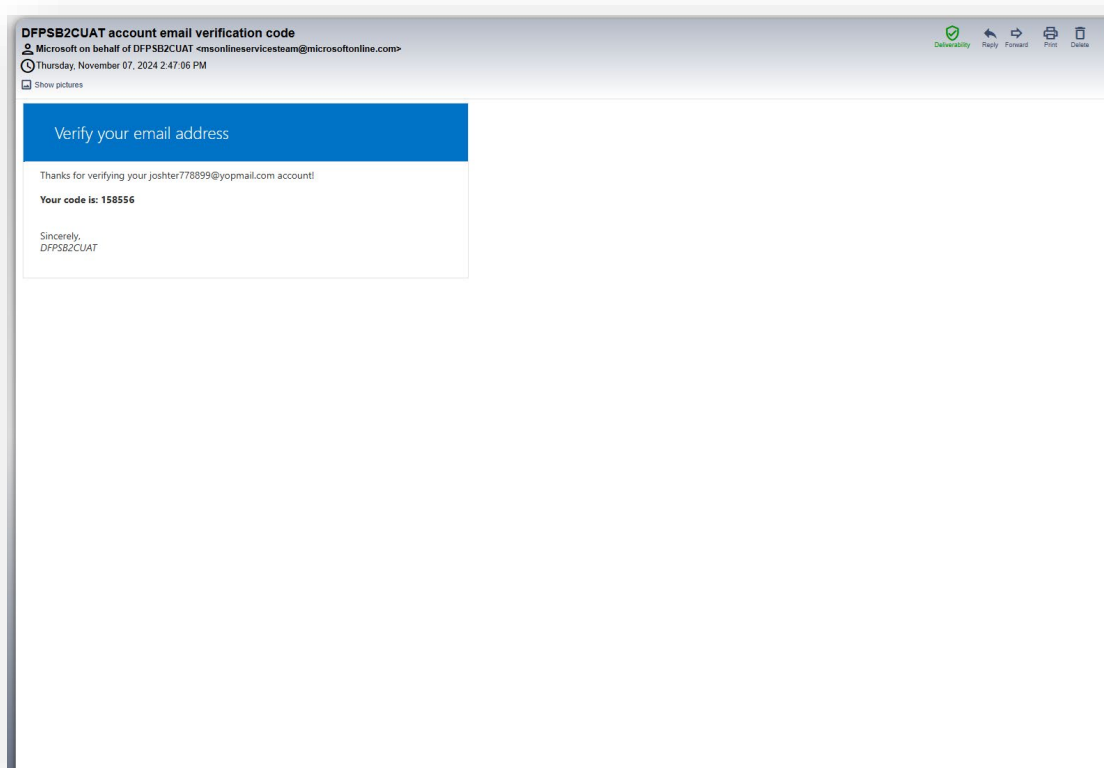
5. Provide the username as shown in your Welcome Email and click **continue**

