



Texas Department of
Family and Protective Services

Title IV-E Stipend Application

Job Aid for Student User

11/14/2024

Version: v1.1

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Section 1. Overview

1.1 Purpose

The purpose of this job aid is to describe the steps that will need to be taken by Student User to login, view/review the Student Stipend Details submitted by the Universities and submit Form 7039 to the university.

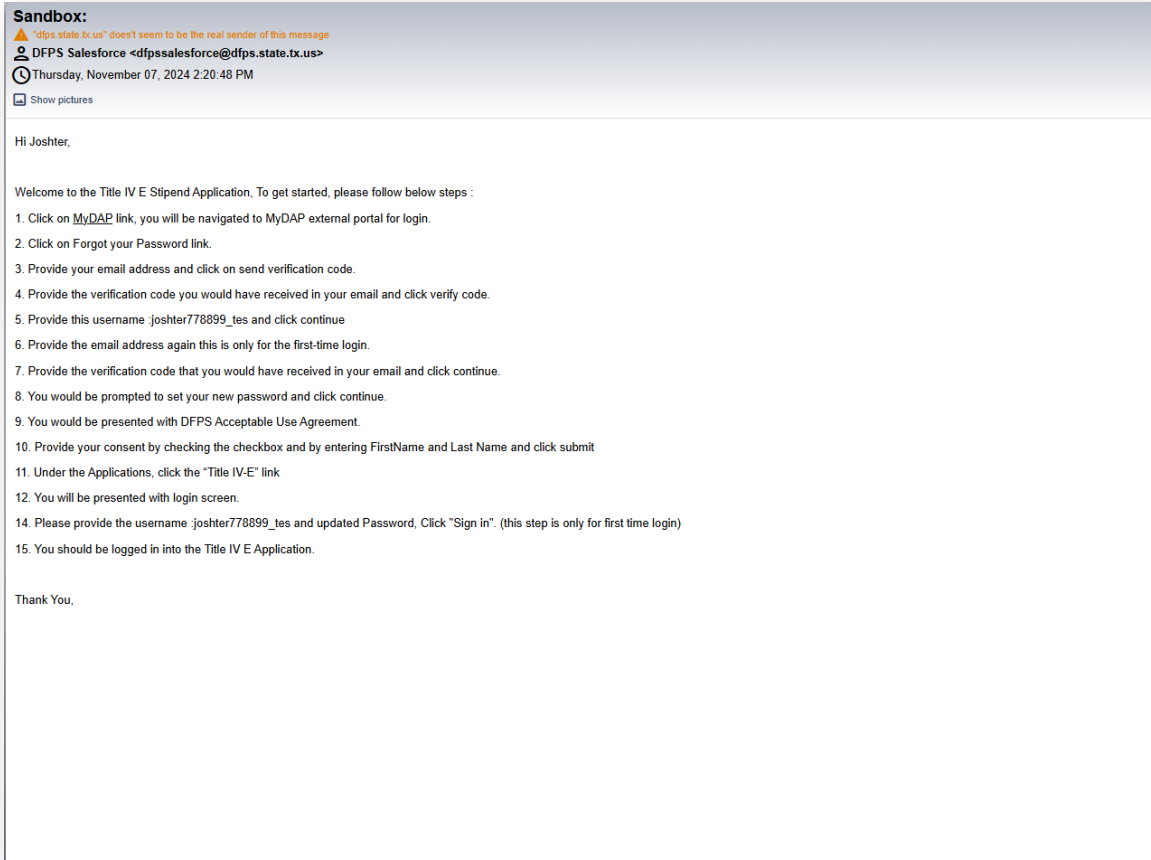
1.2 Scope

The scope of this **Title IVE Stipend Application Student User Job Aid** is to show Student user how to login to the system and manage the information on the Title IV-E Application tabs (**MyDetails, Student Stipend Details, Submit Form 7039, and Contract Documents**).

Section 2. Login

2.1 Welcome Email

After **SSCC/ROSA** completes reviewing the **Student Stipend Details submitted** by the university, **DFPS Contract Manager** will invite the **student** user to the **Title IV-E application**. **Student** user 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 DFP 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 DFP Application Passport

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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

