



Request TEASE Access

Steps to request access to TREx (Texas Records Exchange) through TEASE (Texas Education Agency Secure Environment)

TEASE

Access to TREx is protected by TEASE (Texas Education Agency Secure Environment)



The screenshot shows a login page with a purple header and footer. The header contains the Texas Education Agency logo and instructions: "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." The main content area is white and features the heading "Welcome! Please Log On." followed by a notice about Sunday maintenance and an important notice to keep email addresses up-to-date. There are input fields for "Username" and "Password", "Continue" and "Cancel" buttons, and a link for "Did you forget your password?". A list of terms of usage is provided at the bottom, and the footer contains contact information for the Texas Education Agency Security Environment.

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.

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?](#)

Please note the following terms of usage:

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.

The Texas Education Agency Security Environment
The Texas Education Agency, 1701 North Congress Ave, Austin, TX 78701-2494
Thanks for using the system.

TEASE Access for TREx

To use TREx, you need:

- A TEASE account (TEA authorized user name and password)
- Permission to use that account to access TREx

You can apply online for an account and/or permission to access TREx.



Request a TEASE Account Online

If you do not have a TEASE user name and password, follow these steps to apply for your TEASE account and access to TREx at the same time:

Request a New TEASE Account (1)

1. Open Internet Explorer and go to <https://seguin.tea.state.tx.us/appsng/um/apply.aspx>.
2. Select **Texas Records Exchange** and click **Continue**.



Request a New TEASE Account (2)

3. Fill in applicant information – including your school district number and the e-mail address where your user name and password will be sent – then continue.

Provide and Verify Applicant Information

fields are required.

First Name:

Optional

Middle Name:

Last Name:

All notifications will be sent to this address.

E-mail Address:

Verify E-mail Address:

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

Question:

The answer to the security question, one that can't be easily guessed.

Answer:

The month of birth (1-12)

Birth Month:

The day of the month of birth (1-31)

Birth Day:

Job Title:

The user's organization type

Organization Type:

Enter a 6-digit school district number.
Your request will be reviewed and submitted to TEA
by the superintendent of the school district you specify below.

Organization Number:

Request a New TEASE Account (3)

4. Verify the district information is correct and click **Continue.**



The screenshot shows a web form titled "Provide and Verify Applicant Information" with a Texas Education Agency logo in the top left. The form contains several input fields: "Organization Name" (Comfort ISD), "Phone Number" (830-995-6400), "Optional Mail Address Line 1" and "2" (empty), "Required Mailing Address" (P O Box 398), "City" (Comfort), "State" (Texas), and "Zip Code" (78013-0398). Navigation buttons "Back", "Cancel", and "Help" are at the top right, and "Continue", "Back", and "Cancel" are at the bottom. A footer at the very bottom provides contact information for the Texas Education Agency.

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:

Required Mailing Address:

City:

State:

Zip Code: -

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

The Texas Education Agency Security Environment
The Texas Education Agency, 1701 North Congress Ave, Austin, TX 78701-1494
Thanks for using the system.

Request a New TEASE Account (4)

5. Verify all information. If correct, check the box and click **Continue**.



The screenshot shows a web form titled "Provide and Verify Applicant Information" with a "TEXAS" logo in the top left. The form contains the following fields and values:

- Name: Dino Delillo
- Email Address: dino.delillo@smallisd.net
- Question: Who's my pet?
- Answer: Barney
- Birthday Month/Day: 9/1
- Job Title: School District
- Organization Type: School District 130902
- Organization Name: Comfort ISD
- Phone Number: (830) 995-6400Ext:
- Mailing Address: P O Box 398
Comfort Texas, 78013 0398

Below the form is a "Notes" section with a text area and the instruction: "Notes: Add any special comments needed for this request." Below the text area is the label "(200 characters or less)".

At the bottom of the form is a checkbox with the text: " Check this box if the above information is correct. If information is not correct, click BACK and make corrections on previous pages."

At the bottom of the page are three buttons: "Continue", "Back", and "Cancel".

At the very bottom of the page is the footer text: "The Texas Education Agency Security Environment
The Texas Education Agency, 1701 North Congress Ave, Austin, TX 78701-1494
Thanks for using the system."

