

# Important Information for Users of the Online Foundation School Program (FSP) System

## Contents

Ensure Your District Has Users Approved to Perform Critical Roles.....	1
User Admin .....	1
District Approver.....	2
[Program Name] User .....	3
Ensure Your Contact Information Is Up to Date.....	3
Access the TEASE at Least Once Every 18 Months .....	4
Helpful Links .....	4

## Ensure Your District Has Users Approved to Perform Critical Roles

For your school district or charter school to be able to submit information through the [FSP System](#) to the Texas Education Agency (TEA), the district or school must have —

- an active, approved **User Admin**,
- at least one active, approved **District Approver**, and
- an active, approved **[Program Name<sup>1</sup>] User** for each FSP System program applicable to your district or charter school.

## User Admin

The User Admin for a district or charter school is responsible for managing all staff requests to access various TEA Secure Environment (TEASE) online applications, including the FSP System.

The User Admin should be the district or charter school superintendent. With board of trustees' approval, the superintendent may designate another head administrator to also have User Admin rights for up to one calendar year at a time.

A superintendent must request authorization for User Admin rights through the online **User Administration + (UA+)** system. The UA+ system is an application within the TEASE, separate from the FSP System application.

---

<sup>1</sup> Program Name = Chapter 41, Charter Schools, NIFA, Pupil Projections, Staff Salary, Tax Information Survey, Transportation, or another program listed in the **Program** menu of the online FSP System.

## Superintendents:

To apply for User Admin rights, follow these steps:

- Ensure that you are listed as the district or charter school superintendent in the Ask Texas Education Directory ([AskTED](#)).
- Visit the [TEASE Applications Reference](#) page.
- Scroll down to the User Administration + application.
- Click the **Request Access Online** link.
- On the **TEASE - Request Access Online** page, click the link to request a new account (if you do not already have a TEASE user ID for another TEASE application) or the link to the TEASE logon page (if you do have a TEASE user ID).
- Select **User Administration +** from the drop-down list of TEASE applications, and click **Continue**.
- Follow the directions and provide the information requested on subsequent screens.

You can find a link to instructions on how to designate another head administrator to have User Admin rights on the **TEASE Applications Reference** page, just below the **Request Access Online** link for the UA+ application.

Because any requests for access to the FSP System must first be approved by a district's or charter school's User Admin, **it is critical that new superintendents apply for User Admin rights as soon as possible.**

## District Approver

District Approver is a role within the online FSP System itself. The District Approver is responsible for approving information submitted to him or her by other users of the FSP System within the district or charter school and for sending the approved information to the TEA.

A request to serve as a District Approver (or to serve as any other type of user within the FSP System) must be approved by the district's or charter school's User Admin.

A district or charter school may have just one District Approver or multiple District Approvers. If a district or school has only one District Approver, the person serving in that role should be the superintendent. If a district or school has multiple District Approvers, the superintendent should be among those with that role.

For detailed information about how to request District Approver rights, please see the presentation on requesting access to the FSP System that is available on the [FSP System](#) page or the training module on that topic that is available on the [FSP System Online Training](#) page.

## [Program Name] User

In addition to having at least one User Admin and District Approver, your district or charter school should also have a [Program Name] User for each FSP System program for which the district or school is required to provide information to the TEA (e.g., Chapter 41, Charter Schools, NIFA, Pupil Projections, Staff Salary, Transportation, etc.).

For example, if your district provides transportation for which it receives state funding, the district should have an approved Transportation User who is responsible for entering transportation data in the FSP System's Transportation subsystem.

Like the role of District Approver, [Program Name] User is a role within the FSP System itself, and a request to serve as a [Program Name] User must be approved by the district's or charter school's User Admin.

A single person may have user rights (serve as the [Program Name] User) for more than one FSP System program, and a district or charter school may have more than one person approved as a user for a particular program. To be able to submit information related to a particular program to the TEA, your district or school must have at least one approved user for that program.

For detailed information about how to request [Program Name] User rights, please see the presentation on requesting access to the FSP System that is available on the [FSP System](#) page or the training module on that topic that is available on the [FSP System Online Training](#) page.

## Ensure Your Contact Information Is Up to Date

If you are an FSP System user, please regularly check the accuracy of your contact information to ensure that you continue to receive important information regarding the system.

Check that your contact information is current in each of the following TEA systems:

- each FSP System subsystem (program) to which you have access (e.g., Staff Salary, Chapter 41)
- AskTED

If your contact information is incorrect, contact your district's or charter school's AskTED administrator, and ask for the information to be updated.

- TEASE

To check the email address currently on file for your user ID, do the following:

- Go to the [TEASE logon page](#), and log on.
- On the **Application List** page, click the **Change Info** button in the upper right part of the page.
- On the **Change Information** page, verify whether the email address listed is correct. If it is, click **Cancel**. If it is not, change the address, and click **Continue**.

## Access the TEASE at Least Once Every 18 Months

If you are an FSP System user, log on to the TEASE at least once every 18 months.

If between 18 and 24 months have passed since you last logged on to the TEASE, you will be required to follow special instructions to regain access to your TEASE applications, including the FSP System.

If 24 months have passed since you last logged on to the TEASE, you will not be able to access any TEASE applications and will be required to reapply for access as if you were a new user.

If you are a new TEASE user who has just applied for access to the FSP System and have received an email message from the TEA approving your request for access, you must log on to the TEASE within 30 days of receiving the message. If you do not log on within 30 days, you will be required to reapply for access.