

LEGISLATIVE BUDGET BOARD

Instructions for State Agencies for Agency Account Maintenance for Existing Legislative Budget Board User IDs

LEGISLATIVE BUDGET BOARD STAFF

WWW.LBB.TEXAS.GOV

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OVERVIEW

The Legislative Budget Board (LBB) issues User IDs to state agencies for the below-noted applications. For purposes of these instructions, the term agency (or agencies) includes state agencies, appellate courts/judicial agencies, and institutions/agencies of higher education.

- Automated Budget and Evaluation System of Texas (ABEST)
- LBB Contracts Database (state contracts only)
- LBB Fiscal Notes System
- LBB Document Submissions

For persons that have existing LBB User IDs, if you need to check your Account Information or take any of the following actions:

- Account Information
- Change Contact Info
- Change Password
- Change Security Questions/ Answers
- Request Application Access
- Request Additional Application Access
- Remove Agency Application Access
- Delete Account

then please complete the steps detailed under the **AGENCY ACCOUNT MAINTENANCE** section of these instructions. After reading the instructions, if you have any questions or encounter any problems, send an email to WebAppSupport@lbb.texas.gov or call the LBB's Application Support Help Desk at 512-463-3167.

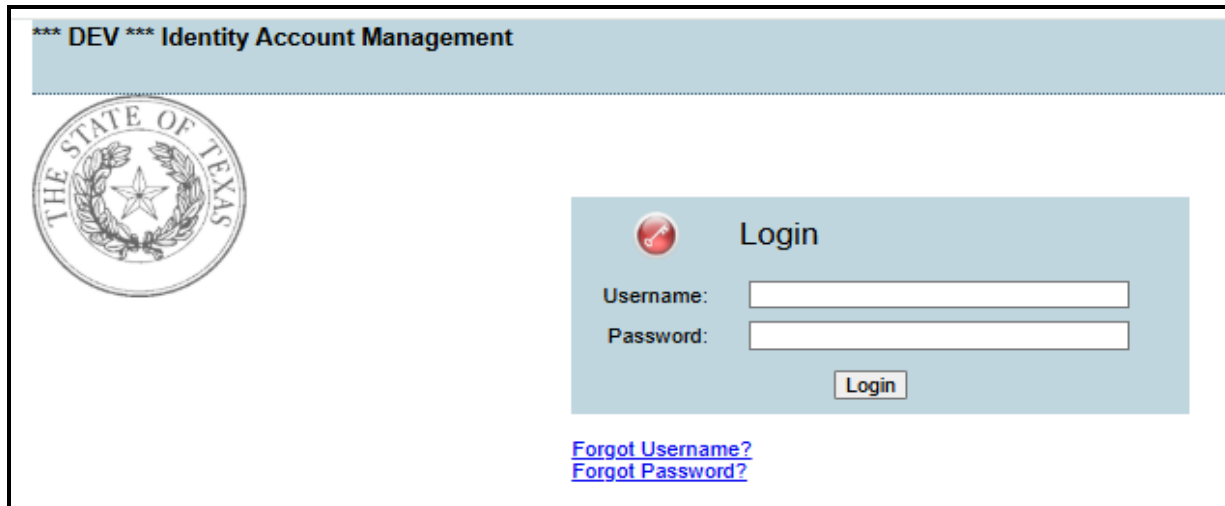
AGENCY ACCOUNT MAINTENANCE

Under AGENCIES PORTAL on the LBB's website (www.lbb.texas.gov), click on FOR NEW USERS AND LOG ON INFORMATION, and then click on Agency Account Maintenance under AGENCY PERSONNEL REGISTRATION AND ACCOUNT MAINTENANCE.


AGENCY PERSONNEL REGISTRATION AND ACCOUNT MAINTENANCE


Agency Logon Request Form	Agency Account Maintenance	Agency Account Maintenance
Are you a New User? Did you change your job and are now working for a different state agency? Click the button below to request access to LBB Applications.	Are you a current user? We have updated our security. Click the button below to update your account.	Do you need to reset your password, change security questions, change name, or request/revoke access to LBB Applications? Click the button below to update your account.
Request Agency Logon	Update Security	Agency Account Maintenance

The below login screen will display.



