



Requesting Access to the Foundation School Program (FSP) System



Introduction

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- Requesting FSP System Access Through the TEASE Online System
- Logging On
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About the FSP System

- The FSP System is the online system through which the Texas Education Agency (TEA) gathers certain FSP information (such as transportation and staff salary information) needed to determine school district allotments and allocations.
- District users access the FSP System application through the TEA Secure Environment (TEASE).



About the FSP System

- To enter or view information in the FSP System, you must apply for access and have your application approved.
- You apply for access to the FSP System through the TEASE online request system.



About the FSP System

- During the application process, you will request the FSP System roles and privileges to be associated with your TEASE user name.
- The roles and privileges associated with your user name determine the data you may view, enter, and submit in specific subsystems within the FSP System.



About the FSP System

Role Request Process:

Request roles and privileges through the TEASE online system.



Your superintendent reviews and submits your request.



If the request is appropriate, the owner of the FSP System program subsystem with which the roles are associated approves your request.



You receive email confirmation that the requested roles and privileges have been attached to your user name.*

*It may take 1 to 10 days from your initial request to receive your email confirmation; if you have not received notification of approval or rejection after 10 days, first contact your superintendent.



About the FSP System

- Once you are logged on to the FSP System (after successfully applying for the application), specific role(s) will be assigned to your user name.

Note: If you request a role that is associated with a program subsystem that has not yet come online or with a version of the subsystem that has not yet been created, that role will not be available until the subsystem comes online or the new version of the subsystem is created. You will receive notification well in advance of program subsystem changes.

- A visitor role, called View Only All Districts, allows read-only access to programs.



About the FSP System: User Name-Associated Roles and Privileges

The following table describes the privileges allowed by each FSP System role available* to external FSP System users (users outside of the TEA). The table continues on the following slide.

If You Need To:	Then Check the Box Next To:
view, enter, edit, and save data in any program subsystem, as well as submit these data to the TEA Note: This set of privileges is typically reserved for the district superintendent.	District Approver
enter, edit, save, and send Chapter 41 program subsystem data, as well as view data in all other program subsystems	Chapter 41 User
enter, edit, save, and send charter school program subsystem data, as well as view data in all other program subsystems	Charter Schools User
enter, edit, save, and send data for information survey program subsystems, as well as view data in all other program subsystems	Data Survey User
enter, edit, save, and send NIFA program subsystem data, as well as view data in all other program subsystems	NIFA User

*The table shows the roles available at the time this presentation was prepared. Additional roles will be made available as new program subsystems are released.

Note: Any changes you make to your role(s) after you have already established them and had them attached to your user name may take up to 24 hours to take effect.



About the FSP System: User Name-Associated Roles and Privileges (*Cont.*)

The following table, continued from the last slide, describes the privileges allowed by each FSP System role available* to external FSP System users (users outside of the TEA).

If You Need To:	Then Check the Box Next To:
enter, edit, save, and send pupil projections program subsystem data, as well as view data in all other program subsystems	Pupil Projections User
enter, edit, save, and send staff salary program subsystem data, as well as view data in all other program subsystems	Staff Salary User
enter, edit, save, and send transportation program subsystem data, as well as view data in all other program subsystems	Transportation User
have only read-only access in all program subsystems (and do not need to enter or edit information in any subsystem)	View Only All Districts
If you are unsure of which role(s) to select, contact your superintendent.	Unsure**

*The table shows the roles available at the time this presentation was prepared. Additional roles will be made available as new program subsystems are released.

**** If you need assistance in selecting a role, first contact your superintendent. Selecting “Unsure” will not complete your request for FSP System access. For further assistance, email sfinance@tea.state.tx.us.**

Note: Any changes you make to your role(s) after you have already established them and had them attached to your user name may take up to 24 hours to take effect.



Requesting FSP Access Through TEASE: Current TEASE Users Who Have TEASE User Names

Current TEASE users, before applying to add the FSP System application, please note:

If you have a TEASE user name but have not logged on to the TEASE system in 18 months or longer, you may receive a message that your TEASE user name has become invalid when you try to log on to add the FSP System application. If you receive this message, you must apply for a new TEASE user account, as if you were a new user. When you apply for a new account, you may receive warning messages. Disregard them, and continue with the TEASE application process. You will apply for the FSP System application as part of the TEASE application process.



