

# Requesting TEASE State Comp Ed User Rights

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# Requesting TEASE State Comp Ed User Rights

## NEW USERS

Users who do not have a TEASE user name:

- 1.) Go to the **TEA Secure Applications Information** in the *Popular Applications* listing page on the TEA Web site at [http://tea.texas.gov/About TEA/Other Services/Secure Applications/TEA Secure Applications Information/](http://tea.texas.gov/About%20TEA/Other%20Services/Secure%20Applications/TEA%20Secure%20Applications%20Information/). Scroll down to the FSP section and click the link to **Request Access Online** from there.



- 2.) Scroll down to the FSP section and click the link to **Request Access Online** from there.

School Financial Integrity and Rating System of Texas			<a href="http://1012/700-9238">1012/700-9238</a>
<b>FSP</b> Financial School Program Foundation School Program Payment System	<b>TEASE</b>	<a href="#">Request Access Online</a>	<a href="#">FSP Payment System</a> <a href="mailto:sfinance@tea.texas.gov">sfinance@tea.texas.gov</a> (512) 463-9238
<b>GED</b> General Education	<b>TEASE</b>	<a href="#">Request Access Online</a>	<a href="#">General Educational Development Home Page:</a> <a href="mailto:ged@tea.texas.gov">ged@tea.texas.gov</a>

# Requesting TEASE State Comp Ed User Rights

## NEW USERS

Users who do not have a TEASE user name:

3.) From the **TEASE Request Access Online** page, click **Request New Account**.

[Home](#)

## TEASE - Request Access Online

If you do not yet have a TEASE user name and password, click [Request New Account](#) to apply online for the user account as well as for access to the desired application.

If you do have a TEASE user name and password, but you need access for work you do for a different organization, you will need a new account. Click [Request New Account](#) to apply online for the new user account as well as for access to the desired application.

If you already have a valid TEASE user name and password for at least one other TEA application, and you need access to another application for work for the same organization, log on as usual at [the TEASE login page](#). Click **Add/Modify Application Access**. Select the application you want. If the application is not listed in the drop-down list, it means that the application must be requested by a paper form. Return to the [TEASE Application Reference page](#) and click the link to the form in the middle column. Fill in, print, and send the form to TEA.

4.) You will then be directed to the **Request New TEASE User Account** page.

### Request New TEA SE User Account

If you already have a user name and password for another TEA application, log on to [TEA SE](#) and select "**Add/Modify Application Access**" from Application List page. 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](#)

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5.) Select **Foundation School Program Application** from the drop-down list of Web applications, and click **Continue**.

The screenshot shows a web application interface with a purple header and a white content area. On the left, there is a logo for the Texas Education Agency featuring a yellow star with the word "TEXAS" in blue and "Education Agency" in red below it. To the right of the logo is a list of web applications. The application "Foundation School Program Application" is highlighted in blue. Below the list is a dropdown menu with the text "Select Application" and a downward arrow. To the right of the dropdown menu are two buttons: "Continue" and "Exit".

Credential Information Tracking System  
eGrants Production  
EMAT and EVI - Order Materials  
EvenStart Program (TESPIRS)  
Expenditure Reporting  
**Foundation School Program Application**  
General Educational Development  
GFFC Reports and Data Collections  
High Cost Fund Eligibility Application  
Human Resources Reporting System  
Intervention, Stage, and Activity Manager – Enhanced  
Master Teacher Online Grant Application  
No Child Left Behind Reports  
Physical Fitness Assessment Initiative  
Physical Fitness Assessment Initiative – Demo  
PIRTS Production  
Residential Facility Tracking Application  
School FIRST  
Special Ed Correspondence & Dispute Resolution Management System  
Special Education Adhoc Reporting System  
State Performance Plan Indicators  
TED - Texas Education Directory  
Texas Educating Adults Management System  
Select Application

Login: acopela5563 (Amy Copeland)  
isting application. Select the "Exit" button to return to the

Exit Help

Select the web application you ne

Application Reference Page to print a request

Continue Exit

# Requesting TEASE State Comp Ed User Rights

6.) Check the box for “State Comp Ed User” which you require access and click **Continue**.