*** DEV *** Identity Account Management



 Login

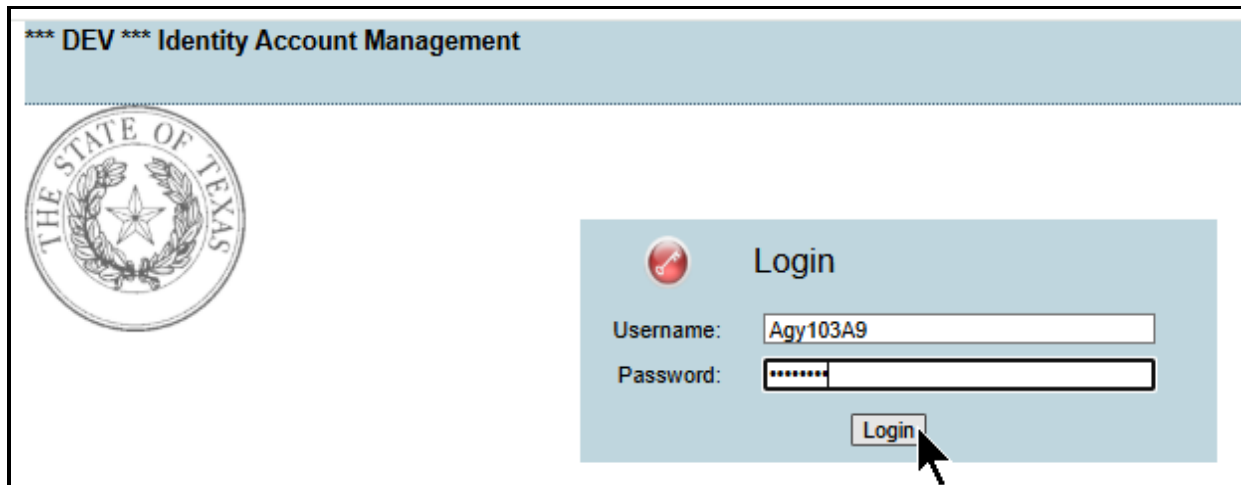
Username:

Password:


Login


[Forgot Username?](#)
[Forgot Password?](#)

Enter your **Username** (assigned LBB User ID) and **Password** and click **Login**.



*** DEV *** Identity Account Management



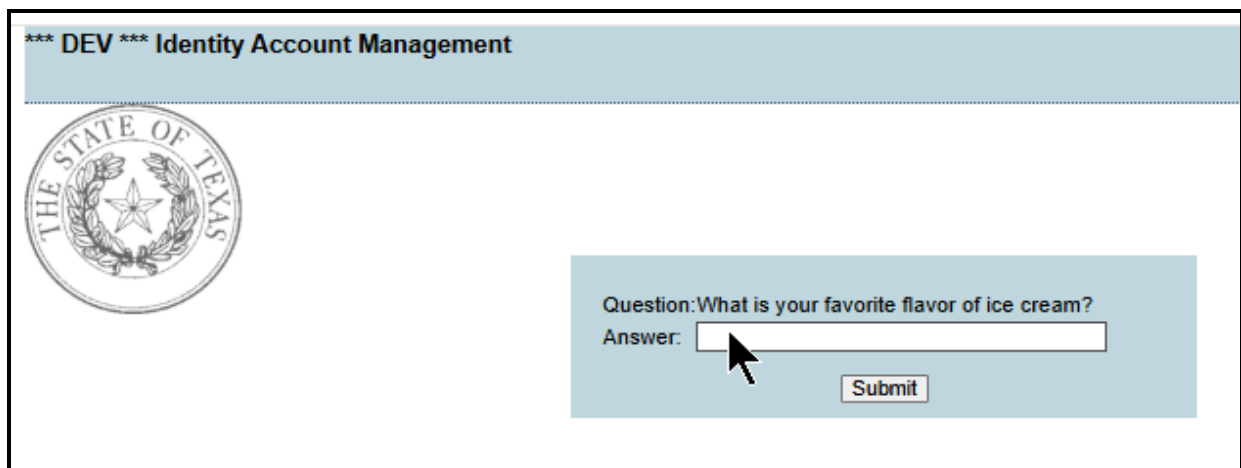
 Login

Username:


Password:

Login

Enter your answer to the security question (examples shown below) and click **Submit**.



*** DEV *** Identity Account Management




Question: What is your favorite flavor of ice cream?

Answer:

Submit


*** DEV *** Identity Account Management



Question: What is your favorite flavor of ice cream?
Answer:

If you enter an incorrect/invalid answer, the system will take you to your next available security question (example shown below).

*** DEV *** Identity Account Management




Question: What is your father's middle name?
Answer:

Invalid Answer. You have 2 more tries.

Enter a correct/valid answer to the security question and click **Submit**.

*** DEV *** Identity Account Management



Question: What is your father's middle name?
Answer:

Invalid Answer. You have 2 more tries.

IDENTITY ACCOUNT MANAGEMENT

The **Identity Account Management** screen will then display (example shown below).