Requesting FSP Access Through TEASE: Current TEASE Users Who Have TEASE User Names

Current TEASE users who already have TEASE user names: Enter your current user name and password at the TEASE logon page at <https://seguin.tea.state.tx.us/apps/logon.asp>, and click **Continue**.

Next, click **Change Info** to verify your email address.

Welcome! Please Log On.

NOTICE: TEA Web Applications **will not** be available each **Sunday** morning from **6:00AM** to **12:00 Noon** due to routine maintenance. Please do not access your application during this time period: **you could lose data.**

IMPORTANT NOTICE: [Keep your email address up-to-date](#)

Username

Password

[Did you forget your password?](#)



Help Log Off

Change Password

Application List

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**.

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

Change Password

Application List



Add/Modify Application Access

Select the web application you need from the drop-down list. If the application is not displayed in the list, access the [Application Reference Page](#) to print a request form that can be faxed to TEA.



Requesting FSP Access Through TEASE: All Users

All users: Choose **Foundation School Program Application** from the list of web applications, and click **Continue**.

A screenshot of the TEASE web application interface. The background is a light purple gradient. In the top left corner, there is a logo for the Texas Education Agency featuring a yellow star and the text 'TEXAS Education Agency'. A large list of web applications is displayed in a white box with a blue border. The list includes: Asset Reporting Management System, Audits and Indirect Cost Rates, Budget Analysis Tool, Budget Analysis Tool - SQLServer 2008, Career and Technology Education Reports, Charter Schools Tracking System, Communities In Schools, Consolidated Entitlements Management System, Credential Information Tracking System, eGrants Production, EMAT and EVI - Order Materials, EvenStart Program (TESPIRS), Expenditure Reporting, **Foundation School Program Application** (highlighted in blue), Foundation School Program Demo Application, Foundation School Program Training Application, General Educational Development, High Cost Fund Eligibility Application, Human Resources Reporting System, Intervention Stage and Activity Manager, Legacy EMAT (VIEW ONLY history for 2008 and previous years), Master Teacher Online Grant Application, No Child Left Behind Reports, Physical Fitness Assessment Initiative, PIRTS Production, Residential Facility Tracking Application, School FIRST, Special Ed Correspondence & Dispute Resolution Management System, Special Education Adhoc Reporting System, and State Performance Plan 11 and 12. Below the list is a dropdown menu labeled 'Select Application'. To the right of the list, there are buttons for 'Exit' and 'Help'. In the bottom right corner, there are buttons for 'Continue' and 'Exit'. At the bottom of the page, there is a footer with the text: 'The Texas Education Agency Security Environment', 'The Texas Education Agency, 1701 North Congress Ave, Austin, TX 78701-1494', and 'Please do not use the system if...'. There are also some faint, partially visible text boxes on the left side of the screenshot.



Requesting FSP Access Through TEASE: New TEASE Users

New TEASE users: You must complete and click through several applicant information pages. Provide and verify the information asked for on each **Provide and Verify Applicant Information** page, clicking **Continue** after you complete each page.

Provide and Verify Applicant Information

Field fields are required.

First Name:

Middle Name:

Last Name:

E-mail Address:

Verify E-mail Address:

Question: A security question that only you can answer, but not with a "yes" or "no."

Answer:

Birth Month:

Birth Day:

Job Title:

Organization Type:

Organization Number:



Provide and Verify Applicant Information

Review/Enter user's required information. Bold fields are required.

Organization Name:

Phone Number: () Ext:

Optional Mail Address Line 1:

Optional Mail Address Line 2:

Mailing Address:

City:

State:

Zip Code: -

If organization name is not correct, click BACK and correct organization type and number on previous page.



Provide and Verify Applicant Information

Name: Jane Doe
Email Address: Jane.Doe@abcd.net
Question: What is my favorite color?
Answer: blue
Birthday Month/Day: 1/28
Job Title: District
Organization Type: District 031901
Organization Name: Brownville ISD
Phone Number: (956) 548-8000 Ext:
Mailing Address: 1900 Price Rd,
Brownville Texas, 75821 2417

Notes: Add any special comments needed for this request.

