

# Quick-Start Guide: Applying for Access to the PFAI Application

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## What Do You Need to Apply for and Why?

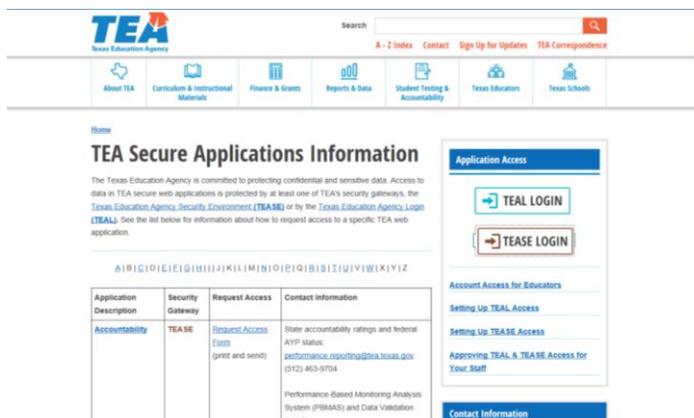
In order to upload your FITNESSGRAM data to the Texas Education Agency, you must access the PFAI Web application through the Texas Education Agency Security Environment (TEASE). This means you MUST have a valid TEASE user name and password, and you MUST add the PFAI application to your TEASE account.

If you already have a TEASE user name and password, you still need to request access to PFAI; if you have never used TEASE before, you need to request a TEASE account with access to PFAI.

## Applying for the New PFAI Application

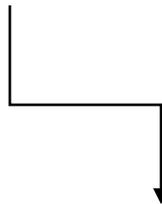
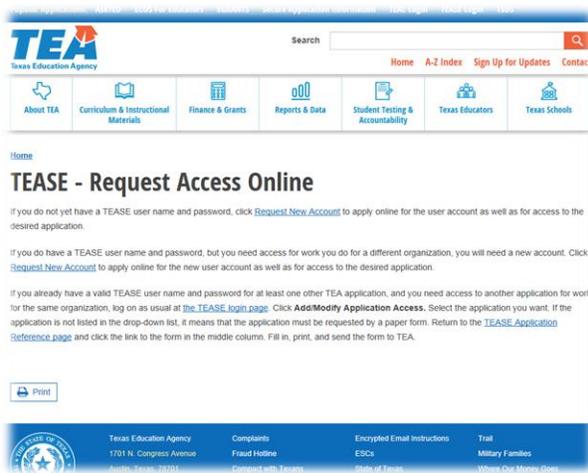
**If you are a new user** who does not have access to TEASE —

- 1a. Go to the **TEASE Applications Reference** 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_TEA/Other_Services/Secure_Applications/TEA_Secure_Applications_Information/). (You can also access this page from the TEA home page by clicking on the **Index A–Z** link at the top of the page and then clicking the **TEASE** link in the index.) Scroll down to the PFAI listing, and click the **Request Access Online** link there.



You are directed to the **Request Access Online** page.

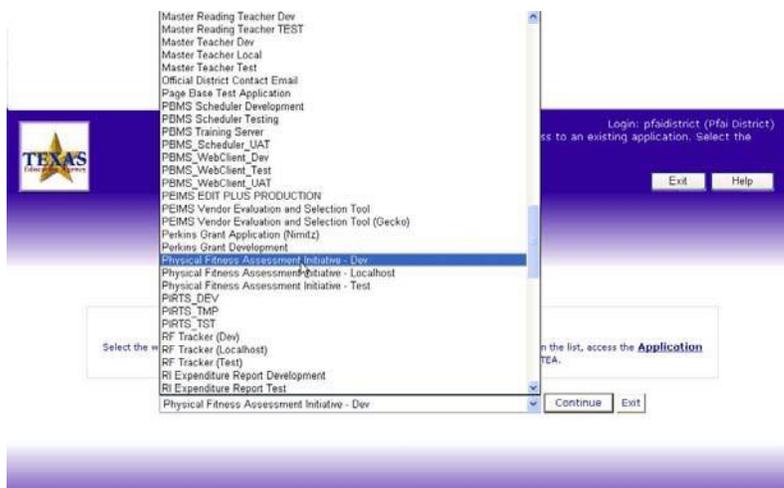
- 1b. On the **Request Access Online** page, click the link to request a new user account (<https://sequin.tea.state.tx.us/appsng/um/apply.aspx>).



You are directed to the **Request New TEASE User Account** page.



- 1c. Select **Physical Fitness Assessment Initiative** from the dropdown list of Web applications and click **Continue**.



Next: Go to step 2 under **All users**, on page 5.

If you are a current user who has a TEASE user name and password —

- 1a. Enter your user name and password\* at the TEASE logon page at <https://sequin.tea.state.tx.us/apps/logon.asp>. (You can also access this page from the TEA home page by first clicking on the **Index A–Z** link at the top of the page, then clicking the **TEASE** link in the index, and then clicking the **TEASE Logon Page** link at the top of the page.) 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 5:00AM to 2:00 PM 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.

The Texas Education Agency Security Environment  
The Texas Education Agency, 1703 North Congress Ave, Austin, TX 78701-1494  
Thanks for using the system.

You are directed to the **Application List** page.

- 1b. Click the **Add/Modify Application Access** button.