*** DEV *** Identity Account Management	
Account Information	Please do not bookmark this or any of the following pages as it may cause errors
Change Contact Info	CONTACT INFORMATION
Change Password	John Newton john.newton123@lbb.texas.gov (512) 463-1200
Change Security Questions/Answers	
Request Application Access	
Request Additional Agency Access	AGENCY ASSIGNMENTS
Remove Agency Application Access	103 - Legislative Council
Delete Account	

Please DO NOT BOOKMARK the **Identity Account Management** screen or any pages related to the available menus on that screen because it may cause errors in the application.

*** DEV *** Identity Account Management	
Account Information	Please do not bookmark this or any of the following pages as it may cause errors
Change Contact Info	CONTACT INFORMATION

Click on any of the available menu items for actions that you want to take. The following are examples of what will display for each menu.

ACCOUNT INFORMATION

*** DEV *** Identity Account Management	
Account Information	Please do not bookmark this or any of the following pages as it may cause errors
Change Contact Info	CONTACT INFORMATION
Change Password	John Newton john.newton1000@lbb.texas.gov (512) 555-1212
Change Security Questions/Answers	
Request Application Access	
Request Additional Agency Access	AGENCY ASSIGNMENTS
Remove Agency Application Access	719 - TSTC System Admin
Delete Account	Additional Agency Assignments 7TC - Texas State Technical College
	ASSIGNED APPLICATIONS BY AGENCY Assigned Agency: 719 - TSTC System Admin ABEST - (Automated Budget and Evaluation System of Texas) Includes: Base Reconciliation, LAR Submissions, Operating Budget, Actual Performance Measures, USAS Reconciliation, Biennial Operating Plan, Federal Funds Pandemics Assigned Agency: 7TC - Texas State Technical College Document Submission

CHANGE CONTACT INFO

On the **Change Contact Info** screen, answering **Yes** will display the message that you should delete your current account and re-register as a new user. You can delete your account by clicking the **Delete Account** menu option and following the steps indicated on the screen.


The screenshot shows the '*** DEV *** Identity Account Management' interface. On the left is a vertical menu with options: Account Information, Change Contact Info (highlighted with a mouse cursor), Change Password, Change Security Questions/Answers, Request Application Access, Request Additional Agency Access, Remove Agency Application Access, and Delete Account. To the right of the menu, the text 'Change Contact Info' is displayed next to a gear icon. Below this, a red text prompt asks: 'Are you changing your email because you started working at another agency?'. To the right of this prompt is a dropdown menu currently showing '---' with 'Yes' and 'No' as visible options.

Then, you need to access the **Request Agency Logon** form. Under AGENCIES PORTAL on the LBB's website (www.lbb.texas.gov), click on FOR NEW USERS AND LOG ON INFORMATION, and then click on **Request Agency Logon**.

The screenshot displays the 'FOR NEW USERS AND LOG ON INFORMATION' page. The title is centered at the top in blue. Below the title is a section header 'AGENCY PERSONNEL REGISTRATION AND ACCOUNT MAINTENANCE'. Under this header are three columns of information:

- Agency Logon Request Form**: 'Are you a New User? Did you change your job and are now working for a different state agency? Click the button below to request access to LBB Applications.' Below this text is a blue button labeled 'Request Agency Logon'.
- Agency Account Maintenance**: 'Are you a current user? We have updated our security. Click the button below to update your account.' Below this text is a blue button labeled 'Update Security'.
- Agency Account Maintenance**: 'Do you need to reset your password, change security questions, change name, or request/revoke access to LBB Applications? Click the button below to update your account.' Below this text is a blue button labeled 'Agency Account Maintenance'.

If you answer **No**, you can change your name, email, and contact numbers, as shown in the following examples.

 **Change Contact Info**

Are you changing your email because you started working at another agency?

First

Last

Email:

Best Contact Number Ext

Alternate Number

Save Changes

Your LBB account contact information has been changed

 LBB_Applications_CC.LBB@lbb.texas.gov
To ☐ LBB_Applications_CC

Your contact information for your LBB Account has been changed.


Please contact WebAppSupport@lbb.texas.gov if you did not update this information.

Please do not respond to this e-mail.

CHANGE PASSWORD

You have the capability to change your password. To do so, click the **Change Password** menu.

***** DEV *** Identity Account Management**

Account Information	
Change Contact Info	 Change Password
Change Password	
Change Security Questions/Answers	Password cannot be the same as your last 5 passwords.
Request Application Access	Change your password below:
Request Additional Agency Access	

Enter a new password and then confirm the new password.

Change your password below:

Password:

Confirm Password:

- Between 8 and 20 characters
- At least one number (0..9)
- At least one lowercase character (a..z)
- At least one uppercase character (A..Z)
- At least one special character

Your new password cannot be the same as your last 5 passwords. Then click the **Save Password and Continue** button.

