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_TEA/Other_Services/Secure_Applications/TEA__Secure_Applications_Information/). 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.
NEW USERS

Users who do not have a TEASE user name:

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

4.) You will then be directed to the Request New TEASE User Account page.
5.) Select **Foundation School Program Application** from the drop-down list of Web applications, and click **Continue**.
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.

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
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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.

2.) You will then be directed to the Add/Modify Application Access page.
3.) Select Foundation School Program Application from the drop-down list of Web applications, and click Continue.
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4.) Check the box for “State Comp Ed User” which you require access and click Continue.

5.) 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
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- Visitor

Continue | Cancel
Questions?

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