# Request a New TEASE Account and Access to a Specific Application

Many TEA web applications, such as Accountability, eGrants, and PEIMS Edit+ are protected by the Texas Education Agency Security Environment (TEASE) security gateway. If your job requires you to use a secure TEA web application protected by the Texas Education Agency Security Environment (TEASE), follow the instructions below to request access. Your request is routed to your organization head (superintendent, director) and then to TEA for approval. If access is approved, you will receive a TEASE user name and password that can be used to log on to any TEASE web application.

Locate the Request Form Online

1. On the TEA website main page, www.tea.texas.gov, click **TEA Secure Applications Information** at the top of the page.
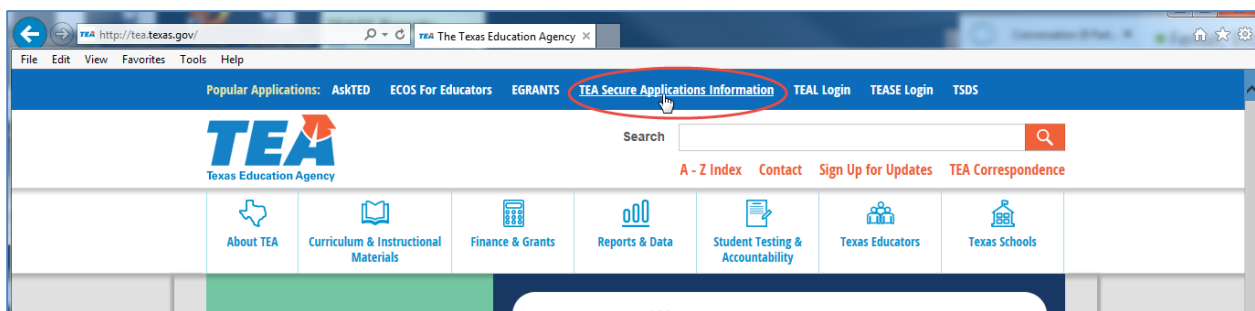
2. In the list of applications, find the web application you need access to and click **Request Access Online** or, if the application requires a paper form, click the link to open the request form.

   (Most applications can be requested online. For the few that cannot be accommodated by the online approval process, access is requested via a paper or PDF form that is signed, scanned, and sent to TEA for processing.)

If a PDF or Paper Request Form is Required

If the application you need access to requires a PDF/paper form (for example, Accountability), a link to the form is displayed in the Request Access column.

1. Click the link to open the form.
2. Complete the form, print and sign it, obtain other required signatures.
3. Submit it to the appropriate TEA contact as indicated on the form.

Example of paper form for Accountability:

TEA Secure Environment (TEA SE)

Request for Access to Accountability

To request a new TEA SE username for the Accountability application, complete this form online, obtain the required signatures, and follow mailing or faxing the form.

Section 1: Requestor Information

*Today's Date (MM/DD/YYYY)	*First Name
1/1/2016	Ed
*Last Name	Middle Name (if applicable)
Texan	
*Job Title	

If your access is approved, you will receive two system generated email notifications when your account is set up in the system. One notification contains your new TEASE account user ID and one contains a temporary password.

If You Can Request Access Online

If you see a link to request access online, follow the steps below to set up a TEASE account and request access to the web application at the same time.

1. In the same row as the application name, click **Request Access Online.**
2. Select **Request New Account** in the first paragraph.

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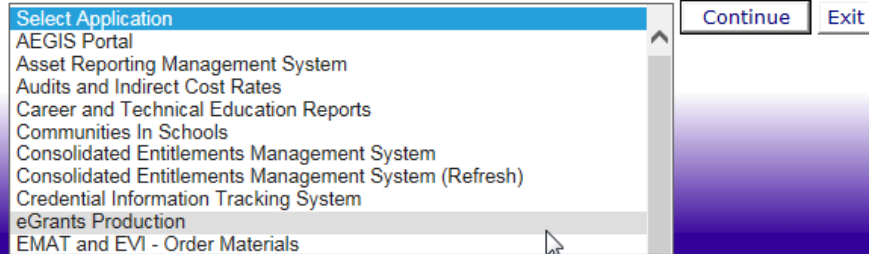
If you already have a valid TEASE user name and password for at least one other TEA application, and you need access to another application for work for the same organization, log on as usual at the TEASE login page. Click **Add/Modify Application Access.** Select the application you want. If the application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

3. Select the application you need access to from the drop down list.

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
AEGIS Portal
Asset Reporting Management System
Audits and Indirect Cost Rates
Career and Technical Education Reports
Communities In Schools
Consolidated Entitlements Management System
Consolidated Entitlements Management System (Refresh)
Credential Information Tracking System
eGrants Production
EMAT and EVI - Order Materials
```

Continue   Exit

4. Enter the user information required, including first and last name, organization number (usually the district / charter school / ESC six-digit county district number), and birth month and day.

Cancel   Help

Provide and Verify Applicant Information

Bold fields are required.

First Name: Ed

Optional

Middle Name:

Last Name: Texan

All notifications will be sent to this e-mail address.

E-mail Address: ed.texan@district.org

Verify E-mail Address: ed.texan@district.o

A security question that only you can answer, but not with a "yes" or "no."

Question:

The answer to the security question, one that can't be easily guessed.

Answer:

The month of birth (1-12)

Birth Month: 1

The day of the month of birth (1-31)

Birth Day: 1

5. Follow prompts on the screen to enter additional information required, including the role appropriate for the type of work you will perform. (If you have questions about which role is appropriate, contact the TEA program area specified on the TEA Secure Applications page.)
6. Click **Send Request**.

Review and Approval

Your completed request is generally routed to two separate people for approval:

1. First, the system routes it to your superintendent, director, or the person in your organization responsible for reviewing and submitting application requests. This person may submit your request as is to TEA, modify it, or deny the request.
2. Second, if your request is submitted by your organization head to TEA, staff in the appropriate program area at TEA review it and either approve or deny the request.

If your request is approved, you will receive email confirming that your account has been activated as well as two separate email notifications with your User ID and temporary password.

First Time Login

After you receive the two notifications with your user ID and temporary password, log in to your new TEASE account at https://seguin.tea.state.tx.us/apps/logon.asp).

When you log on for the first time, the system prompts you to choose and confirm a new password and to enter a question and answer known only to you - to be used if you forget your password. Be sure to use a question that you would always answer the same way.

Once you have logged in successfully, applications to which you have access are displayed.