 **Save Password and Continue**

You will get an email that your password has been changed:

The password for your LBB Account has been changed.

Please contact WebAppSupport@lbb.texas.gov if you did not update this information.

Please do not respond to this e-mail.

CHANGE SECURITY QUESTIONS/ANSWERS

If you need to change your security questions or answers, click the **Change Security Questions/Answers** menu option. Select three security questions from the drop-down menus (example shown below), and then enter answers for each.

*** DEV *** Identity Account Management

Account Information

Change Contact Info

Change Password


Change Security Questions/Answers

Request Application Access

Request Additional Agency Access

Remove Agency Application Access

Delete Account



Change Security Questions/Answers

Change your security questions and answers below:

1. Select Question 1

2. Select Question 2

3. Select Question 3

Select Question 3

What was your childhood nickname?

What school did you attend in the third grade?

What is your favorite flavor of ice cream?

What is your father's middle name?

What was the first concert you attended?

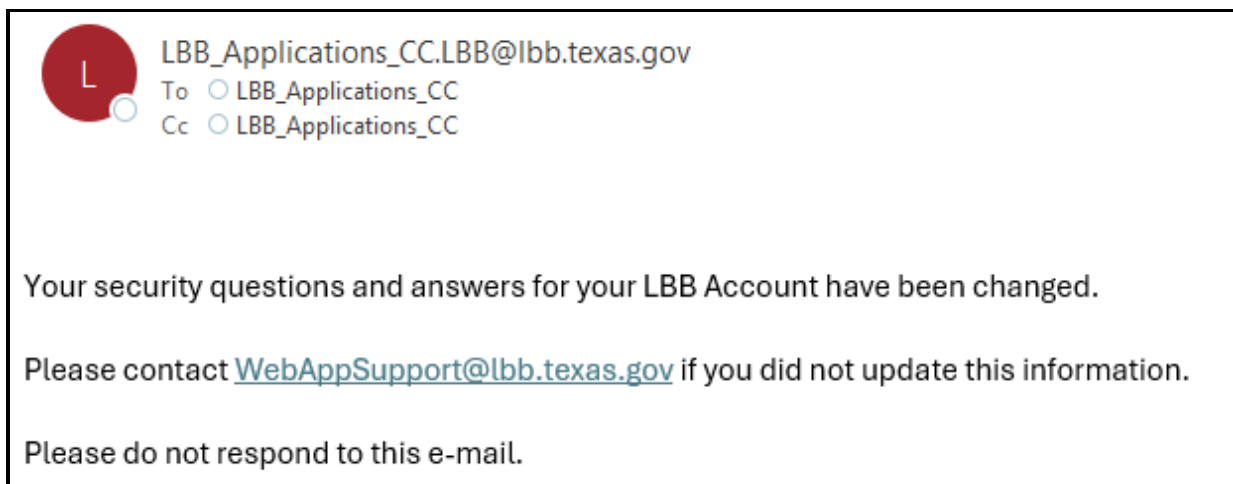
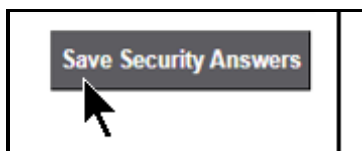
What is the make and model of your first car?

What city was your first job?

What city was your college located?



Save Security Answers

You will receive an email after you save your security answers.



REQUEST AGENCY APPLICATION ACCESS

You will use the **Request Agency Application Access** screen if you need access to another LBB application (e.g., Document Submissions, Fiscal Notes System, State Contracts, ABEST). If you have access to more than one agency, you can select that agency via the drop down.

Account Information		 Request Agency Application Access
Change Contact Info		Agency: <input type="text" value="323 - Teacher Retirement System"/>
Change Password		You have access to the following applications: ABEST - (Automated Budget and Evaluation System of Texas) Includes: Base Reconciliation, LAR Submissions, Operating Budget, Actual Performance Measures, USAS Reconciliation, Biennial Operating Plan, Federal Funds Pandemics
Change Security Questions/Answers		What application(s) do you need? <input checked="" type="checkbox"/> Document Submission <input type="checkbox"/> FNS (Fiscal Notes System) <input type="checkbox"/> State Contracts
Request Agency Application Access		<input type="button" value="Save Changes"/>
Request Additional Agency Access		
Remove Agency Application Access		
Delete Account		

When you select (check) an application and click the **Save Changes** button, you will be able to access the selected application(s) right away.

You have access to the following applications:

ABEST - (Automated Budget and Evaluation System of Texas)

Includes: Base Reconciliation, LAR Submissions, Operating Budget, Actual Performance Measures, USAS Reconciliation, Biennial Operating Plan, Federal Funds Pandemics Document Submission

What application(s) do you need?