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**



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

10. You will be presented with login screen.
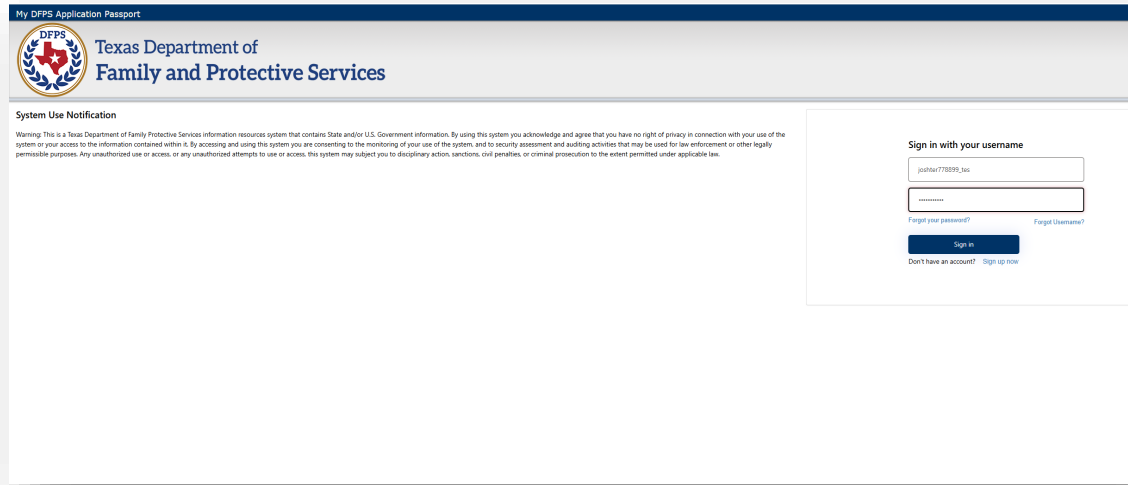


11. Provide your username and updated Password, Click **"Sign in"**. (this step is only for first time login)

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.
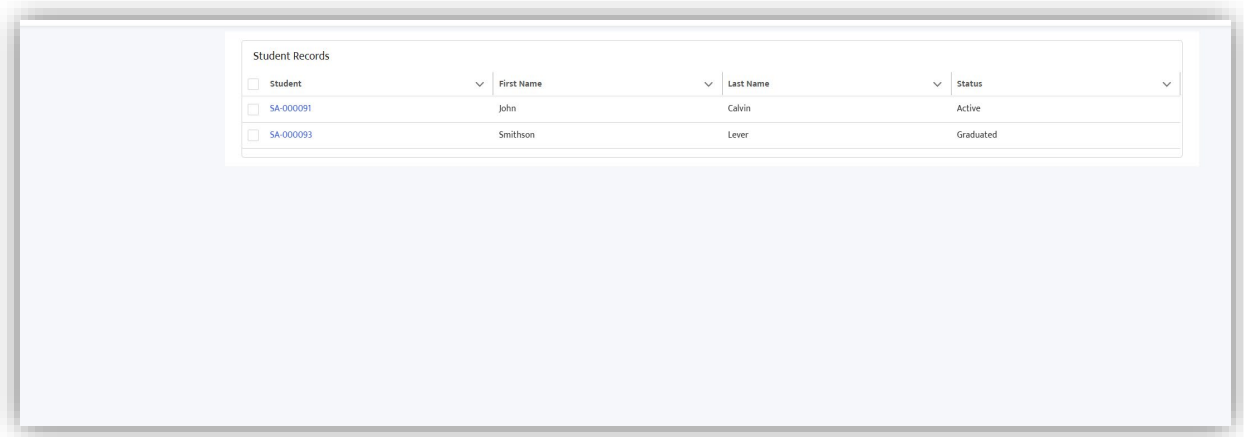
## 3.3 ROSA/SSCC

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).