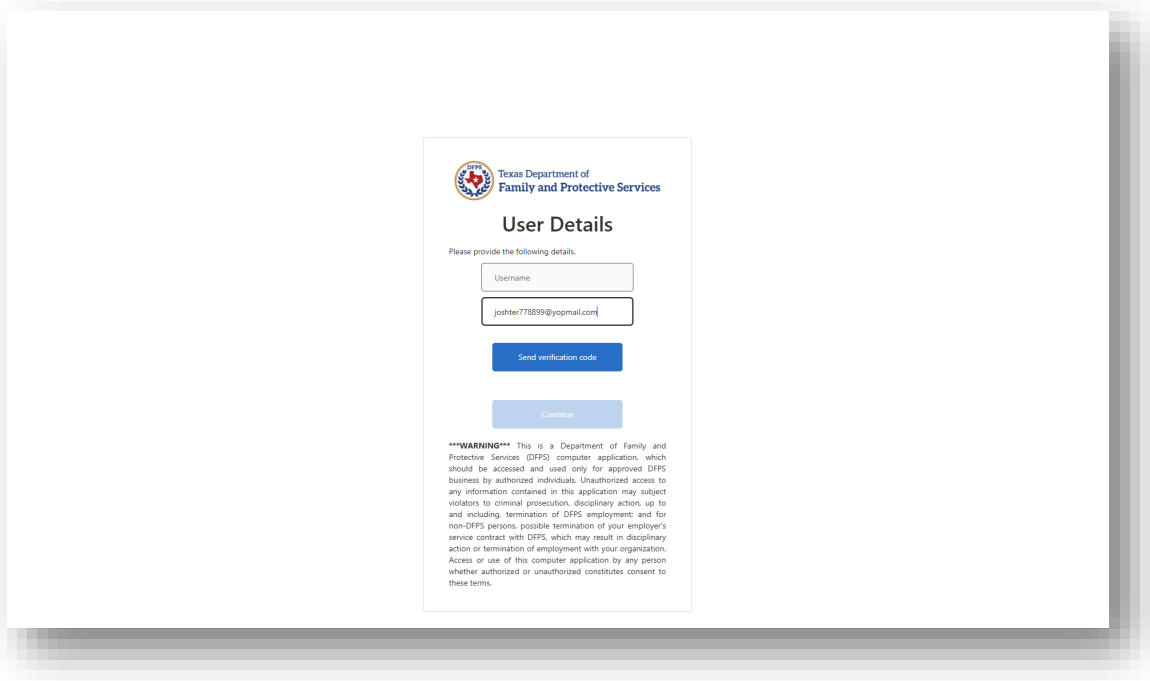
Password

Forgot your password? Forgot Username?