(200 characters or less)

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



Requesting FSP Access Through TEASE:

All Users: Assigning Roles to Your TEASE User Name

•When you arrive at the **Select Role(s)** page, the system reveals all available roles (for both TEA users and external users).

•Check the box(es) for the appropriate role(s) for every program to which you require access, and click **Continue**.

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
- SOF Admin
- SOF 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
- Unsure

•If you need assistance in selecting a role, first contact your superintendent. For further assistance, send an email to sfinance@tea.state.tx.us.



Requesting FSP Access Through TEASE:

All Users: Assigning Roles to Your TEASE User Name

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): Chapter 41 User—work in Chapter 41 program module,
view other programs' data

Additional Information: County District Number: 249901

Notes: Add any special comments needed for this request.

(200 characters or less)

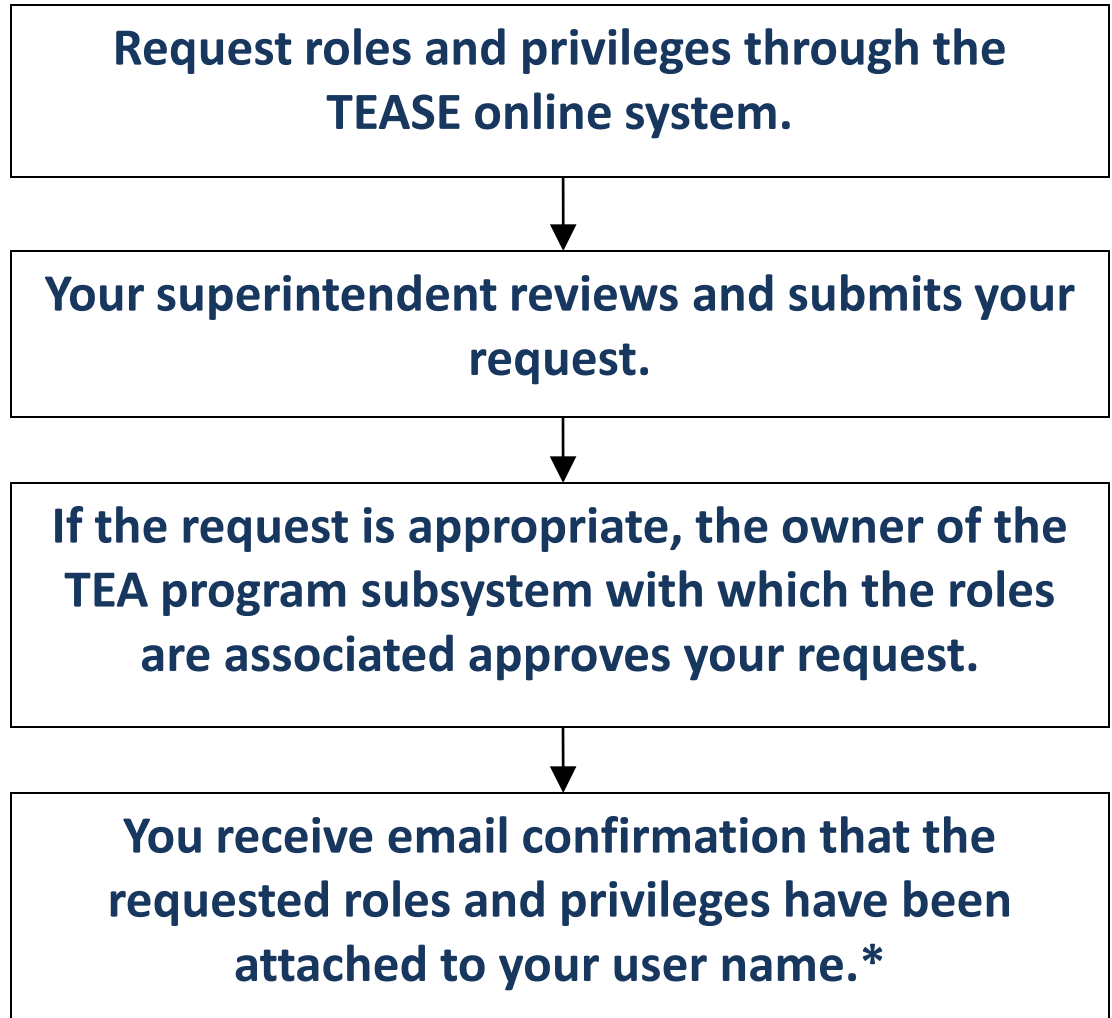
Check this box if the above information is correct. If the information is not correct,
click BACK and make corrections on the previous page.



