



Quick-Start Guide: Applying for and Navigating Within the Online FSP System

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Applying for Access to the FSP System

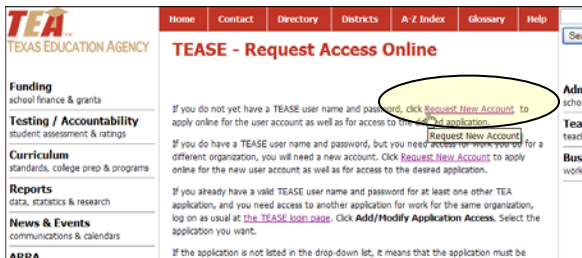
If you are a new TEASE user who does not have a TEASE user name —

- 1a** Go to the **TEASE Applications Reference** page on the TEA website at <http://www.tea.state.tx.us/index2.aspx?id=2684>. (You can also access this page from the TEA home page by clicking on the **A-Z Index** link at the top of the page and then clicking the **TEASE** link in the index.) Scroll down to the FSP 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 TEASE user account. You are directed to the **Request New TEASE User Account** page.



Next: Go to step 2 under **All users**, on page 3. 1

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

- 1a Enter your TEASE 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 clicking on the **A-Z Index** link at the top of the page, then clicking the **TEASE** link in the index, and then clicking the **TEASE Log-On Page** link at the top of the page.) Click **Continue**.

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?](#)

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

- 1b On the **Application List** page, click **Change Info** to verify your email address. You are directed to a page with your user information. Verify your email address. If it is correct, click **Cancel**. If it is not, correct your address, and click **Continue**.

Change Information

First Name Eliza

Last Name Da

Email

Question

Answer

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

- 1c Click **Add/Modify Application Access**.

Application Reference Page to print a request form that can be faxed to TEA.'"/>

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.

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

Next: Go to step 2 under **All users**, on page 3.

Note: If you have a TEASE user name **but have not logged on to the TEASE system in 18 months or longer**, you may receive a message that your TEASE user name has become invalid when you try to log on to add the FSP System application. If you receive this message, you must apply for a new TEASE user account, as if you were a new user. When you apply for a new account, you may receive warning messages. Disregard them, and continue with the TEASE application process. You will apply for the FSP System application as part of the TEASE application process.

All users —

- Choose **Foundation School Program Application** from the list of TEASE web applications, and click **Continue**.



You are directed to the **Select Role(s)** page. (If you are a new TEASE user, you must fill out and click through several applicant information pages before you are directed to the **Select Role(s)** page.)



- Check the box(es) for the appropriate role(s)* for every FSP program to which you require access, and click **Continue**.

* If you need assistance in selecting a role, first contact your superintendent. For further assistance, email sfinance@tea.state.tx.us.

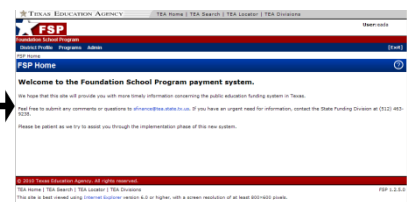
You are directed to the **Request Summary** page.



- Review the requested role(s), 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**.

- Once both your superintendent and the TEA have approved your request, you will receive email notification, and the requested roles will be attached to your user name. **Note:** If you do not receive notification of rejection or approval after 10 days, first contact your superintendent.

- Once the correct roles and privileges have been requested, approved, and assigned to your user name, you can log on to the TEASE and access the FSP System.



Logging On and Navigating Within the FSP System

- 1 Once the correct roles and privileges have been requested, approved, and assigned to your user name, log on to the TEASE at <https://sequin.tea.state.tx.us/apps/logon.asp> to access the FSP System.



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

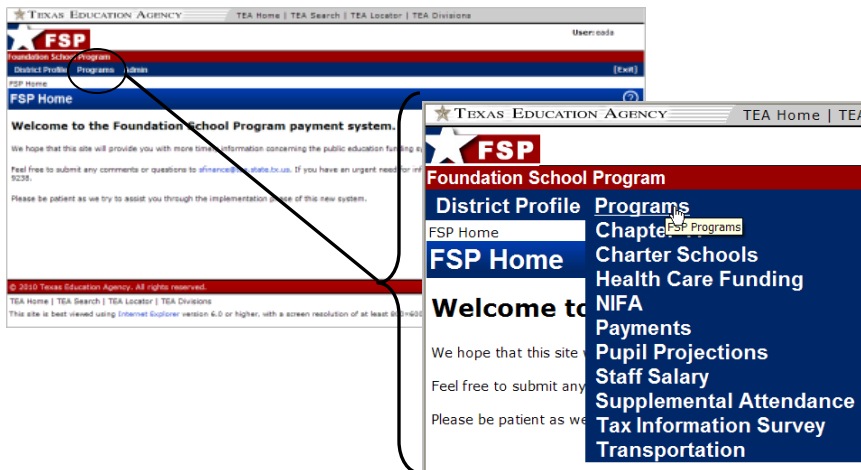
[Did you forget your password?](#)

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.

After logging on, you are directed to the **FSP Home** page.

- 2 On the **FSP Home** page, place your cursor over the **Programs** link in the menu bar at the top of the screen.



