

REQUEST ACCESS TO TEA APPLICATIONS FOR JUVENILE JUSTICE ALTERNATIVE EDUCATION PROGRAMS (JJAEPS)

JJAEP staff occasionally need access to TEA web applications such as Educational Materials Online (EMAT/EVI). If you need to request access to a web application protected by TEASE (Texas Education Agency Security Environment), follow the instructions below.

Note that the principal or director of your JJAEP will need to send an email message to TEA to confirm your need for access.

IF YOU NEED A NEW TEASE ACCOUNT TO ACCESS EMAT/EVI OR ANOTHER TEA WEB APPLICATION

If you need a new TEASE account (user name and password) to access EMAT/EVI or other TEA web applications, first ask your JJAEP principal or director to send an email message to Priscilla Flores (kelly.griffin@tea.state.tx.us) at TEA with the following information:

- Your full name (as the application user)
- Application to which you need access
- Confirmation that you are assigned to a task for the JJAEP that requires this access
- Contact phone number for JJAEP principal/director

The email notification must be received before your online access request can be approved.

To complete the online access request:

1. Open Internet Explorer, and go to the TEASE Request Access Online page on the TEA web site (<http://www.tea.state.tx.us/index2.aspx?id=2728>).
2. Click **Request New Account**.
3. Select the application to which you want access, and click **Continue**.
4. Fill in applicant information. For Organization Type, select "Other" and for Organization Number, enter the number from the list on the next page that corresponds to your JJAEP.
5. Click **Continue**. The next screen displays the JJAEP organization information.
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 a county district number is requested, use the JJAEP number from the list below unless you have been directed otherwise.
10. Click **Continue**.
11. Verify the role and additional information and, if correct, click **Send Request**.

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

IF YOU ALREADY HAVE ACCESS TO OTHER TEA APPLICATIONS FOR THE SAME JJAEP

If you already have access to another TEA web application, such as the legacy EMAT system, and you need to request access to another one for work for the same JJAEP organization, ask your JJAEP principal or director to send an email message to Priscilla Flores (kelly.griffin@tea.state.tx.us) at TEA (see previous section). Then 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. Verify the role and additional information and, if correct, click **Send Request**.

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 ACCESS TO TEA APPLICATIONS FOR ANOTHER ORGANIZATION

If you use applications on behalf of more than one organization, you need a **separate** TEASE account for each. For example, if you also work for a school district, you may have access to eGrants or another application. Since JJAEPs are separate organizations, your access to web applications for JJAEP work will need to be approved separately. If you have two accounts, you will have a different user name for each.

To obtain a separate account for the JJAEP, request an account as if you were a new user. See the section above for new TEASE accounts.

For additional information about TEASE, see the **TEASE Applications Reference** page on the TEA web site at <http://www.tea.state.tx.us/index2.aspx?id=2684>.