Requesting FSP Access Through TEASE: All Users: Assigning Roles to Your TEASE User Name

Review of Role Request Process:

*It may take 1 to 10 days from your initial request to receive your email confirmation; if you have not received notification of approval or rejection after 10 days, first contact your superintendent.





Logging On to TEASE and Using the FSP System

Once the correct roles and privileges have been requested, approved, and assigned to your user name, you can log on to the TEASE to access the FSP System.

The TEASE logon page is located at <https://seguin.tea.state.tx.us/apps/logon.asp>.

A screenshot of the TEASE logon page. The page has a purple header with the Texas Education Agency logo on the left and instructions on the right: 'To log on, type your username and password and then click "Continue". If you do not wish to log on at this time, click the "Cancel" button. Please refer to the [help documentation](#) for more information.' Below the header, the main content area is white. It starts with 'Welcome! Please Log On.' followed by a notice: 'NOTICE: TEA Web Applications will not be available each Sunday morning from 6:00AM to 12:00 Noon due to routine maintenance. Please do not access your application during this time period: you could lose data.' Below this is an 'IMPORTANT NOTICE: [Keep your email address up-to-date](#)'. There are two input fields: 'Username' and 'Password'. Below the fields are 'Continue' and 'Cancel' buttons. A link says 'Did you forget your password?'. At the bottom, it says 'Please note the following terms of usage:' followed by a list of four items: 1. Unauthorized use is prohibited; 2. Usage may be subject to security testing and monitoring; 3. Misuse is subject to criminal prosecution; and 4. No expectation of privacy except as otherwise provided by applicable privacy laws.



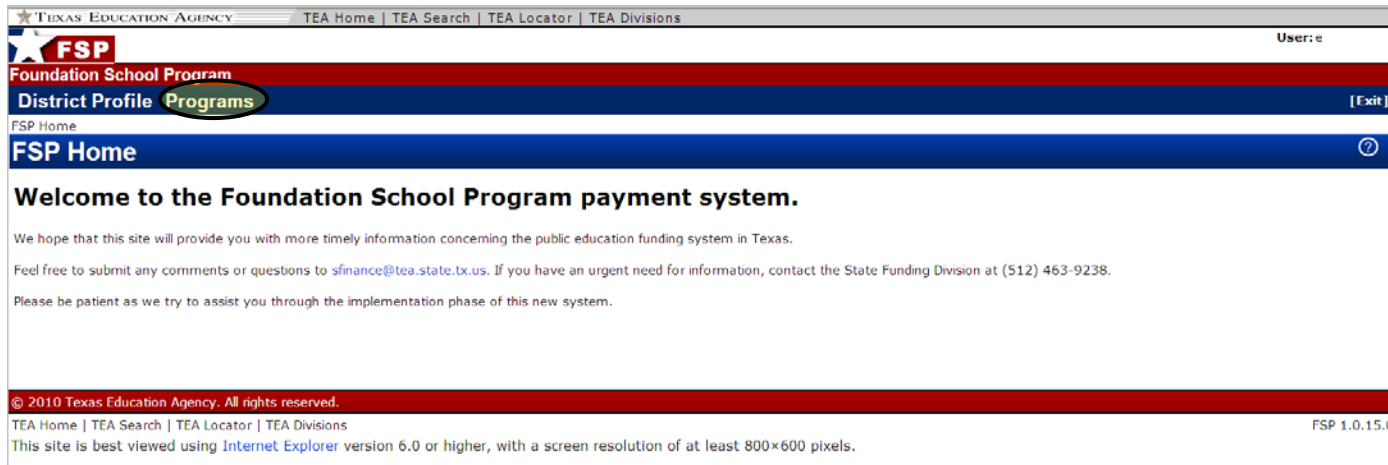
Logging On: The FSP System Home Page

- After logging on, you are directed to the FSP System **Home** page.
- The **Home** page provides a drop-down list of program modules under the **Programs** link in the menu bar at the top of the screen.