Help Log Off

Change Password Change Info **Add/Modify Application Access**

**Application List**

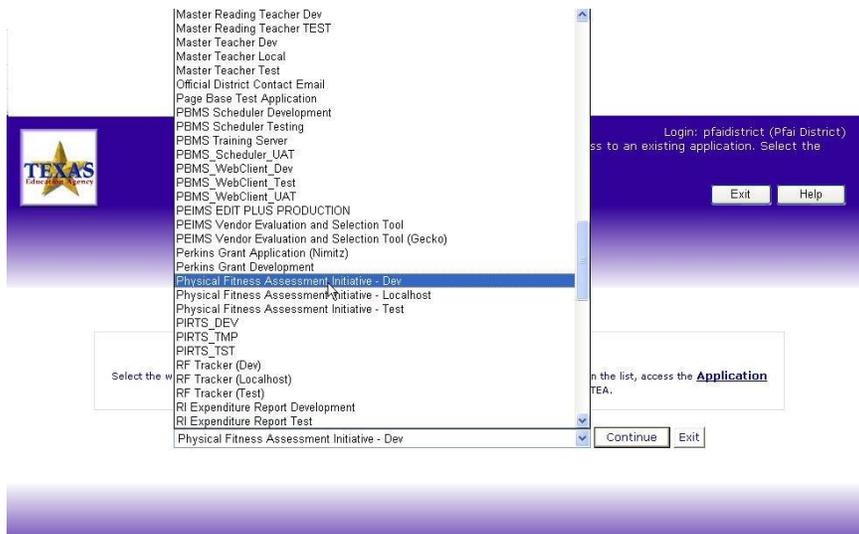
You are directed to the **Add/Modify Application Access** page.

**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.

Select Application

- 1c. Select **Physical Fitness Assessment Initiative** from the dropdown list of Web applications and click **Continue**.



Next: Go to step 2 under **All users**, on page 5.

\*Your user name and password will not change

## All users —

2. Be sure you have selected **Physical Fitness Assessment Initiative** from the list of Web applications, and click **Continue**.

The image shows two screenshots of the TEA SE application selection process. The left screenshot shows a list of applications with 'Physical Fitness Assessment Initiative - Test' selected. An arrow points to the right screenshot, which is the 'Request New TEA SE User Account' page. This page has a dropdown menu with 'Physical Fitness Assessment Initiative' selected and 'Continue' and 'Exit' buttons.

- New users must enter personal information. (Users who already have a TEASE account will not have to enter personal information, and will not see this screen.)

The image shows a screenshot of the 'Provide and Verify Applicant Information' form. It includes fields for First Name, Middle Name (Optional), Last Name, E-mail Address, and Verify E-mail Address. A note states 'All notifications will be sent to this e-mail address.'

All users are directed to the **Select Roles** page.

3. Select your appropriate FITNESSGRAM SUBMITTER role\* and click **Continue**.

The screenshot shows a web interface with a blue header containing the Texas Education Agency logo and 'Cancel' and 'Help' buttons. The main content area has a title 'Physical Fitness Assessment Initiative - Dev' and a sub-title 'Select Role(s)'. Below this, the text 'Roles:' is followed by three radio button options: 'Campus FITNESSGRAM Submitter - user may submit data for a single campus', 'District FITNESSGRAM Submitter - user may submit data for multiple campuses', and 'PFAI Administrator[Internal]'. At the bottom of the form area are 'Continue' and 'Cancel' buttons.

\*If you need assistance in selecting a role, first contact your superintendent. For further assistance, email [william.fudge@tea.texas.gov](mailto:william.fudge@tea.texas.gov).

All users are then directed to enter campus and/or district number(s).

4.

- District users must enter their county-district number (CDN), with no spaces or dashes, and click **Continue**.

The screenshot shows a web interface with a blue header containing the Texas Education Agency logo and 'Back', 'Cancel', and 'Help' buttons. The main content area has a title 'Physical Fitness Assessment Initiative' and a sub-title 'Provide Additional Information'. Below this, the text 'Bold fields are required.' is followed by the instruction 'Enter a 6-digit county district number.' and a text input field labeled 'County District Number:'. At the bottom of the form area are 'Continue', 'Cancel', and 'Back' buttons.

You are directed to the **Request Summary** page.

- Campus users must first enter a 9-digit campus number and then enter the 6-digit county district number and click **Continue**.

The screenshot shows a web interface with a blue header containing the Texas Education Agency logo and 'Back', 'Cancel', and 'Help' buttons. The main content area has a title 'Physical Fitness Assessment Initiative' and a sub-title 'Provide Additional Information'. Below this, the text 'Bold fields are required.' is followed by the instruction 'Enter a nine-digit campus number.' and a text input field labeled 'Nine (9) Digit Campus Number:'. Below that is the instruction 'Enter a 6-digit county district number.' and a text input field labeled 'County District Number:'. At the bottom of the form area are 'Continue', 'Cancel', and 'Back' buttons.

You are directed to the **Request Summary** page.

5. Review your requested role, add any special notes, and check the box to verify all information is correct. If necessary, click **Back** to make corrections. When all information is correct, click **Send Request**.

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**Physical Fitness Assessment Initiative  
Request Summary**

Verify Role and additional information.

Requested Role(s): District FITNESSGRAM Submitter – user may submit data for multiple campuses

Additional Information: County District Number: 123456

Notes: Add any special comments needed for this request.

(200 characters or less)

Check this box if the above information is correct. If the information is not correct, click BACK and make corrections on the previous page.

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6. Once both your superintendent and TEA have approved your request, you will receive email notification, and the PFAI application will be attached to your user name.

**NOTE:** It may take 1-10 days to receive your email notification; if you do not receive notification, first contact your superintendent to be sure the request was submitted.

## **Helpful Contact Information:**

**TEA Security Environment (TEASE) Logon Page:**

<https://sequin.tea.state.tx.us/apps/logon.asp>

**TEASE Application Reference Page:**

[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_Secure_Applications_Information/)

**TEA Help Desk:**

<https://txeduagency.zendesk.com/hc/en-us>

**Contact Information for assistance with the PFAI Application:**

(512) 463-9581

[william.fudge@tea.texas.gov](mailto:william.fudge@tea.texas.gov)