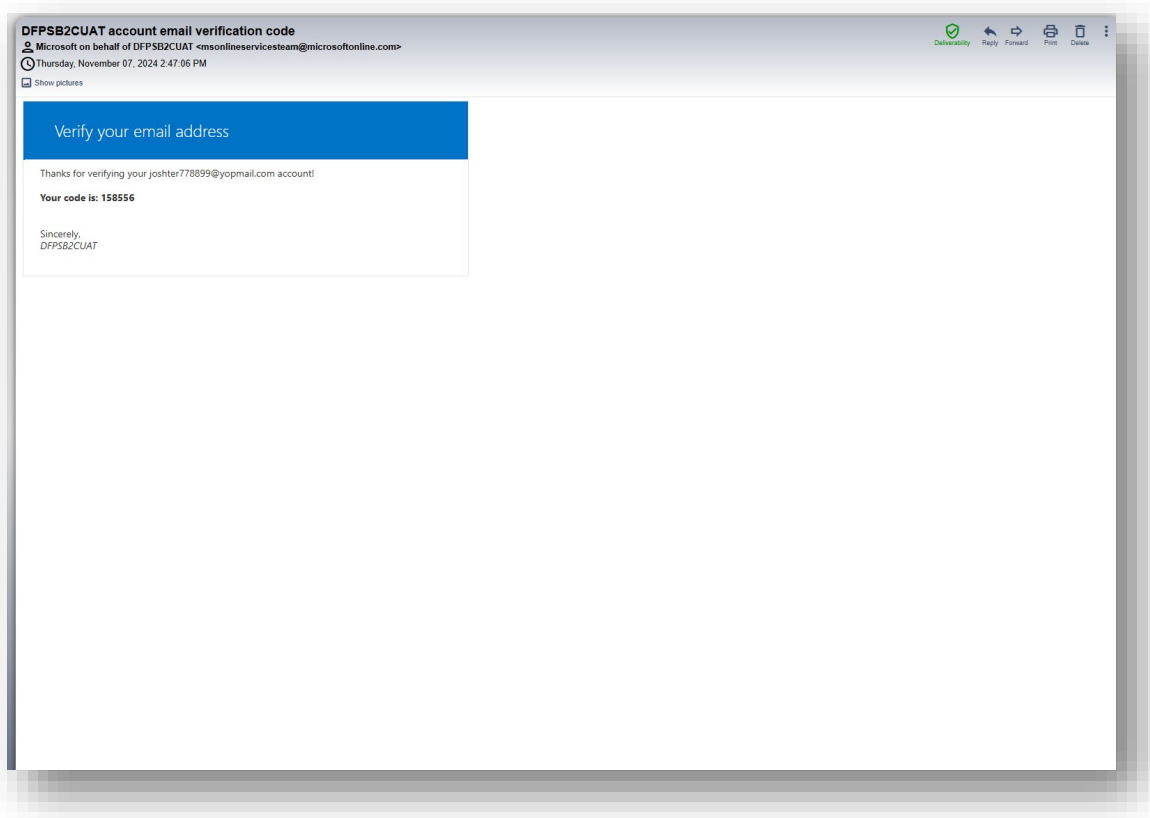
Sign in

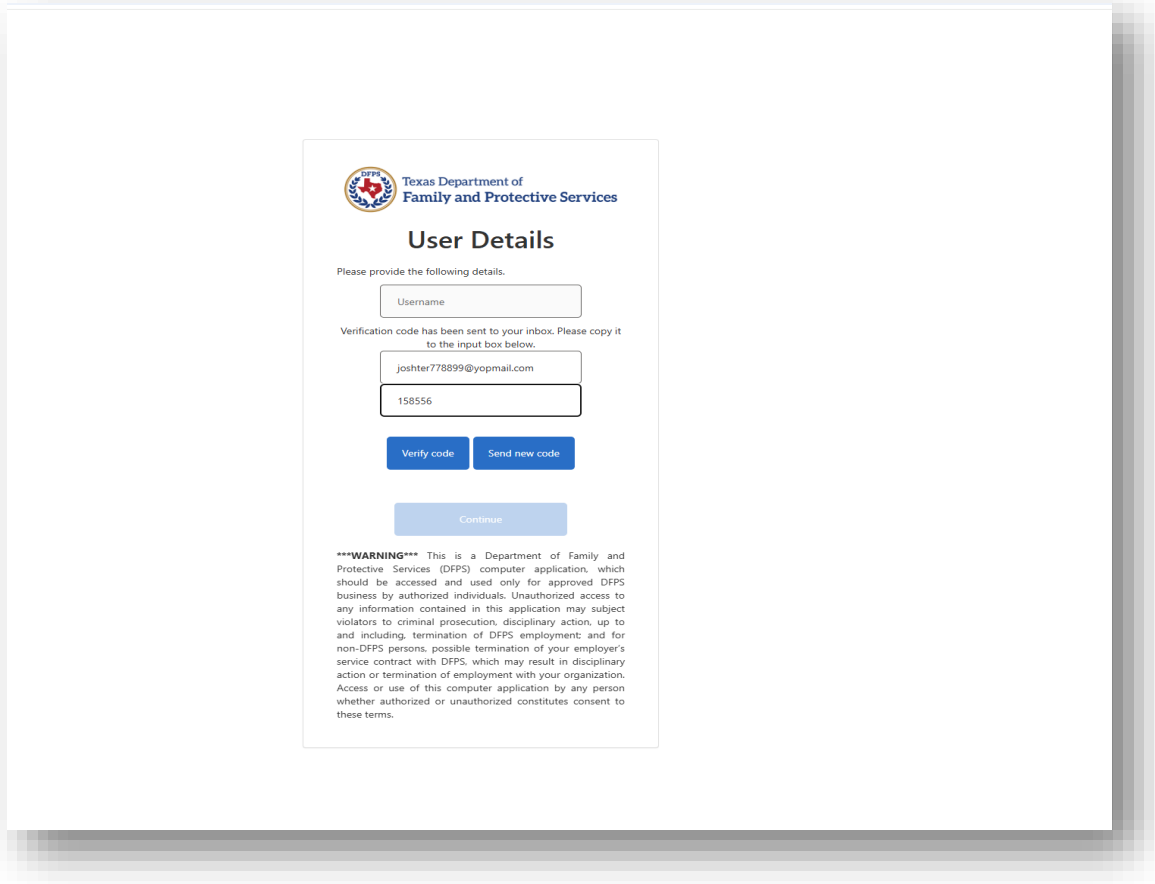
Don't have an account? Sign up now

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

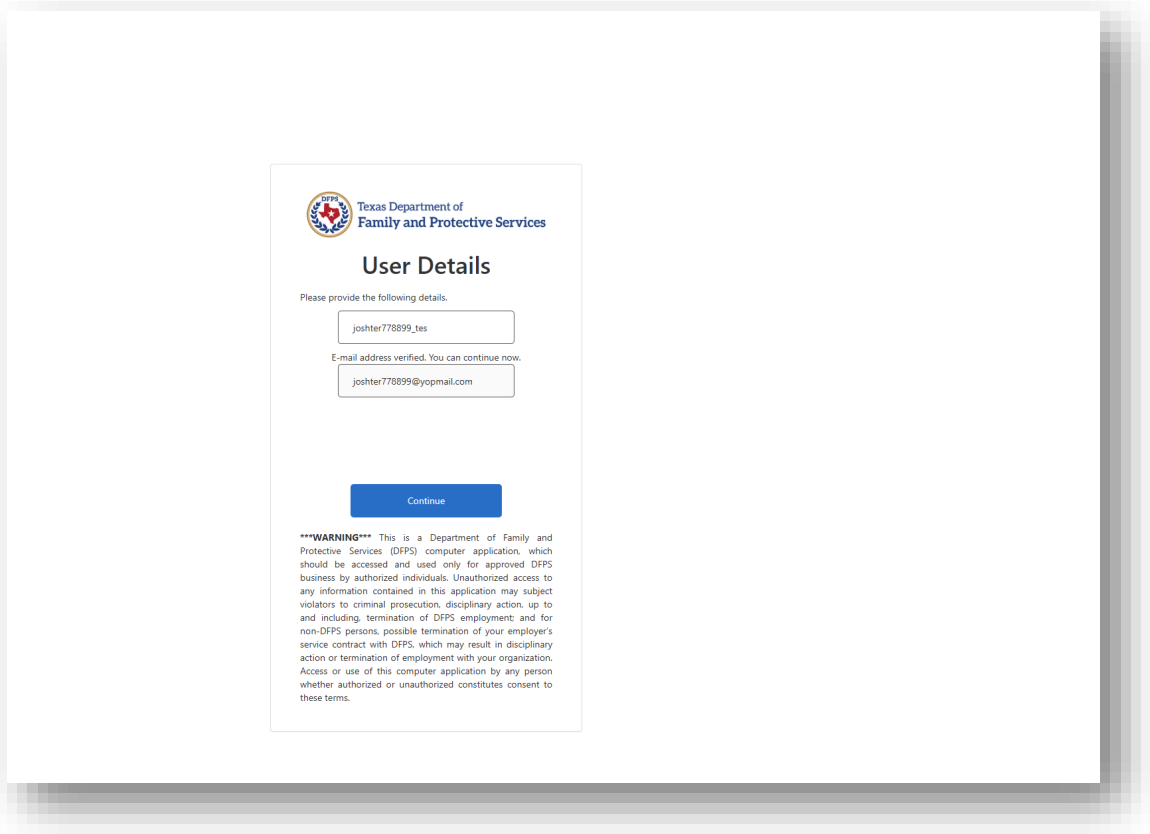


4. Provide the verification code you received in your email and click **verify code**.

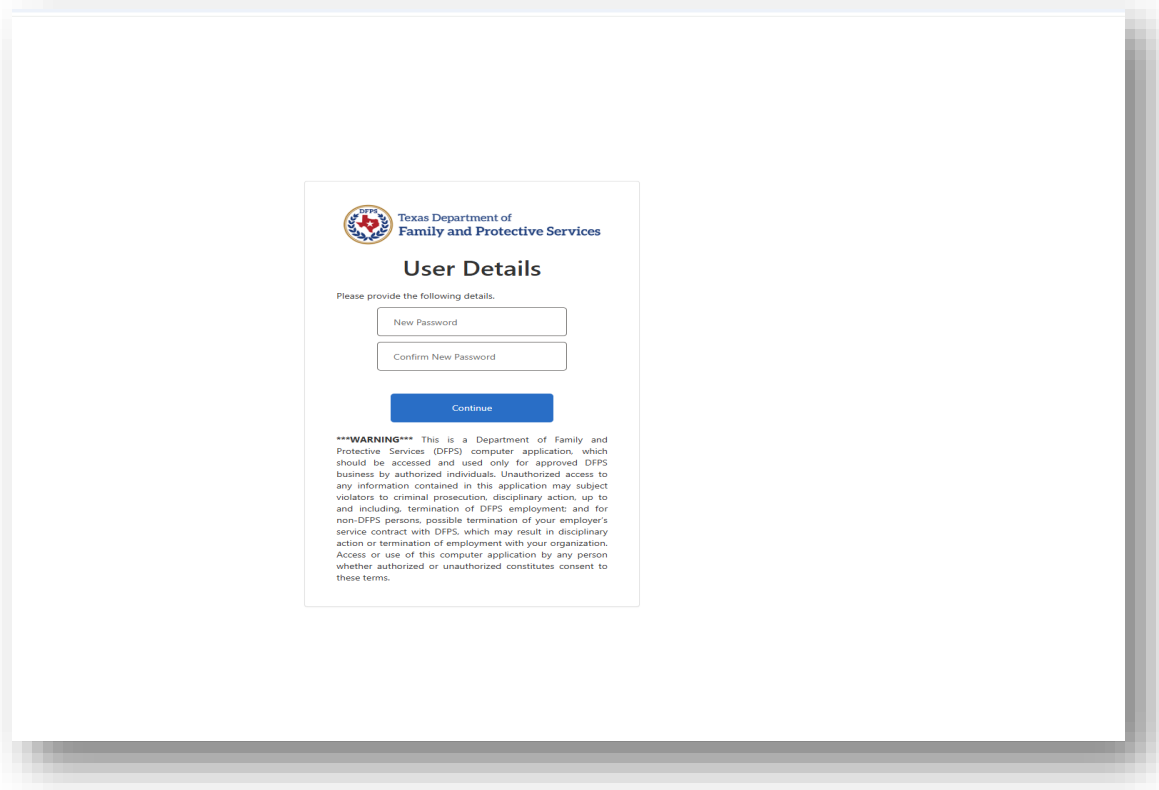




