

Instructions for the PEIMS Request for Access Form

This guide provides instructions for the authorization form for requesting or modifying access to TEASE for PEIMS Edit +, the Person Identification Database (PID), PID Enrollment Tracking (PET), or the Superintendent Approval Form (SAF).

Complete the following form online or print it and complete it manually. If you fill the form out manually, please write legibly. If parts of the form are illegible, it will need to be returned for clarification, delaying your access.

Note: If you have access to TEASE from a previous district, a Delete TEASE Account request for that account must be processed by TEA before your access request for your new district can be processed.

1. Requestor Information

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First name:		MI:	Last name:		
Job title:		Phone:	E-mail:		
Date of birth:	Address:		City:	State:	Zip code:
District/Charter Name:	District #	Campus #	Region:	ESC/District PEIMS coordinator e-mail:	

Fill out the Requestor Information section as follows:

1. Enter your first name, middle initial, and last name. If you are filling this form out online, use the tab key to move from one field to another.
2. Enter your job title.
3. Enter your phone number.
4. Enter an email address. This address is required for you to receive information about your access.
5. Enter your date of birth in mm/dd/yyyy format, or if you are filling the form out online, you may click in the field and select the date from the calendar.
6. Enter your mailing address: street address, city, state, and zip code.
7. Enter the name of your district or charter school.
8. Enter the six-digit number for your district. If you do not know it, ask your district PEIMS Coordinator. If you do not provide the district, the form will be rejected.
9. If you are requesting campus-level access, enter the three-digit campus number. This number is appended to the district number to form the nine-digit district/campus number used by EDIT+. This field is required if the user's EDIT+ profile is already created at the campus level. If you are requesting district-level access, leave this field blank.

10. Enter your ESC district region or select it from the drop-down menu. If you do not know what region you are in, you can find it using the Texas School District Locator on the TEA web site.
11. Enter the email address for your organization's ESC or district PEIMS coordinator. This information is needed in case TEA needs to contact someone for clarification of your request.

2. Access Request or Account Modification

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<input type="checkbox"/> Create TEASE account and Add Access to PEIMS Edit+	<input type="checkbox"/> Add access to PID/PET only	<input type="checkbox"/> Remove Edit+ access
<input type="checkbox"/> Delete TEASE Account and all other applications	<input type="checkbox"/> Modify Edit+ Profile	
<input type="checkbox"/> Add PEIMS Edit+ to existing TEASE account TEASE User ID:		

1. Check a **single** box for the access you wish to request or the change you wish to make.
 - **Create TEASE Account and Add Access to PEIMS Edit+:** check if you wish to create a new PEIMS Edit+ account or add access to an existing Edit+ account.
 - **Delete TEASE Account and all other applications:** check if you wish to delete ALL OF YOUR TEASE ACCESS. **Do not** select if you just want to remove access to Edit+.
 - **Add PEIMS Edit+ to existing TEASE account:** check if you already have a TEASE account and want to add Edit+.
 - **Add access to PID/PET only:** check if you wish to add access to PID or PET only.
 - **Modify Edit+ Profile:** check if you want to change the Edit+ user profile, for example, change your name, change your level of access, or request additional access.
 - **Remove Edit+ Access:** check if you want to remove access to Edit+ only.
2. If you selected **Add PEIMS Edit+ to existing TEASE account** or **Modify Edit+ Profile**, write your user ID in **TEASE User ID**.

3.A. Edit+ User Profile

Access Types

3A. Edit+ User Profile		
Access Type	Grant Access	Exclude Access
PEIMS Edit+	<input type="checkbox"/>	<input type="checkbox"/>
Send/Revalidate data	<input type="checkbox"/>	<input type="checkbox"/>
Complete/Accept file	<input type="checkbox"/>	<input type="checkbox"/>
User administration	<input type="checkbox"/>	<input type="checkbox"/>
Alternate agent ID (optional):		
Send/Revalidate data	<input type="checkbox"/>	<input type="checkbox"/>
Complete/Accept file	<input type="checkbox"/>	<input type="checkbox"/>

1. For each type of access related to your duties, check **Grant Access** to add access or **Exclude Access** to remove access. **Do not** mark the privileges that are unconnected with your duties.
2. If you need an **Alternate Agent ID**, add the six-digit District Number or the nine-digit Campus Number of the other district or campus you require access to. Alternate Agent IDs are for those who must access data for multiple districts or campuses.

Record Group Access

Record Group Access			
All record groups access		<input type="checkbox"/>	<input type="checkbox"/>
Fall			
Group Title	Record Group	Grant Access	Exclude Access
Organization	010 - 020	N/A	N/A
Budget	030 - 030	<input type="checkbox"/>	<input type="checkbox"/>
Staff	040 - 060	<input type="checkbox"/>	<input type="checkbox"/>
Staff Responsibility	090 - 090	<input type="checkbox"/>	<input type="checkbox"/>
Student	100 - 203	<input type="checkbox"/>	<input type="checkbox"/>
Mid-Year			
Group Title	Record Group	Grant Access	Exclude Access
Organization	010 - 020	N/A	N/A
Actuals	032 - 033	<input type="checkbox"/>	<input type="checkbox"/>

Record Group Access is a way to control visibility to sensitive data. Access granted using these selections controls what types of data users may submit (if they have Send privileges) and what reports they can view. So, for example, if a user is excluded from Fall staff records, that user will be unable to view any of the Fall staff reports.