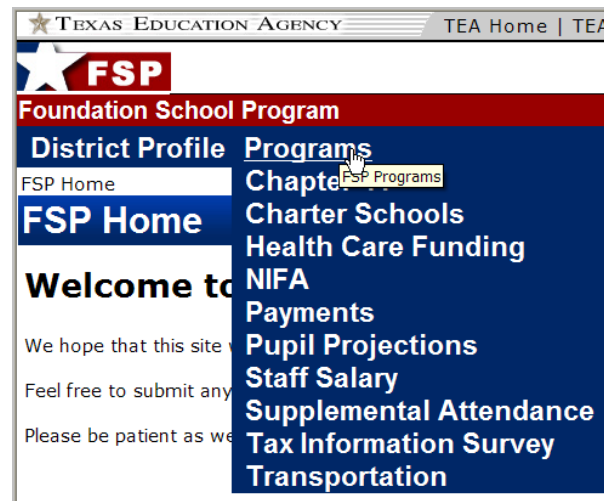
The screenshot shows the FSP System Home Page. At the top, there is a navigation bar with links for 'TEA Home', 'TEA Search', 'TEA Locator', and 'TEA Divisions'. Below this is a red banner with the 'FSP' logo and the text 'Foundation School Program'. A dark blue menu bar contains 'District Profile' and 'Programs', with 'Programs' highlighted in a green oval. Below the menu bar is a blue banner with 'FSP Home' and a help icon. The main content area has a heading 'Welcome to the Foundation School Program payment system.' followed by a paragraph of text: 'We hope that this site will provide you with more timely information concerning the public education funding system in Texas. Feel free to submit any comments or questions to finance@tea.state.tx.us. If you have an urgent need for information, contact the State Funding Division at (512) 463-9238. Please be patient as we try to assist you through the implementation phase of this new system.' At the bottom, there is a red footer bar with the copyright notice '© 2010 Texas Education Agency. All rights reserved.' and a small navigation bar with links for 'TEA Home', 'TEA Search', 'TEA Locator', and 'TEA Divisions'. The version number 'FSP 1.0.15.0' is displayed in the bottom right corner.



Navigation: Revealing the Programs List



- To reveal the drop-down list of program subsystem names, place your cursor over **Programs** in the menu bar at the top of the screen.





Navigation: Opening a Program Subsystem

- Once you place your cursor over **Programs** and the program subsystems list drops down, select a program subsystem to enter by clicking the name of the program subsystem.

A screenshot of the Texas Education Agency (TEA) website's Foundation School Program (FSP) page. The page header includes the TEA logo and navigation links: "TEA Home | TEA Search | TEA Locator". The main content area features the FSP logo and a navigation menu. The "Programs" menu item is highlighted, and a dropdown list is visible, containing the following options: "Chapter 41", "Charter Schools", "Health Care Funding", "NIFA", "Payments", "Pupil Projections", "Staff Salary", "Supplemental Attendance", "Tax Information Survey", and "Transportation". The "Charter Schools" option is highlighted with a mouse cursor. The page also contains a "Welcome" message and a footer with copyright information: "© 2010 Texas Education Agency. All rights reserved." and "TEA Home | TEA Search | TEA Locator | TEA Divisions".



Navigation: Program Subsystem Layout

- Selecting a program subsystem from the drop-down list opens that program subsystem.
- A navigation menu is on the left side of the program subsystem screen.
- A **County-District Number** box and a **School Year** box are in the red FSP System menu bar near the top of the screen.

A screenshot of the Texas Education Agency's FSP Charter Schools web application. The page has a grey header with 'TEXAS EDUCATION AGENCY' and navigation links. Below is a red 'FSP' banner with 'Foundation School Program' and search fields for 'County-District Number' and 'School Year' (set to 2009-2010). A blue navigation bar contains 'District Profile' and 'Programs'. The main content area is titled 'Charter Schools' and includes a left-hand menu with options like 'Charter Schools', 'CS Maintenance', 'Estimate Check List', 'Calendar Track(s)', and 'Comp Ed Check List'. The main content area displays 'Charter Schools Welcome', 'Instructions' (fill checklist, key reports, send info), and 'Announcements' with two messages: 'YOU MUST DISABLE POP-UP BLOCKER IN ORDER TO ENTER YOUR SCHOOL CALENDAR' and '2009-10 FSP CALENDAR DUE MONDAY, AUGUST 3, 2009'. A footer contains 'Help' and 'Contact Info'.