TEA Home | TEA Search | TEA Locator | TEA Divisions

FSP Foundation School Program

District Profile Programs

FSP Home

TEA Home | TEA Search | TEA Locator | TEA Divisions

FSP Foundation School Program

District Profile Programs

FSP Home

Charter Schools

Health Care Funding

NIFA

Payments

Pupil Projections

Staff Salary

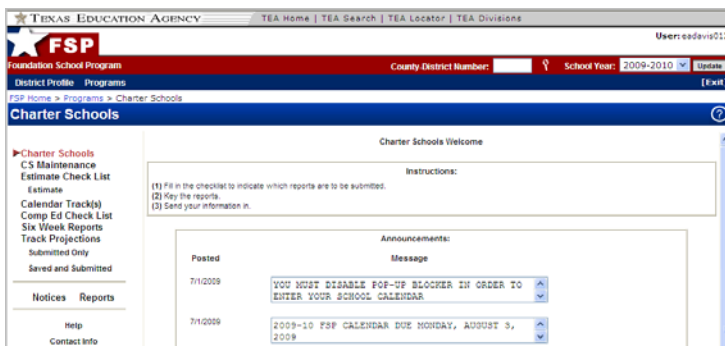
Supplemental Attendance

Tax Information Survey

Transportation

A list of programs drops down.

- 3 Click on one of the programs. Clicking on a program opens that program subsystem.



TEA Home | TEA Search | TEA Locator | TEA Divisions

User: oadavis0127

FSP Foundation School Program

County District Number: School Year: 2009-2010

District Profile Programs

FSP Home Programs Charter Schools

Charter Schools

Charter Schools Welcome

Instructions:

(1) Fill in the checklist to indicate which reports are to be submitted.
(2) Key the reports
(3) Send your information in.

Announcements:

Message

Posted 7/1/2009 YOU MUST DISABLE POP-UP BLOCKER IN ORDER TO ENTER YOUR SCHOOL CALENDAR

7/1/2009 2009-10 FSP CALENDAR DUE MONDAY, AUGUST 3, 2009

Charter Schools

CS Maintenance

Estimate Check List

Estimate

Calendar Track(s)

Comp Ed Check List

Six Week Reports

Track Projections

Submitted Only

Saved and Submitted

Notices Reports

Help Contact Info

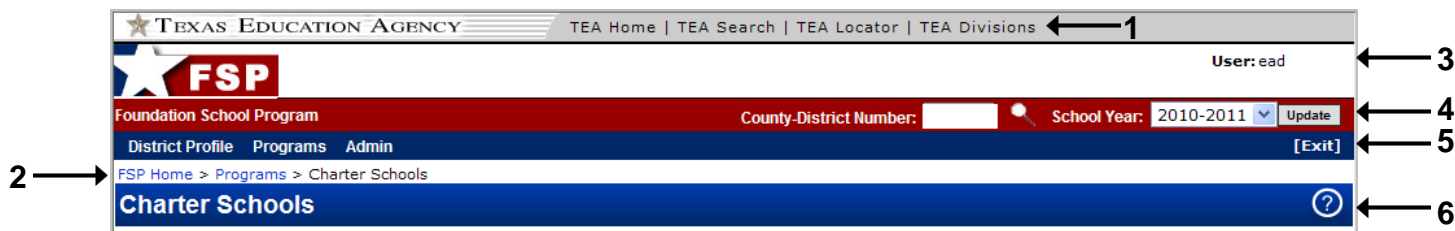
- Navigate within the program subsystem by clicking on items in the navigation menu on the left side of the screen.

The screenshot shows the Texas Education Agency (TEA) FSP Charter Schools interface. At the top, the header includes 'TEXAS EDUCATION AGENCY', navigation links ('TEA Home | TEA Search | TEA Locator | TEA Divisions'), and the user name 'User: ead'. Below this is a red navigation bar with 'FSP' and 'Foundation School Program'. The main content area is titled 'Charter Schools' and includes a 'Charter Schools Welcome' section with instructions and announcements. A navigation menu on the left side is circled in yellow, listing options such as 'Charter Schools', 'Estimate Check List', 'Calendar Track(s)', 'Comp Ed', 'Six Week Reports', 'Track Projections', 'Submitted Only', 'Saved and Submitted', 'Notices', 'Reports', 'Help', and 'Contact Info'.

- To change the county-district number or school year, change the values in the boxes that appear in the red FSP System menu bar near the top of the screen. You must click the **Update** button located to the right of the **School Year** box for the program to update with these changes.

This screenshot is similar to the previous one but highlights the 'County-District Number' and 'School Year' fields in the red navigation bar. Both the input boxes and the 'Update' button are circled in yellow. The 'County-District Number' field contains '000001' and the 'School Year' dropdown is set to '2010-2011'. The rest of the page content, including the navigation menu and the 'Charter Schools Welcome' section, remains the same as in the previous screenshot.

Features of the FSP System



- 1 Links to the TEA public website, TEA search function, TEA school district locator, and TEA divisions are located in the uppermost portion of the FSP System screen.
- 2 Bread crumbs, located in the upper left corner of the screen, just below the FSP System menu bar, show exactly where you are in the system.
- 3 The user currently logged on is named in the upper right corner of the screen.
- 4 An **Update** button appears to the right of the **School Year** box; you must click this button to update the program after changing the county-district number and/or school year.
- 5 An **[Exit]** button on the right side of the FSP System menu bar allows you to leave the FSP System without logging out. (You are “timed out” of the system after 20 minutes.)
- 6 The **Help** button on each screen provides information about that screen’s content and navigation, as well as overall system features.

Helpful Contact Information and Links

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

TEASE - Request Access Online page: <http://www.tea.state.tx.us/index2.aspx?id=2728>

TEA Foundation School Program (FSP) System page:
<http://www.tea.state.tx.us/index2.aspx?id=8085>

TEA FSP System Online Training page: <http://www.tea.state.tx.us/index2.aspx?id=2147483706>

Email address for FSP System assistance: computer.access@tea.state.tx.us

Office of School Finance email address and telephone number
(for assistance in selecting a role *after* you have consulted your superintendent):
sfinance@tea.state.tx.us
(512) 463-9238