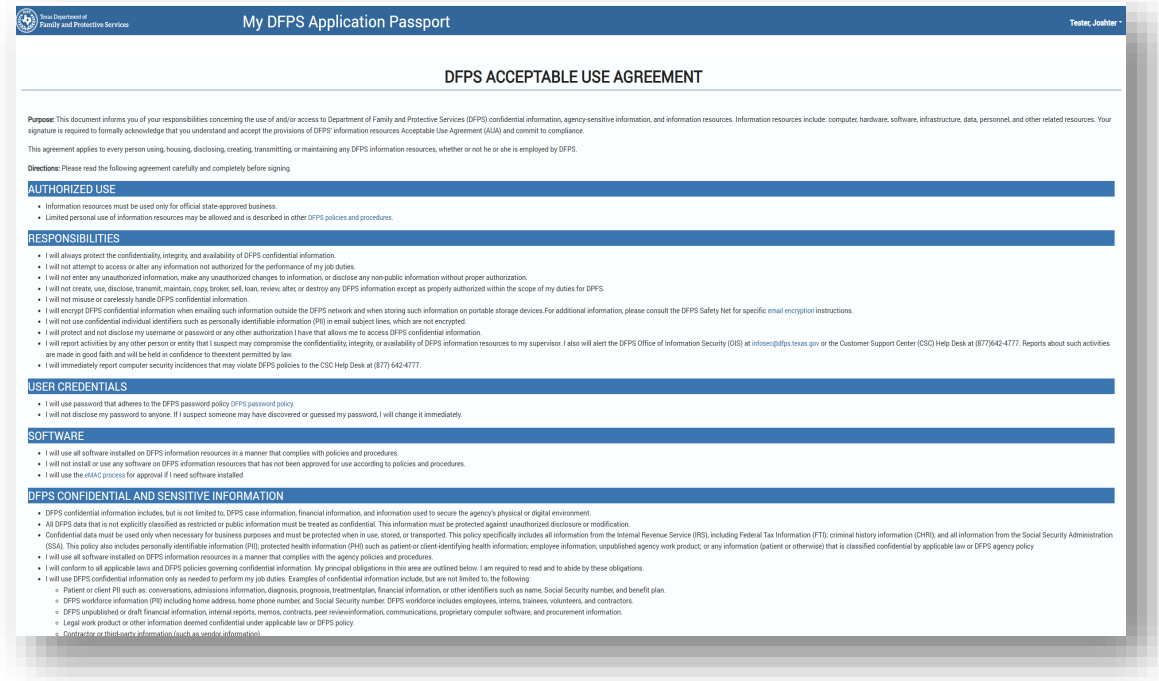
5. Provide the username as shown in your Welcome Email and click **continue**



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

o Keeping my workspace clean.
o Not leaving DFPS confidential information, DFPS agency sensitive information, or information resources in my vehicle unattended.
o Locking information resources with a locking cable or an approved locked 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 (CIS).
- 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, Dropbox, 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 tab on the left-hand side of the screen, click the "Title IV-E" link

Home Department of Family and Protective Services My DFPS Application Passport Teitel, Jojofer