## 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 Records | | | | |
|---|---|---|---|---|
| Student | First Name | Last Name | Status | |
| SA-000091 | John | Calvin | Active | |
| 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.
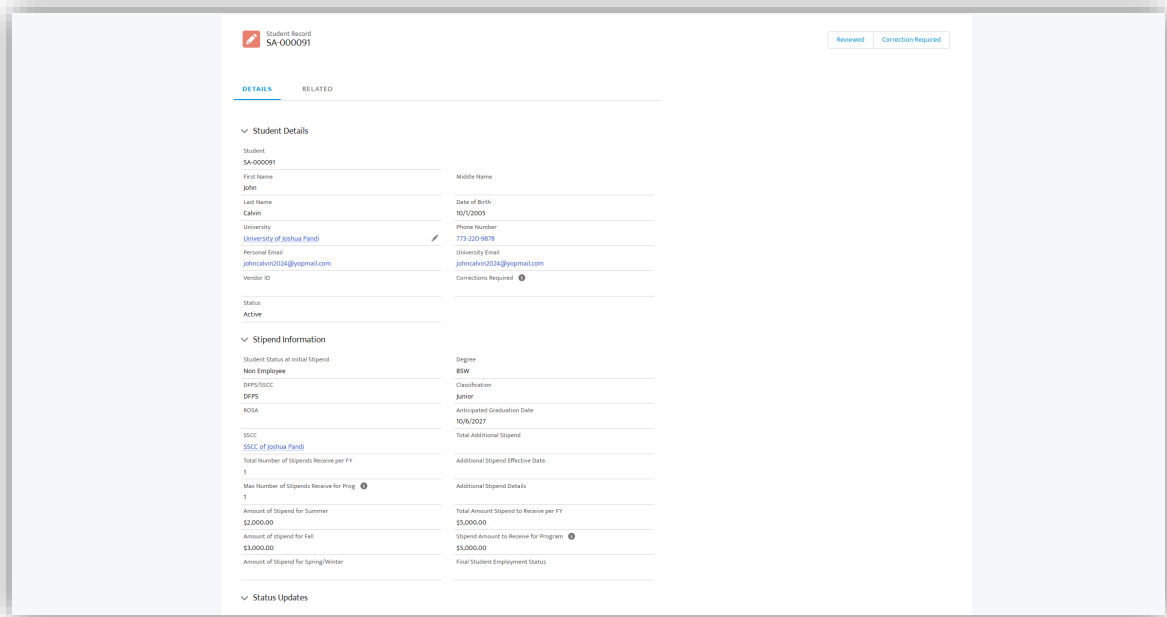
4) If any **corrections** are required with Student Details submitted by the University, ROSA/SSCC Admin will click on the **Corrections Required** button, provide comments, and click **Save.** University Admin will receive an email notifying to correct and resubmit.
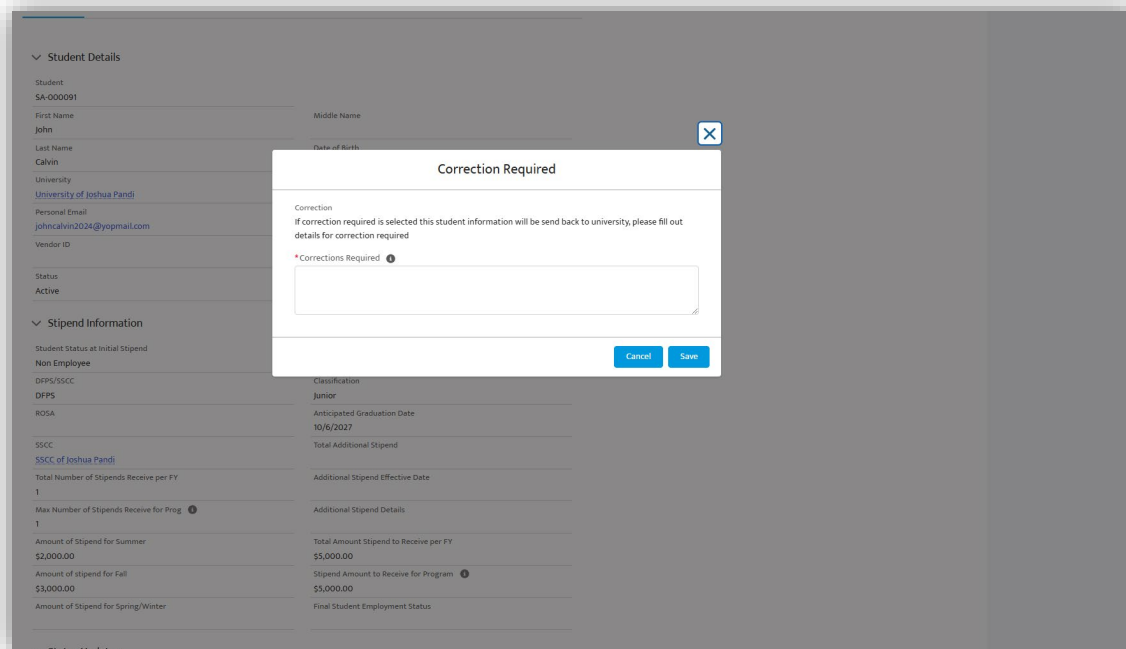


5) If no, corrections are required with the **Student Details** and **Stipend Information** submitted by the university, ROSA/SSCC admin will click on the Reviewed button.