☐ FNS (Fiscal Notes System)

☐ State Contracts

Save Changes

You will receive an email, as shown in the below example:

Agy323M6 - Changes to your LBB account



LBB_Applications_CC.LBB@lbb.texas.gov

To ○ LBB_Applications_CC

Cc ○ LBB_Applications_CC

Changes to your agency/application access have been made to your LBB account.

Please contact WebAppSupport@lbb.texas.gov if you did not update this information.

Please do not respond to this e-mail.


You can log into the application immediately.


REQUEST ADDITIONAL AGENCY ACCESS

If you need access to another agency, click on the **Request Additional Agency Access** menu.

DEV * Identity Account Management**

Account Information
Change Contact Info
Change Password
Change Security Questions/Answers
Request Agency Application Access
Request Additional Agency Access
Remove Agency Application Access
Delete Account




 **Request Additional Agency Access**

What other agencies do you need?

AGENCY LIST

- ☐ 013 - Correctional Managed Health Care
- ☐ 016 - Alzheimer's Council
- ☐ Agencies 100-199
- ☐ Agencies 200-299
- ☐ Agencies 300-399
- ☐ Agencies 400-499
- ☐ Agencies 500-599
- ☐ Agencies 600-699

You can request access to a different agency, as shown in the following example. Then click the **Submit Request** button.

 **Request Additional Agency Access**

What other agencies do you need?

AGENCY LIST

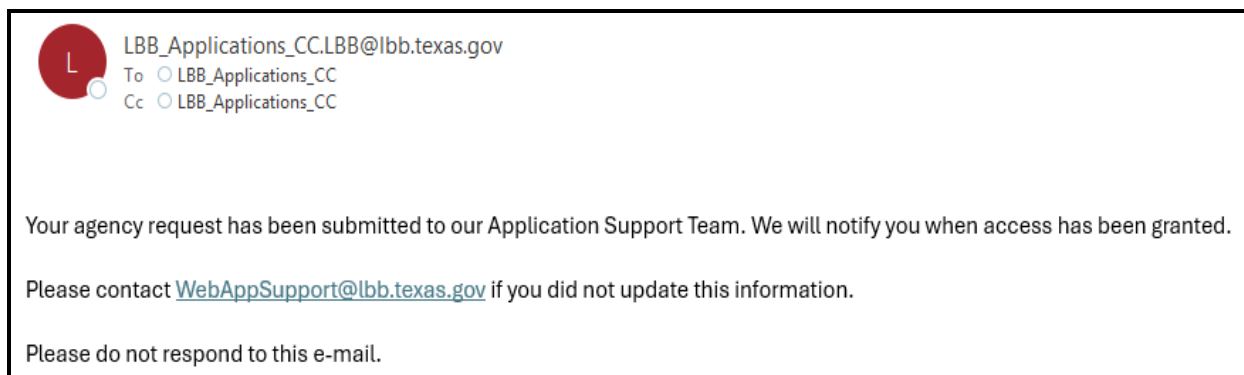
- ☐ 320 - Texas Workforce Commission
- ☐ 323 - Teacher Retirement System
- ☐ 325 - Fire Fighters' Pension Commissioner
- ☐ 326 - Texas Emergency Services Retirement System
- ☒ 327 - Employees Retirement System
- ☐ 329 - Real Estate Commission
- ☐ 32A - Reimbursements to the Unemployment Compensation Benefit /

