

REQUEST ACCESS TO ADULT EDUCATION AND LITERACY APPLICATIONS

Adult Education and Literacy applications are administered through the Adult Education and Literacy Department at the Texas Workforce Commission (TWC). Until these applications are fully transitioned to TWC, they will continue to reside at TEA, being administered by staff at TWC. These applications include AEGIS, CREDITS and TEAMS.

IF YOU HAVE ACCESS TO TEA APPLICATIONS FOR OTHER ORGANIZATIONS

If you use applications on behalf of more than one organization, you need a **separate** TEASE account for each.

For example, if you work for a school district, you may have access to eGrants or another application. Since Adult Education and Literacy applications are administered through TWC, staff at TWC must approve your access to those applications. If you have two accounts, you will have a separate user name for each.

EXAMPLES OF SITUATIONS THAT REQUIRE TWO ACCOUNTS:

- You work for a school district and use eGrants or enter expenditures in Grants ER, AND you enter data in TEAMS.
- You have jobs with two organizations that require you to use different applications. For example, one job is with a GED test center and the other is with a TWC Adult Education and Literacy program.

To apply for a separate account for Texas Learns applications, see the section below.

IF YOU NEED A NEW ACCOUNT FOR ADULT EDUCATION AND LITERACY APPLICATIONS

If you need a new TEASE account (user name and password) to access a applications:

1. Open Internet Explorer, and go to the TEASE Application page (<https://seguin.tea.state.tx.us/appsng/um/apply.aspx>).
2. Select Texas Educating Adults Management System (TEAMS) and click **Continue**.
3. Fill in applicant information. For Organization Type, select "Other" and for Organization Number, enter "303000".
4. Click **Continue**. The next screen displays the TWC organization information.
5. In the Optional Mail Address lines, enter the name and phone number of the program / organization where you work.

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

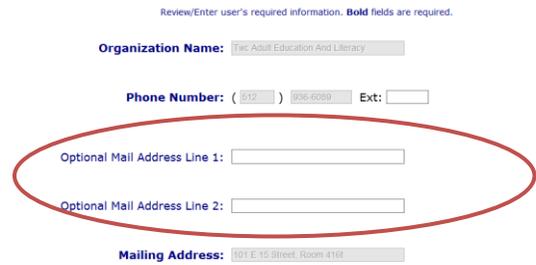
Organization Name:

Phone Number: () Ext:

Optional Mail Address Line 1:

Optional Mail Address Line 2:

Mailing Address:



6. Click **Continue**.
7. Verify all information. If correct, check the box and click **Continue**.
8. Select the desired role and click **Continue**.
9. Enter additional information, if required. *If uncertain, please email teams.technicalassistance@twc.state.tx.us. Some of this information can be filled in later by TWC staff.*
10. Click **Continue**.
11. Verify the role and additional information and, if correct, click **Send Request**.
12. Request your program director or supervisor to submit an email to teams.technicalassistance@twc.state.tx.us verifying approval *for your selected role*. **This is required to move your request forward for processing.**

Your request is forwarded by the system for two levels of approval. Allow several days for review. If final approval is granted by TWC, you will receive email notifications with a user name and a temporary password.

IF YOU ALREADY HAVE APPROVAL TO OTHER ADULT EDUCATION AND LITERACY APPLICATIONS

Adult Education and Literacy applications include AEGIS, CREDITS and TEAMS. If you already have access to one or more of these applications, and you need to request access to another one for work for the same program or organization, follow the steps below:

1. Log on to your existing TEASE account.
2. Click the **Add / Modify** button on the upper right.
3. Follow the prompts to select the application and role, and enter any additional information required. *Some of this information can be filled in later by TWC staff.*
4. Verify the role and additional information and, if correct, click **Send Request**.
5. Request your program director or supervisor to submit an email to teams.technicalassistance@twc.state.tx.us verifying approval *for your selected role*. **This is required to move your request forward for processing.**

Your request is forwarded by the system for two levels of approval. Allow several days for review. You will receive email notification of the approval or denial of access.

If you have any questions about your account, please contact TWC Adult Education and Literacy at:
teams.technicalassistance@twc.state.tx.us