Quick Reference

Submit TEASE Requests

Requests for access to many TEA web applications are completed and submitted online via the Texas Education Agency Security Environment (TEASE). The safety of records in TEA systems depend on the critical role of the person who is the TEASE Submitter, usually the head of an organization, who submits these requests to TEA.

The online form to request access to a TEA application can be completed by anyone with access to a computer connected to the Internet. As the submitter, you are the first and most important line of review and approval of requests.

Submitter's Responsibilities

When you submit a request for a TEASE account or access to a TEA application to TEA, you confirm that:

- You have verified the identity of the person for whom access is requested.
- You agree this person needs access to the application and its data (including confidential data).
- You agree that the role requested is appropriate to tasks this person must perform.
- You have reviewed the information (including email address, name, county-district or ESC number, etc.) for accuracy and appropriateness.
- The person for whom access is requested is informed of his or her responsibilities regarding data access, protecting user name and password information, and confidentiality.
- The superintendent or head of your organization approves of this request.

Log On to TEASE User Administration

After you have been set up with a user name and password and access to the TEASE User Administration application, you can log on to:

- Request a TEASE account for a new user in your organization.
- Submit requests for access to TEA for approval and setup.
- View the status of requests and lists of active users in your organization.

To log on:

1. Open Internet Explorer and type (or copy and paste) **https://seguin.tea.state.tx.us/apps/logon.asp/** into the address bar.
2. At the log on page, type your user name and password and click **Continue**.

   When you log on for the first time, the system prompts you to choose a new password and to enter a question and answer known only to you - to be used if you forget your password.
3. From the list of the applications to which you have access, click **TEASE User Administration**. The system displays the main menu.

The Request Process

In most cases, the person who needs a TEASE account (user name and password) and/or access to an application completes the form online and the system sends it to the submitter's list of requests to review. However, if necessary, you can complete the request form for a person in your organization as part of the process to submit it.

When you submit requests online, TEASE forwards those requests to appropriate TEA program staff, TEASE Approvers. The approver may approve the request as is, modify it, or deny it. The system notifies the person for whom access was requested at the email address supplied in the online request. Requests for TEASE accounts (user names and passwords) and access to an online application are approved separately, and the user is notified with separate email messages. **The user name and password do not permit access until all related requests for application access have been approved.**

To verify at a later time whether or not access was granted by TEA, you can log on to TEASE User Administration and click **View Decisions Made**, or look up the user. Organization submitters are not notified by email but can log on to TEASE User Administration and confirm decisions.

Request a New Account

To request a TEASE account for someone in your organization:

1. Log on to TEASE User Administration (see above).
2. To verify the person does not already have a TEASE account, click **Look Up Users** and search using last name and "having applications" set to **Any**.

   If the person is already listed as a user, you do not need to request a new account. Instead, submit a request to add another application to the person's access list (see below).
3. If you verify the person does not have a TEASE account, return to the main menu and click the **Request New Account** button.
4. From the drop list, select the application needed by the person for whom you are requesting access and click **Continue**.

   NOTE: If the application is not listed, see the list of applications at TEA Secure Applications Information to see if the application requires a different request process.
5. Enter all required information. Complete the form as if you were the person requesting access and then click **Continue**.

   IMPORTANT: Notification of approval or denial is sent to the email address entered here, so accuracy is crucial; for security reasons, do not use a group address.
6. Add address information if needed and verify other information is correct. If you need to make corrections on the final form, click **Back** and enter corrections. Then click **Continue.**
7. Verify, add comments or special instructions if needed, and click to affirm information is correct.

   IMPORTANT: Your affirmation is required and is recorded in system records.

   To print this page for your records, right-click and select **Print**.
8. Click **Continue**.
9. Select the role appropriate to the tasks you need to perform, (for details, click **Role Descriptions**), and select or enter any additional information needed. Then click **Continue**.
10. Verify, add comments or special instructions if needed, and click to affirm information is correct.
11. Click **Submit Request**. Your request is converted into two requests – one for a TEASE account (user name and password) and one for access to the specific application needed.

The system submits your request to TEA for approval. Notification of TEA's decision is sent by email to the person for whom you have requested changes.

Add Applications

If a user in your organization needs access to another TEA application, you or the user can request the additional access.