Request a New TEASE Account (5)

6. Select the **Campus Registrar** role and click **Continue**.



Request a New TEASE Account (6)

7. Enter the full *nine-digit* county district campus number.



The screenshot shows a web form titled "Texas Records Exchange Provide Additional Information". The form has a purple header with the Texas Education Agency logo on the left and "Back", "Cancel", and "Help" buttons on the right. The main content area is white and contains the following text: "Texas Records Exchange Provide Additional Information", "Bold fields are required.", and "County District Campus Number: ". Below the input field are "Continue", "Cancel", and "Back" buttons.

TEXAS
Education Agency

Back Cancel Help

Texas Records Exchange
Provide Additional Information

County District Campus Number:

Continue Cancel Back

Request a New TEASE Account (7)

8. If role and campus information are correct, check the box and click **Send Request**.



The screenshot shows a web form titled "Texas Records Exchange - Dev Request Summary". At the top left is the Texas Education Agency logo. At the top right are buttons for "Back", "Cancel", and "Help". The main content area contains the following text:

**Texas Records Exchange - Dev
Request Summary**

Verify Role and additional information.
Requested Role(s): Campus Registrar
Additional Information: County District Campus Number: 130902001

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.

At the bottom are buttons for "Send Request", "Back", and "Cancel".

Request a New TEASE Account (8)

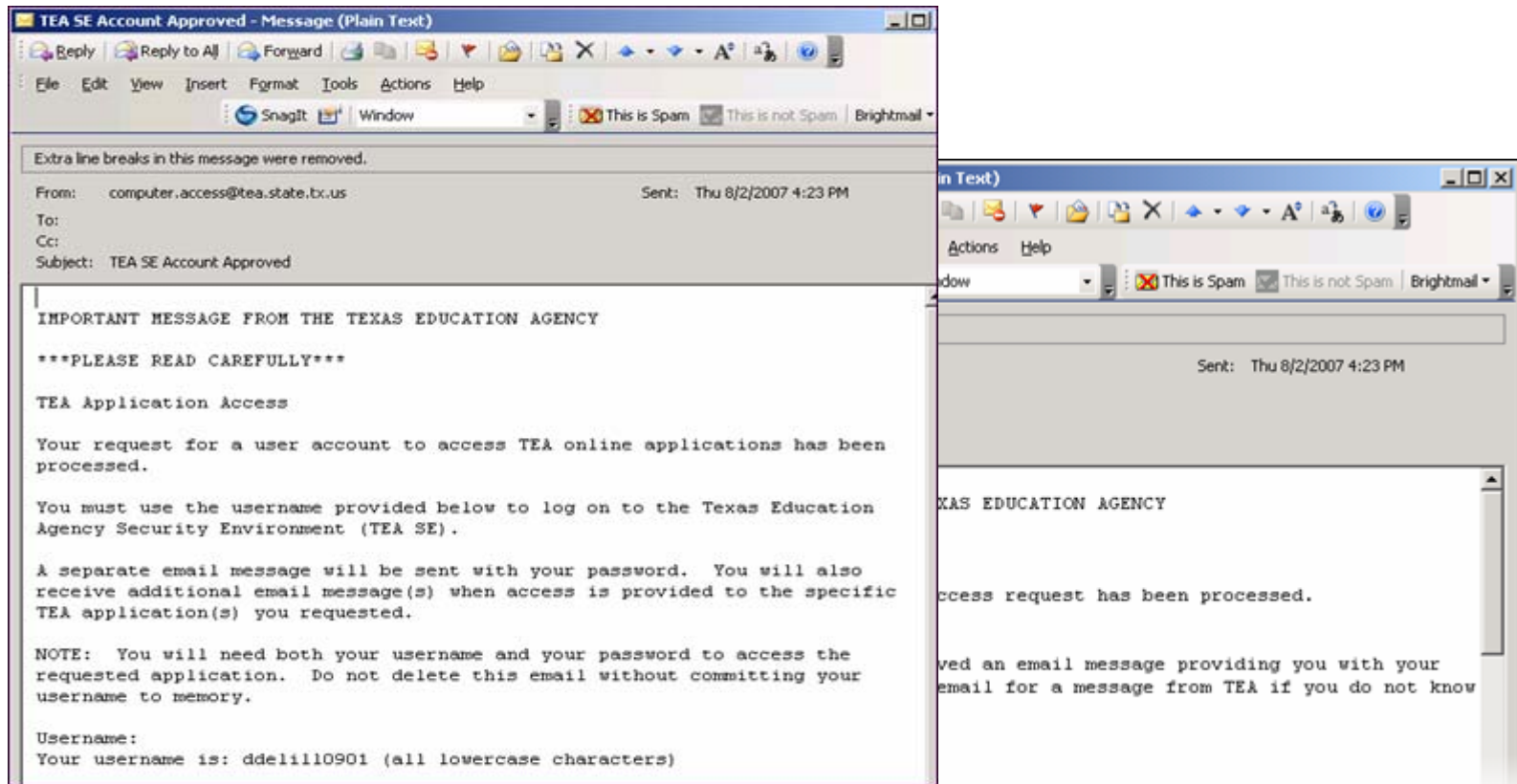
At this point, your request for an account and for access to TREx have been forwarded to the district Superintendent's office for initial approval.

