

# 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 <u>invite</u> 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:

Sandbox:	
A 'dps state ix us' does't seem to be the real sender of this message	
2 DFPS Salesforce <dfpssalesforce@dfps.state.tx.us></dfpssalesforce@dfps.state.tx.us>	
O 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	
2. 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,	

The is a Lead Daphment of Danish House Societies Envirous indentions in envirous Societies (44): (4.5. Communities 14) societies (44) societi	ng: 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 ac		
Joenname Passand Furget yoor passand? Furget Unaments? Sign on Don't have an account? Sign to new	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 ass sible purposes. Any unauthorized use or access, or any unauthorized attempts to use or access, this system may subject you to disciplinary action, sanctions, civil penalities, or	ices information resources system that contains State and/or U.S. Government information. By using this system you advoowledge and agree that you have no right of privacy in connection with your use of the By accessing and using this system you are consenting to the monotoring of your use of the asystem, and to accessing acc	
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2. Click on Forgot your Password link.

Texas Department of Family and Protective Services	
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mign The tap stead Department of Family Protective Services Homaton memory system has contrast OLLS Comment Information. By using the system has according to the syste	Sign in with your username burnerse Parament Fund your presented Sign and Sign to the set of th

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**.

B2CUAT account email verification code		Deliverability Reply Forward Print	Delete
rsday, November 07, 2024 2:47:06 PM			
pictures			
Verify your email address			
anks for verifying your joshter778899@yopmail.com account!			
ur code is: 158556			
eselouar			



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.

	My DPPS Application Passport Teeter Joener
	DFPS ACCEPTABLE USE AGREEMENT
upose: This document informs you of your responsib	Ities concerning the use of and/or scenes to Department of Parily and Pathotsine Services (JPP) confidential information, and information resources. Information resources include computer, hardware, software, infrastructure, data, personnel, and other related resources. Your indextructure of scenes the municipies of PSRIP information resources. The municipies of PSRIP information resources include computer, hardware, software, infrastructure, data, personnel, and other related resources. Your indextructure of and/or scenes to Department of PSRIP information resources.
s agreement applies to every person using, housing,	and minute and acception province of the simulation interaction of the simulation of
ections: Please read the following agreement careful	y and completely before signing.
UTHORIZED USE	
Information resources must be used only for offic     Limited personal use of information resources ma	ial state-sponsed business. y be allowed and is described in other UPPS pulicies and procedures.
ESPONSIBILITIES	
I will not misuse or carelessly handle DFPS confid     I will encrypt DFPS confidential information when	minit and information.
<ul> <li>I will not use confidential individual identifiers su         <ul> <li>I will protect and not disclose my username or pair             <li>I will report activities by any other person or entit             are made in good faith and will be held in confide             <li>I will immediately report computer security incide</li> </li></li></ul> </li> </ul>	ha personally identifiable information (PP) in email adapted lines, which are not encrepted. and or any other automatical hand that alian on tacces IMPPs collected information. In that I suggest and any other automatical hand that alian on tacces IMPs collected information resources to my supervisor. I also will aler the EMPS Office of Information Security (IXE) at inforce@idjust texas, priv or the Dustomer Support Center (ISIC) Help Dexk at (IRT)642-4777. Reports about such activities to a Descator guardinary information by in that I suggest that the I supervisor. I also will aler the EMPS Office of Information Security (IXE) at inforce@idjust texas, priv or the Dustomer Support Center (ISIC) Help Dexk at (IRT)642-4777. Reports about such activities to be Descator guardinary in Center (ISIC) Help Dexk at (IRT)642-4777.
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I will not use confidential individual identifiers au I will protect and indicalise my userame or par I will report activities by any other preson or entiti- are made in good taint and will be theil in confide- I will immediately report computer security incide SER CREDENTIALS I will our password that adhress to the EFPS pass I will not diaclose my password to anyone. If I same	ha genormally identifiable information (PDI) is meal adapted lines, which are not encrypted. and or any other automatical lines that alians on toxics DBPS collected information. That I suggest any other automatical lines that alians on toxics DBPS collected information inscribes any supervisor. I alian will aler the DPIS Office of Information Security (DDI) at inforce@dpt texas gos or the Customer Support Center (SSC) Help Desk at (177)/642-4777. Reports about such activities the Detention primited by line. The Detention primited by line. I and Detention of Detentio
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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

1411	
I will not send any er     I will not use third-pa     I acknowledge that e	solates DP75 polys, such as an e-mail that contains malicious, hostific/threatening, abouive, vulgar, defamatory or prefare content, or inappropriate trackil, gender, servaul, amelijous content. Execontar la Danial, Hermal, or Yahoo Jot transmitting or remoting DPPS approxy informations or connectings approxy baneses awitout prior writen approarial by the DPPS Officed Information Security (DS), communications transmitted constraints and the DPPS program (securitized) priorities and the DPPS officed Information Security (DS).
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OCIAL MEDIA	
I will not view social     The DFPS Chief Infor	g alses such as Facebook. Reddit, Twitter, Instagram, or vide-horating alses such as YouTube using state information resources unless required as part of my job duties and previously approved. curity Officer must approve exceptions for the use of social media alters for approved business purpores before establishing each new social media presence on the approvy behalf.
NSTANT MESSA	
I understand that the	oved instant messaging (IM) system is DPPS provided instant messaging from Microsoft through Microsoft Treams. Use of other instant messaging systems for DPPS business use is prohibited, except for specific instances approved by Office of Information Security for legitimate DPPS agency business purposes.
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9. Under Applications tab on the left-hand side of the screen, click the "Title IV-E" link

Stars Department of Pacifily and Protective Services	My DFPS Application Passport	Testas, Jouhter
		Hame My Profile My Requests
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10. You will be presented with login screen.