If you request access for him or her:

1. Log on to TEASE User Administration.
2. At the main menu, click **Look Up Users** and search using last name and "having applications" set to **Any** OR click **View Active Users** to list all users.
3. Click the user name to view details. Verify the user is the person for whom you want to make a request.
4. Review the user information for accuracy. If the information needs to be updated, modify and submit corrections, and then return to the main menu and look up the (corrected) user again to complete the new request.
5. On the User Details screen, click **New Request.**
6. Complete and submit the forms for the person (as if you were the person) to request the additional application. On the final step, be sure to affirm information is correct and click **Submit Request**.
7. At the confirmation message, click **Continue** to return to the main menu.

The system submits your request to TEA for approval. Notification of TEA's decision is sent by email to the person for whom you have requested changes.

Submit Completed Requests to TEA

When a requestor in your organization completes and sends an online form, it is routed to your list of requests to review and submit in TEASE User Administration.

IMPORTANT: A new user's account request must be submitted before the request for application access can be viewed in the list and selected for review.

To review and submit requests to TEA:

1. Log on to TEASE User Administration.
2. At the main menu, select filtering options if you want to narrow the list of requests to review.
3. Click the **Submit Requests for Approval** button. The system displays a list of requests waiting for review.
4. Select a request and click on the user name. Since new users do not have user names assigned until and if their requests are approved, they are listed with the temporary user name **unknown**.
5. Carefully review the request to verify the identity of the requestor and the appropriateness of the request.

   Since all notifications are sent to the email address on the form, please verify the address is correct and is specific to the requester (not a group address).
6. To submit the request to TEA for approval, click **Submit Request**. If you decide to deny the request, select a reason from the drop list below the request and then click **Deny Request**. If you deny a request, it is never forwarded to TEA.

As confirmation, the system displays the request with submitter information and the request status updated.

When the request is processed by TEA staff, the system sends email notification to the person for whom access was requested.

Modify User Information or Revoke Access

For security purposes, a user can make limited modifications only to his or her TEASE account information. Changes to user information, including name, address, birthday, organization, or application role, must be made by the submitter and approved by TEA.

To update information for a user in your organization:

1. Log on to TEASE User Administration.
2. From the main menu, click **View Active Users** or **Look Up Users** to find the user's existing information.
3. From the list, click the user name.
4. To expand and view details, click the plus signs or links.
5. Select the information you need to modify for the user:

   To modify details about the user, mark the circle to the right of the user name and then click **Modify Selected.**

   To modify the role or parameters that define access to an application, click to mark the circle to the right of the application name and then click **Modify Selected**. Enter changes and check to affirm the information is correct.

   To revoke access to one application, click to mark the circle to the right of the application name and then click **Revoke Selected**.

   To revoke the user's access to ALL applications, click to mark the circle to the right of the user name and then click **Revoke Selected**.
6. Click **Submit Request.** The system submits the modified request to TEA for approval and displays a generic confirmation.

When the request is processed by TEA staff, the system sends email notification to the person for whom access was requested.

IMPORTANT: When someone in your organization leaves or changes jobs, revoking user privileges to any TEA applications is crucial. Submit a revocation request as soon as possible. **Failure to do so could result in unauthorized access of your network resources or sensitive information**.

View Decisions Made

To view the status of requests you have submitted:

1. Log on to TEASE User Administration and, if you want to narrow your list of search results, select filtering options.
2. Click the **View Decisions Made** button**.**
3. From the list, click the user name for the request you want to view. The status is noted in the upper right corner.

   Each request to add, modify, or revoke an application is processed individually, so some users are associated with multiple requests.

View Active Users or Look Up Users

You can view a list of all active users for your organization or search for a single user. Results do not include users whose privileges to all applications have been revoked.

To view a list of users:

1. Log on to TEASE User Administration.
2. Select from the filtering options on the right or, to view all users for all applications, leave options blank.
3. Click the **View Active Users** button**.**
4. To sort users, click a column heading. To view details for any user, click the corresponding user name.

To look up a user:

1. Log on to TEASE User Administration and click the **Look Up Users** button.

2. Select desired search criteria. To list only users with active access to a specific application, select the application.
3. Click **Search**. If you click a user name the system displays details for that user.

Security Assurance

If your role in a TEA application involves viewing confidential data, TEASE prompts you periodically to affirm that you understand and will adhere to laws and policies designed to protect this data.