Home My Profile My Requests

Access Management

- Notifications
- Manage Access
- View Agreements

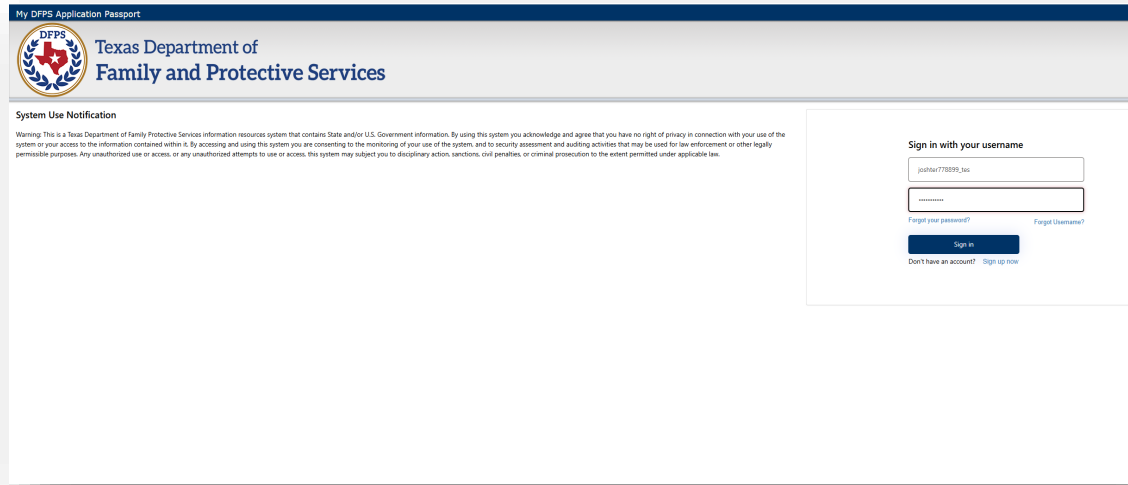
Applications

- 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.)

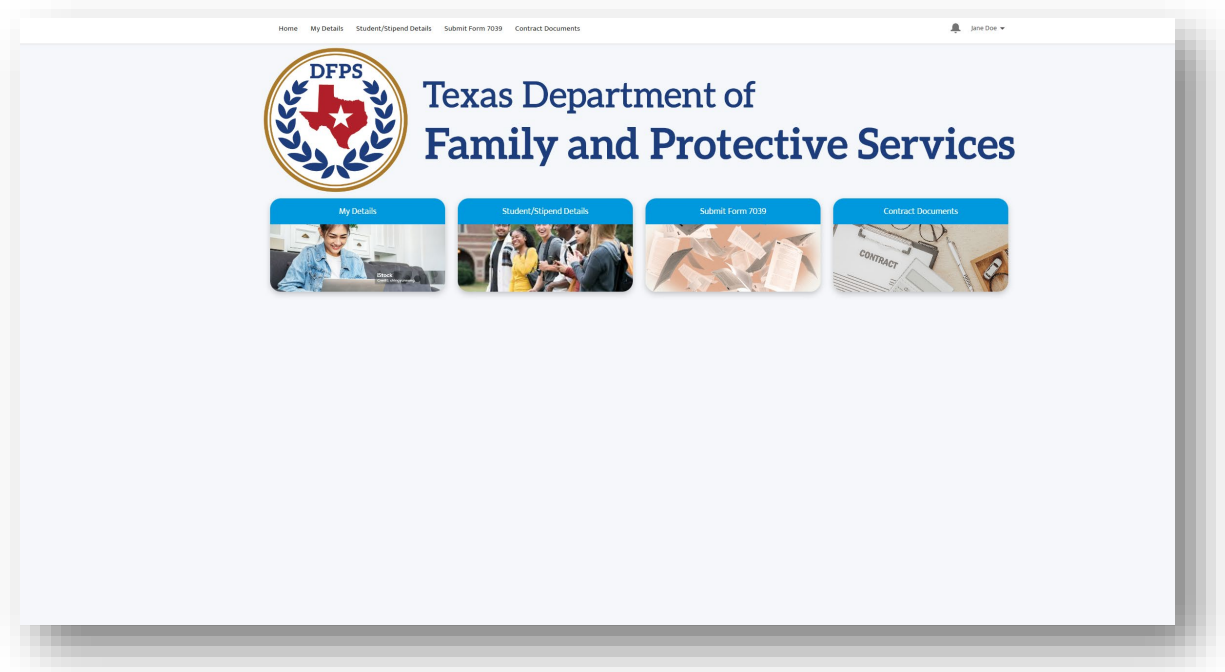
12. You will be logged into the **Title IV E Application**.



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

Section 3. Title IV-E Application

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, **Student/Stipend Details** tab to view the details submitted by the university, **Submit Form 7039** tab to submit **Form 7039** to the university and **Contract Documents** to view the Student's Contract Document.