To help us, please state why you need access to multiple agencies. *

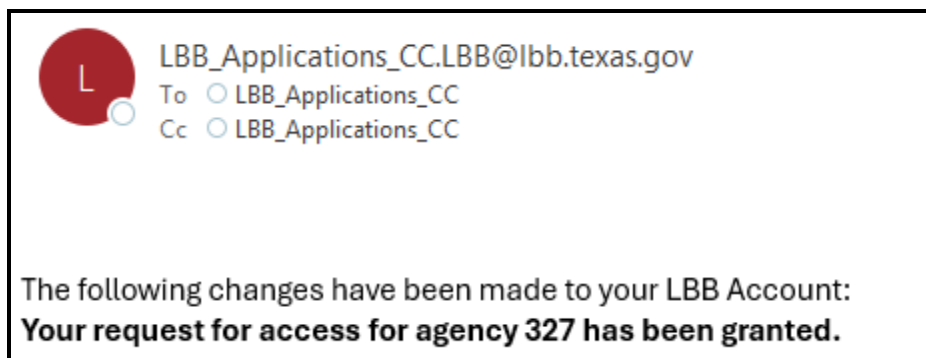
I work on ABEST for ERS

Submit Request

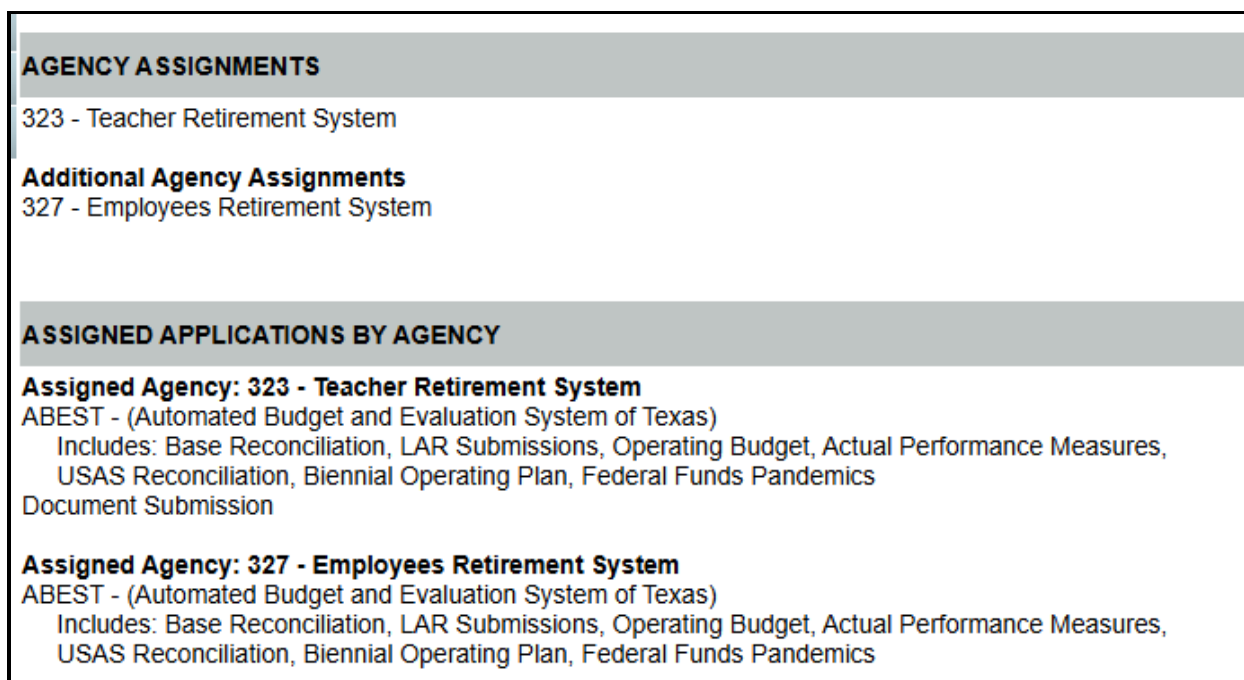
You won't get access to the requested additional agency right away. An email will be sent to you that states the request was submitted, as shown in the following example.



You will be notified when access has been granted for the additional agency you requested.

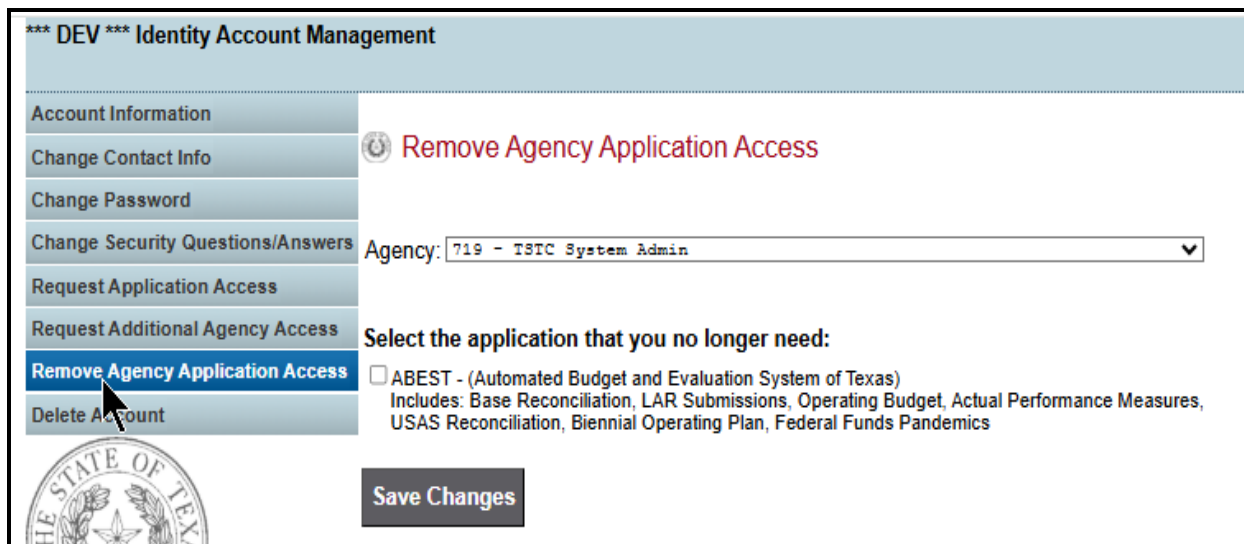


Your AGENCY ASSIGNMENTS list will automatically update to reflect the additional agency, as shown in the below example.