This is a tesse Department of harmy Protective Services information resources system that contains State 2 if your access to the information contained within it. By accessing and using this system you are consenting	If the sur your this noticence in a second		Sign in with your username	
ие рагровеь ниу чиванногоден изе ог всесвы от вну чиванногоден воденнуть по чае от всесвы иль зузлен п	em may subject you to disciplinary action, sanctions, ova penanex, or orminal protection to the extent permitted under applicable sail.		joshter778899_tes	
			Forgot your password?	Forgot Username?
			Sign in Don't have an account? Sign up now	

- 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 Cont	act Details
	Address
First Name	Street
Josh	TO I W SIST ST
Middle Name	City
Uni	AUSTIN
Last Nome	State
Admin	Tenas
trai	Zip/Postal Code
joshunitester@yopmail.com	28251
Phone	Country
312-334-9084	United States
	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	Phone
University of AI	773-220-9878
First Name	Date Of Birth
Josh	10/5/2005
Middle Name	Status
Oct	Active
Last Name	Corrections Required
Student	
Personal Email	h
joshoctstudent@yopmail.com	Vendor ID
Email	
joshuatstudent2@yopmail.com	
Stipend Information	
Student Status at Initial Stipend	Degree
DFPS Employee	BSW
DFPS/SSCC	Classification
sscc	Junior
ROSA	Anticipated Graduation Date
	10/13/2027
sscc	Total Additional Stipend
SSCC of Joshua Pandi	
Total Number of Stipends Receive per FY	Additional Stipend Effective Date
3	
Max Number of Stipends Receive for Program	Additional Stipend Details
6	
Amount of Stipend for Summer	Total Amount Stipend to Receive per FY
2000.0	6000.0
Amount of stipend for Fall	Stipend Amount to Receive for Program
2000.0	36000.0
Amount of Stipend for Spring/Winter	Final Student Employment Status
2000.0	
Status Updates	
Date Temporary Pause Started	Actual Graduation Date
Date Temporary Pause Ended	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.

Perion		
None		
- None-		
Date of Birth		
		Ē
55N		
Current Address		
V Current Address		
*Street		
*City		
*State (Enter only two-letter abbreviations for US States)		
тх		
*Zip Code		
*Street		
*Street *City		
*Street *City		
"Street "City "State (Enter only two-letter abbreviations for US States)		
*Street *Cky 'State (Enter only too-letter abbreviations for US States) TX		
*Street  *City  *State (Enforce) two-letter abbreviations for US States)  X  X  ZB Code		
*Street *City State (Enter only two-letter abbreviations for US States) TX *Zp Code		
*Street *City *State (Enter only two-letter abbreviations for US States) TX *2p Code		
*Street  *City  State (Enter only two-letter abbreviations for US States)  TX  *Zop Code  >> Phone Number (At Least One in Derwijser)		
*Street  *City  State (Enter only two-letter abbreviations for US States)  Tx  *20p Code  Phone Number (At Least One is Required)		
*Street  *City  *State (Enter only two-letter abbreviations for US States)  *State (Enter only two-letter abbreviations for US States)  *Zip Code  Phone Number (At Least One is Required) Cell Phone		
*Street  *City  *City  *State (Enter only two-letter abbreviations for US States)  * State (Enter only two-letter abbreviations for US States)  * Phone Number (At Least One is Required) Call Phone  Call Phone		
*Street  *City  State (Enter only two-letter abbreviations for US States)  TX  *Zop Code  Phone Number (At Least One is Required) Cell Phone Home Phone		
*Street  City  State (Enter only two-letter abbreviations for US States)  Tx  *Zip Code  Phone Number (At Least One is Required) Cell Phone  Home Phone		
*Street  *City  *City  *State (Enter only two-letter abbreviations for US States)  TX  *Zip Code  Call Phone Number (At Least One is Required) Call Phone Home Phone Work Phone		
*Street  *City  *City  *State (Enter only two-letter abbreviations for US States)  * *State (Enter only two-letter abbreviations for US States)  *Zip Code  Coll Phone Coll Phone  Work Phone  Work Phone		
*Street  **City  **City  **State (Enter only two-letter abbreviations for US States)  **Zip Code  **Zip Code  Cell Phone Number (At Least One is Required) Cell Phone  Work Phone  Work Phone	Please review the information you are about to submit, once submitted you cannot edit/reopen the Form 7039.	
*Street  *City  *City  *State (Enter only two-letter abbreviations for US States)  *State (Enter only two-letter abbreviations for US States)  *Zip Code  Call Phone Number (At Least One is Required) Call Phone  Work Phone	Please review the information you are about to submit, once submitted you cannot edit/reopen the Form 7039.	

- 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.

dbox: Form 7039 approval notification	9
fps.state.tx.us" does't seem to be the real sender of this message	Derivera
FPS Salesforce <dfpssalesforce@dfps.state.tx.us></dfpssalesforce@dfps.state.tx.us>	
onday, October 21, 2024 3:36:44 PM	
is to inform you that your Form 7039 has been approved by the university.	

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.

All 🔻 🖈							Print	able View
Sorted by Contract Document Name • Filtered by All contract	ct documents • Update	d 5 minutes ago		Q Search thi	s list	尊 •		C T
Contract Document Name 1	~	Student Name	∽ Student ID	~	Student's First Date of	Class		~
Contract Document Sample		Josh Student	SA-000096		10/7/2024			•
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Final Executed Contracts Contract Document Sample								
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A-000096	10	0/7/2024						
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Final Executed Contracts								
Contract Document Sample								
DETAILS RELATED								
Files (1)			Upload Files					
Contract Document								
Oct 8, 2024 • 22KB •								
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