The request is forwarded by the district to TEA for final approval.

When approval is issued, the system sends e-mail notification to the address you provided.

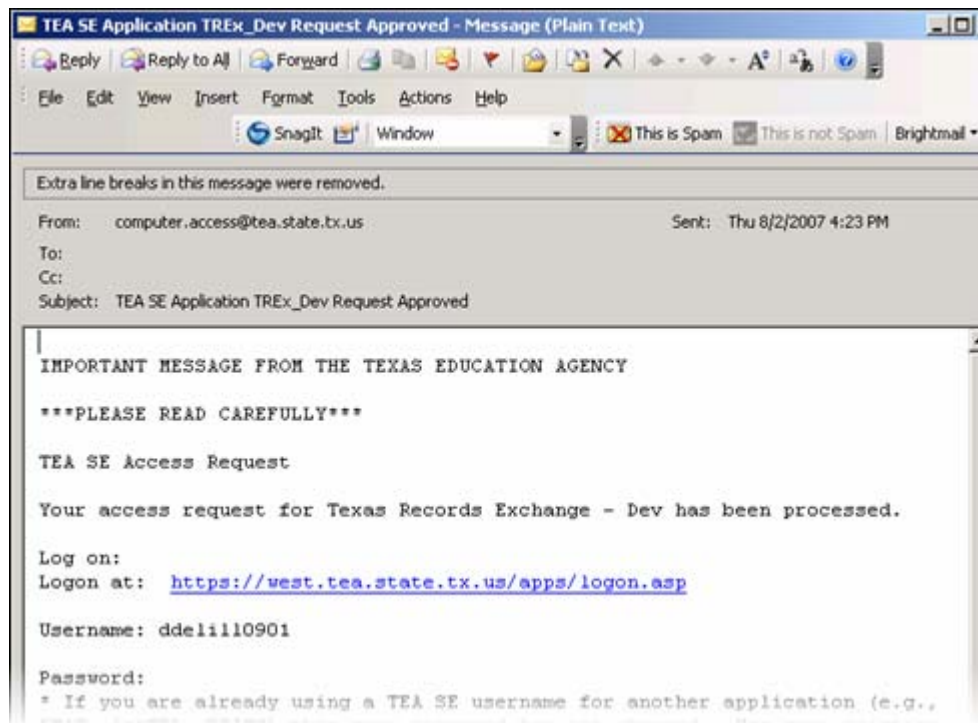
Notification of Your Account

For security purposes, your user name and password are sent in separate e-mail messages.