REMOVE AGENCY APPLICATION ACCESS

If your need for access to a given LBB application changes, you can remove your application access. Click on the **Remove Agency Application Access** menu:



*** DEV *** Identity Account Management

Account Information

Change Contact Info

Change Password


Change Security Questions/Answers

Request Application Access

Request Additional Agency Access

Remove Agency Application Access

Delete Account



Remove Agency Application Access

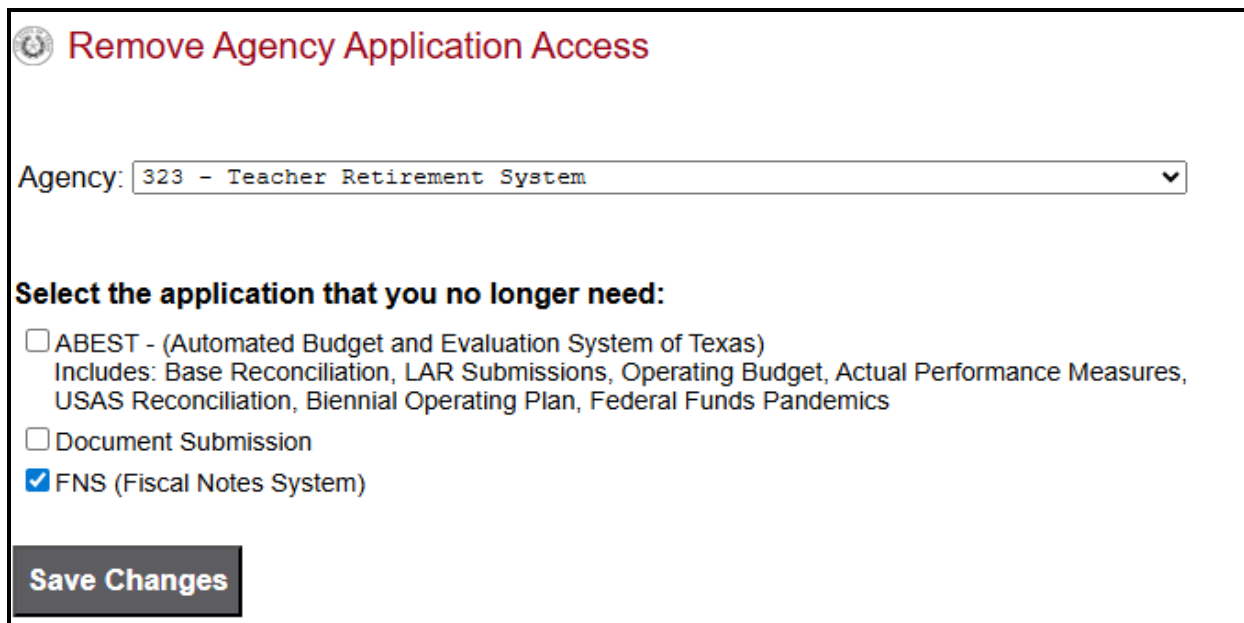
Agency: 719 - TSTC System Admin


Select the application that you no longer need:

☐ ABEST - (Automated Budget and Evaluation System of Texas)
Includes: Base Reconciliation, LAR Submissions, Operating Budget, Actual Performance Measures, USAS Reconciliation, Biennial Operating Plan, Federal Funds Pandemics

Save Changes

Click on the application access that you want removed (an example is shown below).



 **Remove Agency Application Access**

Agency: 323 - Teacher Retirement System

Select the application that you no longer need:

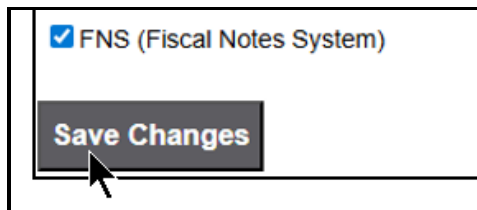
☐ ABEST - (Automated Budget and Evaluation System of Texas)
Includes: Base Reconciliation, LAR Submissions, Operating Budget, Actual Performance Measures, USAS Reconciliation, Biennial Operating Plan, Federal Funds Pandemics

☐ Document Submission

☒ FNS (Fiscal Notes System)

Save Changes


Click the **Save Changes** button.



