

# Request FSP System Access Through TEASE

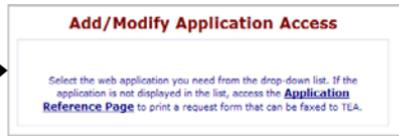
Current TEASE users who already have TEASE user names:

1 Enter your current user name and password at the TEASE logon page at <https://sequin.tea.state.tx.us/apps/logon.asp>, and click **Continue**.



2 On the **Application List** page, click **Change Info** to verify your email address. You are directed to a page with your user information. Verify your email address. If it is correct, click **Cancel**. If it is not, correct your address, and click **Continue**.

3 You are directed back to the **Application List** page. Click **Add/Modify Application Access** to be directed to the **Add/Modify Application Access** page.



4 Follow the steps on the back side of this card to complete your request.

**New TEASE users who do not have TEASE user names:**

1 Go to the **TEASE Applications Reference** page on the TEA website at <http://www.tea.state.tx.us/index2.aspx?id=2684>. Scroll down to the FSP listing, and click the **Request Access Online** link there.



2 On the **Request Access Online** page, click the link to request a new TEASE user account.



3 You are directed to the **Request New TEASE User Account** page.

4 Follow the steps on the back side of this card to complete your request.

# Request FSP System Access Through TEASE (contd.)

**All users:** After completing the steps on the front side of this card, both new and current TEASE users complete the following steps to gain access to the online FSP System.

**1 Select Foundation School Program Application** from the drop-down list of TEASE web applications, and click **Continue**. (If you are a new TEASE user, you must fill out and click through several applicant information pages before you are directed to the **Select Role[s]** page.)



**2 On the Select Role(s) page,** check the box(es) for the appropriate role(s)\* for every program to which you require access, and click **Continue**.

\*If you are unsure which role(s) to request, first contact your superintendent. For further assistance, contact [finance@tea.state.tx.us](mailto:finance@tea.state.tx.us).

**Foundation School Program Application**  
**Select Role(s)**

Roles:

- Chapter 41 Admin - Review and approve submitted Chapter 41 data
- Chapter 41 User - work in Chapter 41 program module, view other programs' data
- Charter Schools Admin - Review, approve submitted charter school data
- Charter Schools User - enter and send charter school data, view others' data
- Data Admin
- Data Approver
- Data Survey Admin - Review and approve submitted survey data
- Data Survey User - Work with information survey data, view other programs' data
- District Approver - usually superintendent, work in all programs and send to TEA
- NIFA Admin - Review and approve submitted NIFA data
- NIFA User - enter and send NIFA data, view other programs' data
- Payment Admin - enters or generates payment data for review
- Payment Approver - approves payment data
- Payments Admin - Process payments
- Pupil Projections Admin - Review, approve submitted pupil projections
- Pupil Projections User - enter and send pupil projections data, view others' data
- SFD Manager - Provide secondary approval for all program modules' data
- SFOF Admin
- SFOF Approver
- Staff Salary Admin - Review and approve submitted staff salary data
- Staff Salary User - enter and send staff salary data, view other programs' data
- TEA Viewer - View data in all program modules
- Transportation Admin - Review, approve submitted transportation data
- Transportation User - enter and send transportation data, view others' data
- View Only All Districts - read access in all modules, cannot work in modules
- Unassigned

**3 Review the requested role(s)** on the **Request Summary** page, add any special notes, and check the box to verify all information is correct. If necessary, click **Back** to make corrections. When all information is correct, click **Send Request**.

**Foundation School Program Application**  
**Request Summary**

Verify role and additional information.

Requested Role(s): View Only All Districts - read access in all modules; cannot work in modules

Notes: Add any special comments needed for this request.

(200 characters or less)

Check this box if the above information is correct. If the information is not correct, click BACK and make corrections on the previous page.

After you send your request, your superintendent reviews it and forwards it to the TEA. The TEA application owner then reviews it and sends you email notification of approval or rejection. Once you receive email confirmation (which may take 1–10 days) and you are approved, you are ready to log on to the TEASE and access the FSP System application with your assigned privileges. **If you have not received notification after 10 days, first contact your superintendent.**

Contact [computer.access@tea.state.tx.us](mailto:computer.access@tea.state.tx.us) for assistance.