Navigation:

Changing the County-District Number and/or School Year

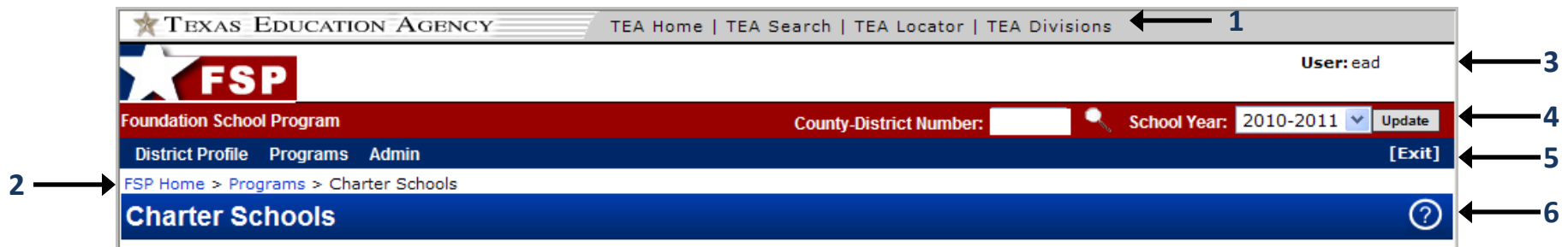
- Change the county-district number by entering a number in the **County-District Number** box , or by clicking the magnifying glass icon and searching for a district.
- Change the school year by choosing a year from the drop-down list in the **School Year** box.
- You must click the **Update** button to the right of the **School Year** box for the program to update with the selected changes.

A screenshot of the Texas Education Agency's FSP Schools web application. The header includes the Texas Education Agency logo and navigation links: TEA Home | TEA Search | TEA Locator | TEA Divisions. The user is identified as 'User: ead'. The main navigation bar features the FSP logo and the text 'Foundation School Program'. Below this, there are links for 'District Profile', 'Programs', and 'Admin'. The 'Programs' link is highlighted. The breadcrumb trail shows 'FSP Home > Programs > Charter Schools'. The main content area is titled 'Charter Schools' and includes a search form with 'County-District Number:' and 'School Year: 2010-2011' fields, and an 'Update' button. A magnifying glass icon is next to the County-District Number field. An '[Exit]' button is also visible. A help icon (?) is in the bottom right corner.



Navigation: FSP System Features

1. Links to the TEA public website, TEA search function, TEA school district locator, and TEA divisions are located in the uppermost portion of the FSP System screen.
2. Bread crumbs, located in the upper left corner of the screen, just below the FSP System menu bar, show exactly where you are in the system.
3. The user currently logged on is named in the upper right corner of the screen.
4. An **Update** button appears to the right of the **School Year** box; you must click this button to update the program after changing the county-district number and/or school year.
5. An **[Exit]** button on the right side of the FSP System menu bar allows you to leave the FSP System without logging out. (You are “timed out” of the system after 20 minutes.)
6. The **Help** button on each screen provides information about that screen’s content and navigation, as well as overall system features.





Helpful Web and Email Addresses

- **TEASE logon page:** <https://seguin.tea.state.tx.us/apps/logon.asp>
- **TEASE - Request Access Online page:**
<http://www.tea.state.tx.us/index2.aspx?id=2728>
- **TEA Foundation School Program (FSP) System page:**
<http://www.tea.state.tx.us/index2.aspx?id=8085>
- **TEA FSP System Online Training page:**
<http://www.tea.state.tx.us/index2.aspx?id=2147483706>
- **Email address for FSP System assistance:** computer.access@tea.state.tx.us
- **Office of School Finance email address and telephone number**
(for assistance in selecting a role after you have consulted your superintendent):
sfinance@tea.state.tx.us
(512) 463-9238