☒ FNS (Fiscal Notes System)

Save Changes

When you click the **Save Changes** button, the application will disappear from the list:

 **Remove Agency Application Access**

Agency: 323 - Teacher Retirement System

Select the application that you no longer need:

☐ ABEST - (Automated Budget and Evaluation System of Texas)
Includes: Base Reconciliation, LAR Submissions, Operating Budget, Actual Performance Measures, USAS Reconciliation, Biennial Operating Plan, Federal Funds Pandemics

☐ Document Submission

Save Changes

You will receive an email that indicates changes to your agency/application access have been made to your LBB account (example shown below).

Changes to your agency/application access have been made to your LBB account.

Please contact WebAppSupport@lbb.texas.gov if you did not update this information.

Please do not respond to this e-mail.

DELETE ACCOUNT

You can delete your account by clicking on the **Delete Account** menu.

*** DEV *** Identity Account Management

Account Information

Change Contact Info

Change Password


Change Security Questions/Answers


Request Application Access


Request Additional Agency Access

Remove Agency Application Access

Delete Account

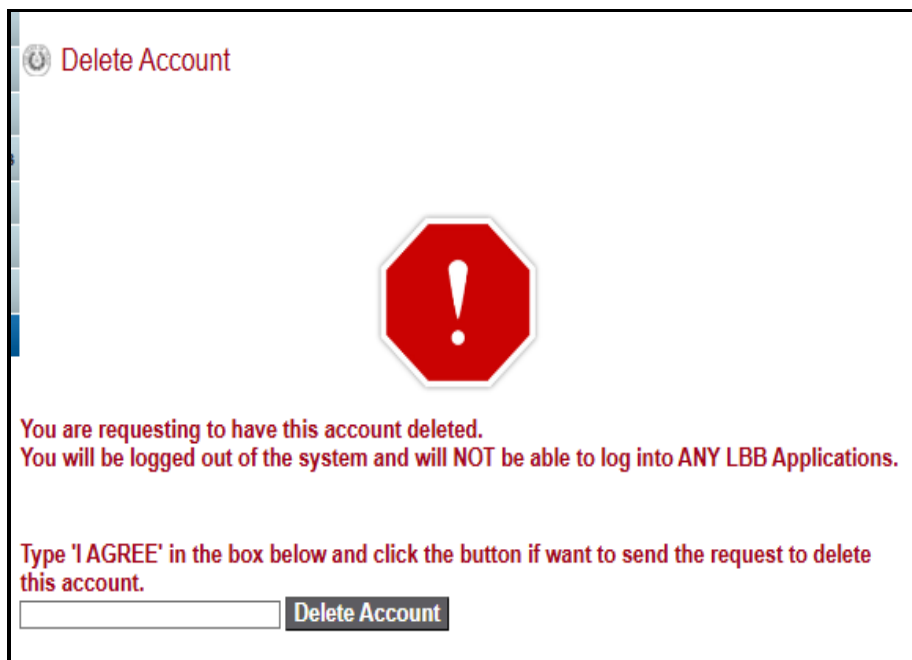
 **Delete Account**



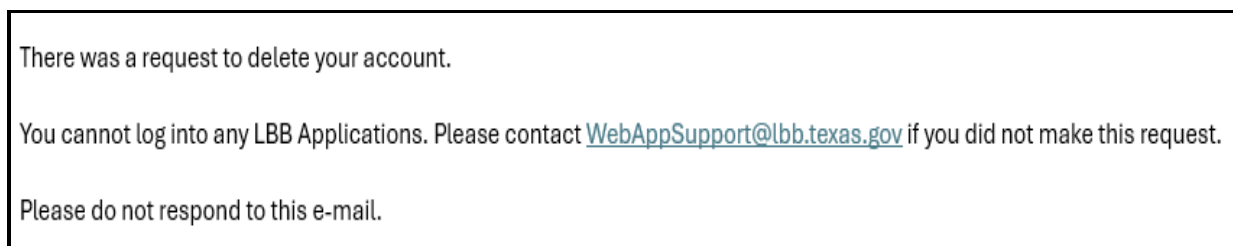


You are requesting to have this account deleted.
You will be logged out of the system and will NOT be able to log into ANY LBB Applications.

When you type “**I AGREE**” and click the **Delete Account** button, you will be logged out of the application and returned to the **New Users and Log on Information** web page.



You will receive the following email:



When you are finished, click the **Logout** button, as shown in the below example.