7.) Verify the parameter field and specify the **school ID number** (six digit without hyphen). Make affirmation to continue and submit.

This request will electronically be forwarded to your Superintendent for approval and submission to the TEA program area.

## Foundation School Program Application Select Role(s)

Roles:

- Chapter 41 Admin - Review and approve submitted Chapter 41 data
- State Comp Ed Admin - Review, approve submitted Comp Ed data
- State Comp Ed TDA User - Submits TDA data to SCE module
- State Comp Ed User - enter and send Comp Ed data, view others' data
- TEA Viewer - View data in all program modules
- Transportation Admin - Review, approve submitted transportation data
- Transportation Approver - Approve Transportation module settings
- Transportation User - enter and send transportation data, view others' data
- Visitor

[Continue](#) [Cancel](#)

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- After you send the request, your superintendent reviews it and forwards to TEA.
- The TEA application owner then reviews it and sends you email notification of approval or rejection.
- Once you receive email confirmation, (which may take 1–10 days), and you are approved, you are ready to log on to TEASE and go into the FSP application with your assigned privileges. **If you have not received notification after 10 days, first contact your superintendent.**

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## CURRENT USERS

Users who already have a TEASE user name:

- 1.) 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**.



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.

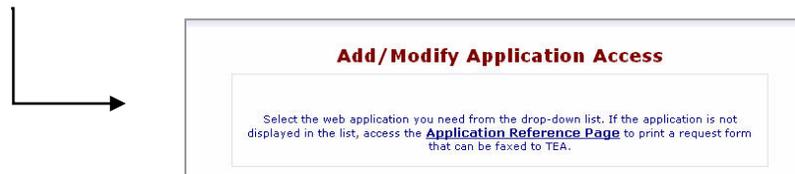


Help Log Off

Change Password Change Info Add/Modify Application Access

## Application List

- 2.) You will then be directed to the **Add/Modify Application Access** page.



**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 TEASE State Comp Ed User Rights

## CURRENT USERS

Users who already have a TEASE user name:

3.) Select **Foundation School Program Application** from the drop-down list of Web applications, and click **Continue**.

The screenshot shows the TEASE system interface. On the left is the Texas Education Agency logo. The main area is a list of web applications, with 'Foundation School Program Application' highlighted in blue. Below the list is a text box with the instruction 'Select the web application you need'. At the bottom right, there are 'Continue' and 'Exit' buttons. The top right corner shows the user's login information: 'Login: acopela5563 (Amy Copeland)'. Below the login information, there is a message: 'Existing application. Select the "Exit" button to return to the'. There are also 'Exit' and 'Help' buttons in this area. At the bottom right, there is a link to the 'Application Reference Page' to print a request.

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EMAT and EVI - Order Materials  
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Expenditure Reporting  
**Foundation School Program Application**  
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High Cost Fund Eligibility Application  
Human Resources Reporting System  
Intervention, Stage, and Activity Manager – Enhanced  
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Physical Fitness Assessment Initiative – Demo  
PIRTS Production  
Residential Facility Tracking Application  
School FIRST  
Special Ed Correspondence & Dispute Resolution Management System  
Special Education Adhoc Reporting System  
State Performance Plan Indicators  
TED - Texas Education Directory  
Texas Educating Adults Management System  
Select Application

Login: acopela5563 (Amy Copeland)  
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Exit Help

Select the web application you need

Application Reference Page to print a request

Continue Exit

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- Transportation Admin - Review, approve submitted transportation data
- Transportation Approver - Approve Transportation module settings
- Transportation User - enter and send transportation data, view others' data
- Visitor

[Continue](#) [Cancel](#)

Questions?

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