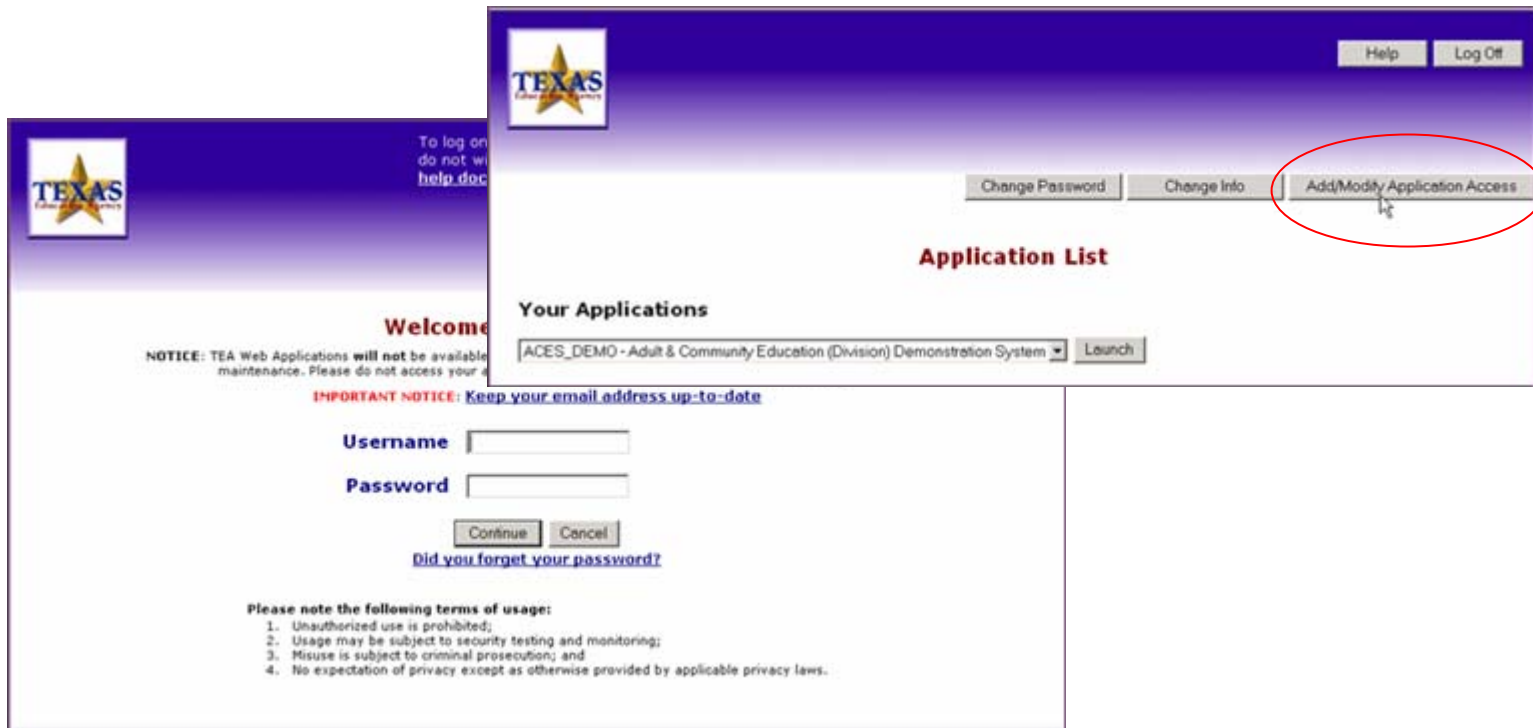
Notification of Access to TREx

Another e-mail message notifies you that access to TREx has been granted.



If You Have a TEASE Account...

If you already have a TEASE user name and password, log on to TEASE with that account and click **Add/Modify Application Access**.



Add TReX to Your Existing Account

You will select the new application and role in an abbreviated version of the procedure described above. When access is approved by the Superintendent and then by TEA, access to TReX is added to your existing account.

Apply for new application or a change in access to an existing application.
Select the "Exit" button to return to the application list.

Exit Help

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.

Select Application

Continue Exit

- Intervention Activities Portal
- Master Teacher Online Grant Application
- PIRTS Production
- School FIRST
- Special Ed Correspondence & Dispute Resolution Management System
- Special Education Adhoc Reporting System
- TED - Texas Education Directory
- TED (Dev-TEA Staff Only)
- TED (Test-TEA Staff Only)
- Texas Records Exchange
- Time & Effort Reporting

79701-1494

For More Information:

- The TEASE Applications Reference at <http://www.tea.state.tx.us/webappaccess/AppRef.htm>
- computer.access@tea.state.tx.us
- Texas Records Exchange - TREx at <http://www.tea.state.tx.us/trex/>
- TRExTech@tea.state.tx.us