1. To grant or exclude access to **all of the records**, click either the **Grant Access** or **Exclude Access** box for **All record groups access**. Only check this box if you want to allow or exclude blanket access to all data.
2. To more selectively grant or exclude access, check the appropriate boxes for the collection (Fall, Mid-Year, for example) and type of data needed.

3.B. Special Access

3B. Special Access		
Access Type	Grant Access	Exclude Access
TEA System Admin (TEA Staff only)	<input type="checkbox"/>	<input type="checkbox"/>
PID Administration (ESC access only. Requires Memorandum of Understanding)	<input type="checkbox"/>	<input type="checkbox"/>
PID Search	<input type="checkbox"/>	<input type="checkbox"/>
PID Edit (validation)	<input type="checkbox"/>	<input type="checkbox"/>
SAF (Superintendent access only)	<input type="checkbox"/>	<input type="checkbox"/>
PET (PID enrollment tracking)	<input type="checkbox"/>	<input type="checkbox"/>
PET (View only)	<input type="checkbox"/>	<input type="checkbox"/>
Region-wide table download (ESC access only)	<input type="checkbox"/>	<input type="checkbox"/>

If you want to grant or exclude access for special purposes, check the appropriate box below. If you select a PID or PET option in this section be sure to answer the security questions in Section 4.

- **TEA System Admin:** check **Grant Access** to request TEA system administration access (for TEA PEIMS staff only) or **Exclude Access** to exclude this access. If you select the **Grant Access** check box but do not work in the TEA PEIMS area, your request will be rejected.
- **PID Administration:** check **Grant Access** to request PID administration access (for ESC staff only) or **Exclude Access** to exclude this access. The ESC must have a memo of understanding with TEA before access is granted. If you select the **Grant Access** check box but do not work for an ESC, your request will be rejected.
- **PID Search:** check **Grant Access** to request access to the PID Search capability or **Exclude Access** to exclude this access.
- **PID Edit:** check **Grant Access** to request access to PID Edit for validation purposes or **Exclude Access** to exclude this access.
- **SAF:** check **Grant Access** to request access to the SAF or **Exclude Access** to exclude access. This privilege is only for the superintendent, to allow PEIMS files to be approved. Only one person per district or charter school is allowed this privilege. If you check **Grant Access** but are not the superintendent of record for the district or charter school as shown in AskTED, your request will be rejected.
- **PET (PID enrollment tracking):** check **Grant Access** to request access to PET for PID enrollment tracking or **Exclude Access** to exclude this access.
- **PET (View Only):** check **Grant Access** to request view-only access to PET or **Exclude Access** to exclude it. If you already checked the **Grant Access** box for **PET (PID enrollment tracking)**, do not check this box. You will get view access with that selection.
- **Region-wide table download (ESC access only):** check **Grant Access** to request access to the region-wide table download or **Exclude Access** to exclude it. This access is for ESC staff only. If you check **Grant Access** but are not an ESC employee, your request will be rejected.

4. PID and PET Security

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Personnel accessing PID or PET information not specifically stated on this request form must also have TEASE accounts, and requests for PEIMS EDIT+ and PID on file with the TEA. If their only access is to be printed reports, then each of them must have a Confidentiality Agreement on file with your organization.

If you have requested access to the confidential PID information, specific plans to protect the confidentiality of this information are required in order to process this request. In lieu of specific plans or documented procedures, please answer the following questions:

1. Who will have direct access to PID information?

2. Will unauthorized personnel be able to view the computer used to access PID information?

3. How is printed PID information secured and who has access to it?

4. Please list any other safeguards used?

If you requested access to either PID or PET in Section 3.B., you must complete the answers to all the following questions, or your request will be rejected. By law, agencies are required to keep student data confidential.

1. List all employees who will have direct access to PID information.
2. Answer **Yes** or **No** to whether unauthorized personnel will be able to view the computer used to access PID information. If you answered **Yes**, provide specific information about how you will protect the confidentiality of the information.
3. Explain how printed PID information is secured and who has access to it.
4. List any other safeguards used for the data.

5. Certification of Responsibility

Carefully read this section of the form, as by submitting this form, you are certifying your understanding and compliance with the listed provisions.

6. Required Approval

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This form will only be processed by the TEA once the User Profile has been created by the District or ESC PEIMS Coordinator.

User profile created

Applicant Signature	Date
Supervisor Signature	Date

1. Sign your name on the **Applicant Signature** line. This line must be signed by the applicant except for Delete TEASE Account requests.
2. Submit the form for approval to your district or charter school supervisor. If the form is not signed by the supervisor, TEA will not be able to accept it.

7. Completing and Submitting the Form

1. Route the original copy of the signed and approved form to your district or ESC PEIMS Coordinator to set up your PEIMS EDIT+ User Profile. Be sure to retain a copy for your records.
2. District or ESC PEIMS Coordinator: create the user profile and then check **User profile created** to indicate the user's profile is created. The profile should contain the pertinent contact information for the new user and the username created using the following format;

First name initial, middle name initial, first five characters of the Last name, MM and DD of the person's date of birth

If the person does not have a middle name, use the first six characters of the last name.

3. Scan the form and email it to PEIMSCustomerSupport@tea.texas.gov.
4. Allow five business days for processing. If you have not received notification of access by that point, email PEIMSCustomerSupport@tea.texas.gov to check on the status of your application.
5. Once you receive access, you will receive a system-generated email with your login information. If you are a new user, be sure to log into your TEASE account and set up a password. If you do not access a new TEASE account within 90 days, it is disabled.