3.1 MyDetails

Details of the student 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.

My Contact Details

Address

First Name: Josh
Middle Name: _____
Last Name: _____
Address: _____
City: AUSTIN
State: _____
Zip/Postal Code: 78701
Phone: 512-334-9084

Update Details

3.2 Student/Stipend Details

Student's Stipend Details are submitted by the University. Details can be viewed by either clicking on the **Student/Stipend Details** picture or using the tab provided on the home page. Student is NOT allowed to update any of the details displayed here (read only). **Form 7039** details are also available in this section once student submits the Form 7039 to the university.

My Stipend Details

Information

University: University of Al
First Name: Josh
Middle Name: Oct
Last Name: Student
Personal Email: joshoctstudent@yopmail.com
Email: joshuatstudent2@yopmail.com

Phone: 773-220-9878
Date Of Birth: 10/5/2005
Status: Active
Corrections Required: _____
Vendor ID: _____

Stipend Information

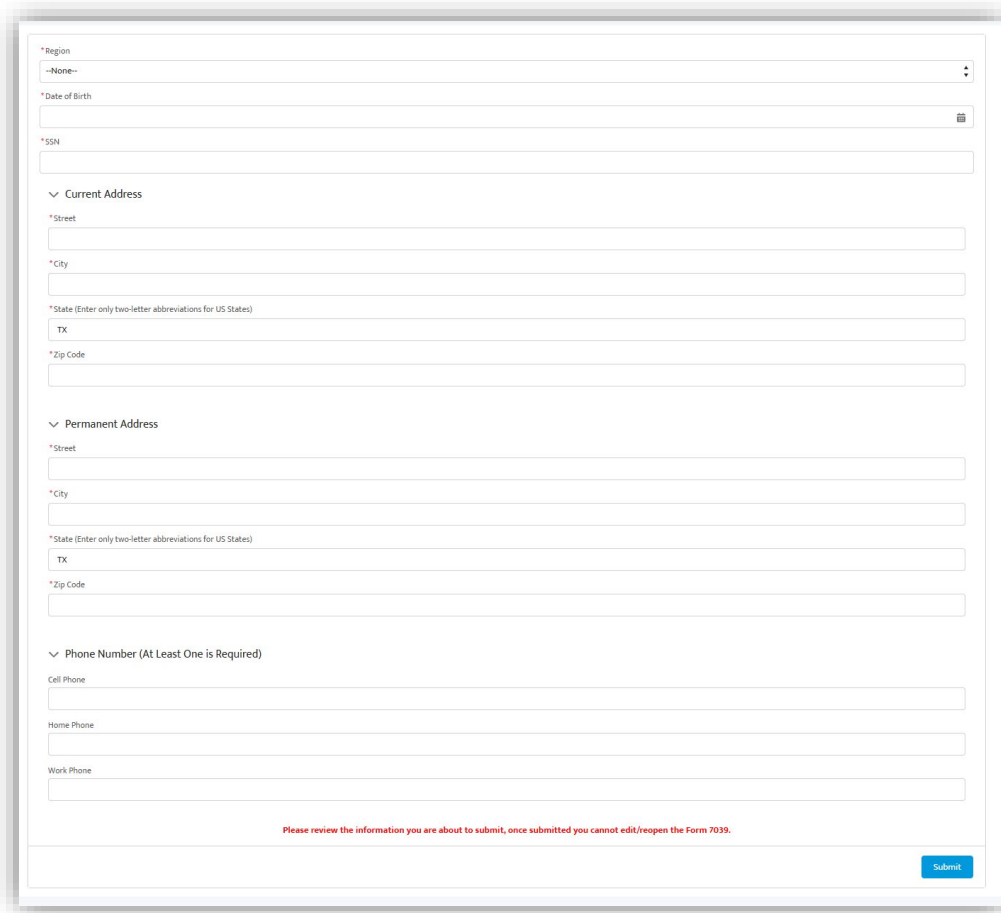
Student Status at Initial Stipend: DFPS Employee
Degree: BSW
Classification: Junior
Anticipated Graduation Date: 10/13/2027
Total Additional Stipend: _____
Additional Stipend Effective Date: _____
Additional Stipend Details: _____
Total Amount Stipend to Receive per FY: 6000.0
Stipend Amount to Receive for Program: 36000.0
Final Student Employment Status: _____

Status Updates

Date Temporary Pause Started: _____
Date Temporary Pause Ended: _____
Actual Graduation Date: _____
Date Last Attended: _____

3.3 Submit Form 7039

Student user will be able to submit **Form 7039** to the university by either clicking on the **Submit Form 7039** picture or using the tab provided on the home page.