## 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.

## 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**.
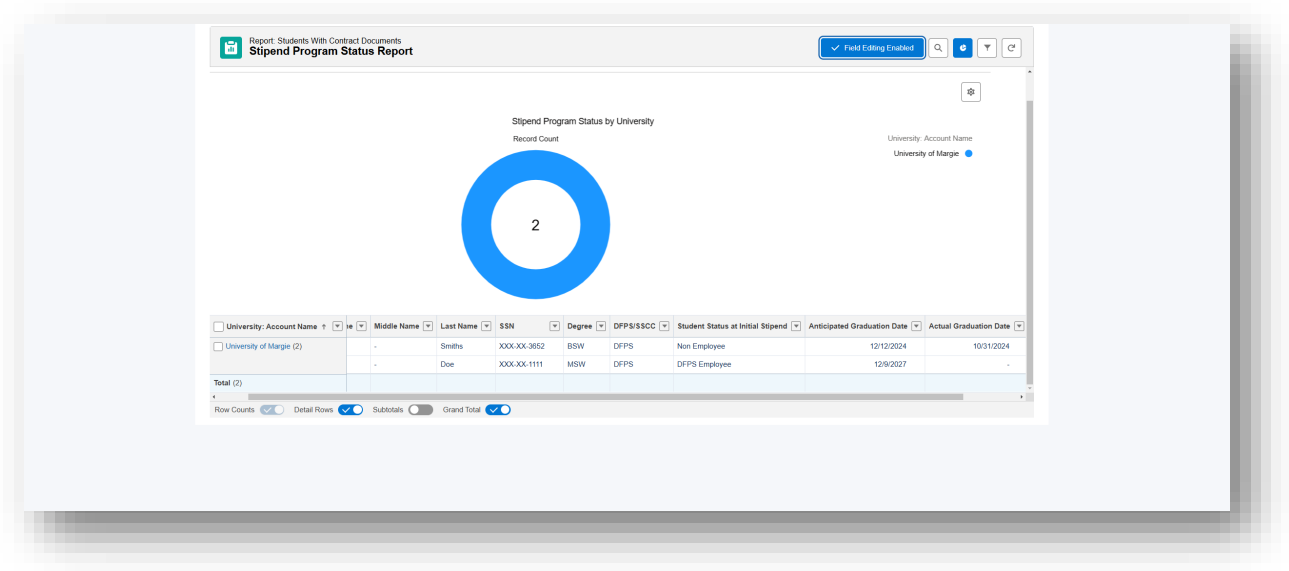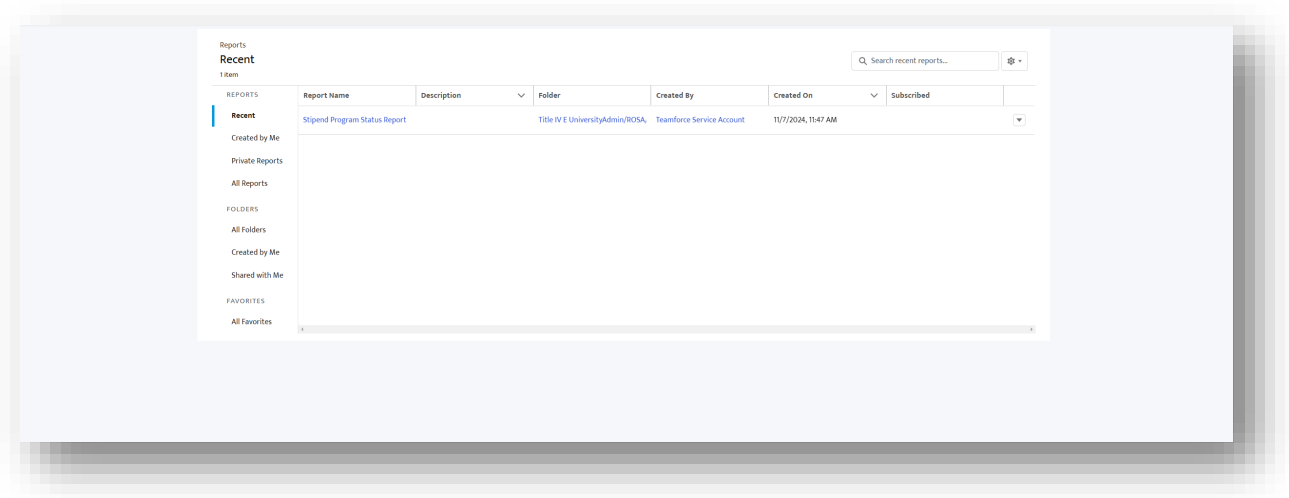
# Section 4. Revision History

| 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 |
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