The screenshot shows a web form for submitting Form 7039. The form is titled "Form 7039" and contains several sections of input fields:

- Region:** A dropdown menu with "--None--" selected.
- Date of Birth:** A date picker field.
- SSN:** A text input field.
- Current Address:** A section with a dropdown arrow, containing fields for Street, City, State (with a note: "Enter only two-letter abbreviations for US States"), and Zip Code. The State field has "TX" entered.
- Permanent Address:** A section with a dropdown arrow, containing fields for Street, City, State (with a note: "Enter only two-letter abbreviations for US States"), and Zip Code. The State field has "TX" entered.
- Phone Number (At Least One is Required):** A section with a dropdown arrow, containing three text input fields for Cell Phone, Home Phone, and Work Phone.

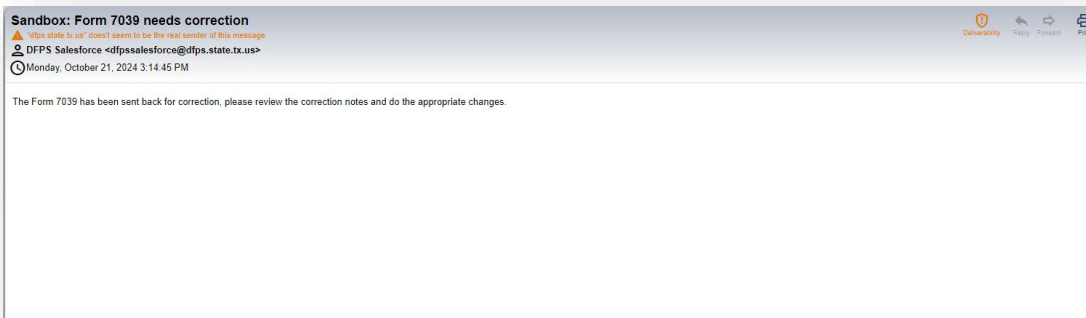
At the bottom of the form, there is a red warning message: "Please review the information you are about to submit, once submitted you cannot edit/reopen the Form 7039." and a blue "Submit" button.

- 1) Click on the **Submit Form 7039**
- 2) Student adds details such as:
 - Region
 - Date of Birth
 - SSN
 - Current Address
 - Permanent Address
 - Phone Number and click **Submit**.

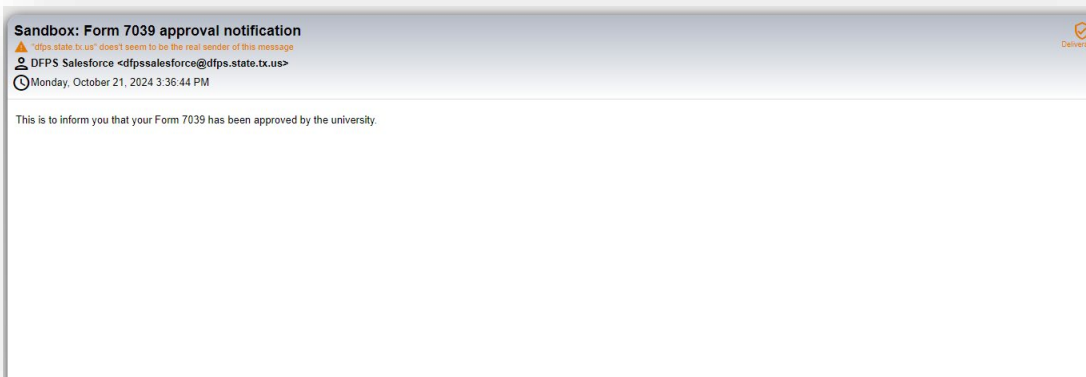
Note: Student is **NOT** allowed to edit Form 7039 once it is submitted to the university. Student can navigate to the [Student/Stipend Details](#) section to view/review the submitted Form 7039 details.

- 3) University admin will receive an alert with the student **Form 7039** submission.

- 4) If any **corrections** are required with the **Form 7039** details submitted by the Student, the university admin will **reject** the **Form 7039** so that Student can review, edit, and **resubmit** the **Form 7039**. Student will receive an email alert notifying them of the rejected Form 7039.



- 5) Student will receive an **Approval Notification** email alert when university approves **Form 7039** submitted by the Student.



- 6) Student will receive an alert if a **DFPS Contract Manger** make any edits to the **Form 7039**



3.4 Contract Documents

Student user will click on **Contract Documents** tab on the home page to view and download the **Final Contract** (signed between the Student and DFPS) uploaded by the DFPS Contract Manager. 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 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](#)

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 based on the users review and feedback