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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 Physical Fitness Assessment Initiative (PFAI) web application through the Texas Education Agency Login (TEAL). This means you MUST have a valid TEAL user name and password, and you MUST add the PFAI application to your TEAL account.

If you already have a TEAL user name and password, you will still need to request access to PFAI; if you have never used TEAL before, you will need to request a TEAL account first and then request access to PFAI.

Applying for a new TEAL Account

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

 Go to the **TEAL Applications Reference** page on the TEA web site at <u>http://tea.texas.gov/About_TEA/Other_Services/Secure_Applications/TEA_Secure_Applications_Information/</u>. (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 **TEAL** link in the index.)

Popular Applicat	ions: AskTED ECOS F	or Educators Grant Op	portunities TEA Secure	Applications TEAL	Login TEASE Login	TSDS
Texas Education	Agency		Search	Z Index Contact	Sign Up for Updates	C TEA Correspondence
About TEA	Academics	Finance & Grants	<u>OOO</u> Reports & Data	Student Testing & Accountability	Texas Educators	Texas Schools
Home						
The Texas Edu data in TEA sec <u>Texas Educatio</u> (<u>TEAL</u>). See the application.	Secure mation cation Agency is commi- ure web applications is in Agency Security Envit is below for information IDTETETSTELLIJ	Application Access	LOGIN			
Application Description	-	Request Cont Access	act Information		etting Up TEASE Acc	
Accountabilit		Access Form (print and send) perfo (512)	accountability ratings: mance.reporting@tea.tr 463-9704 rmance-Based Monitorir	exas.gov	pproving TEAL & TE our Staff ontact information	ASE Access for

2. Scroll down to the PFAI listing, and click the **Request Access Online** link.

PFAI	TEAL		Find contact information at
Physical Fitness		Request	Physical Fitness Assessment Initiative
Assessment		Access Online	pfaiprogramsupport@tea.texas.gov
Initiative			

3. On the TEAL page, click the **Request New User Account** link.

Texas Education Agency					
TEA Login (TEAL) NOTICE: TEA Web Applications will not be available each Sunday morning from 5:00am to 2:00pm due to routine maintenance. Please do not access your applications during this time period. You could lose data .					
Username: Password:	Show Password				
Login Forgot your password? Forgot your username?					
Help for Request Process Help for Educator Account Setup					

4. You will be directed to the user registration page. (<u>https://tealprod.tea.state.tx.us/TSP/TEASecurePortal/jsp/manage_profile.jsp</u>)

Texas Education Agency User and Access Management				
NOTICE: If you completed this form previo	pusly and have a TEA Login (TEAL) user account, requesting an additional account can cause a denial of access or delay in account setup.			
If you need assistance with acces	s to an existing user account, please go to https://txeduagency.zendesk.com and click Submit a Request.			
First Name:				
Middle Name:				
Last Name:				
Suffix:	Generational, Academic, Professional (Jr, PhD, CPA)			
* Email Address:	All notifications will be sent to this address.			
Verify Email:				
* Birth Month:	The month of birth (1-12)			
Birth Day:	The day of the month of birth (1-31)			
Birth Year:	YYYY			
* Organization Type:				
	Click here for Organization Type descriptions			
Job Title:				
Phone Number:	Must include area code.			
Street Address:				
City:				
Country:	United States			
State:	Texas v			
Zip or Postal Code:				
Subm	it Cancel			

5. Complete the User Information.

The following fields are required: **First Name, Last Name, Email Address, Verify Email, Birth Month, Birth Day,** and **Organization Type.** If you are an educator, **Birth Year** is required as well.

Select the organization type that most closely matches yours from the list. If your organization type does not appear, select **Other**. Use the following table for help in choosing your organization type:

Role	is intended For
Educator	For teachers, paraprofessionals, and all others if creating a TEAL account for access to ECOS for Educators; links to an ECOS certification account based on the entry of personal data
District, Charter, ESC, Private School Staff	For district and school staff who do not need ECOS for Educators or who want to maintain a separate user account for ECOS; automatically provisions a TEAL user ID; can still link to an educator account later if needed (These users can also select Other with no repercussions.)
Internal TEA Contractor	For TEA staff only. Contractor requests are routed to an Organization Approver.
Internal TEA Employee	For TEA staff only. FTE staff requests are routed to TEA Human Resources.
Other	For any user external to TEA; automatically provisions a TEAL user ID; will not trigger the ECOS linking process, but can still link to educator records later if needed

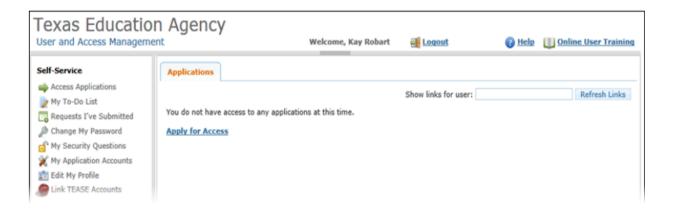
Type your Job Title, Phone Number (including Area Code), and Mailing Address. Check the information you have provided to make sure it is correct.

- 6. Click **Submit**. A message will appear acknowledging your request.
- 7. Click **Done**. The page will redirect you to the TEAL login page.

Once you have received your TEAL account information, you can log on and request access to the PFAI application.

Requesting New Access to the PFAI Application

1. Log on to TEAL with your user name and password. The home page will appear. If you have not been granted access to any applications yet, there will be no links under **Applications**. Click **Apply for Access**.



2. Click Request New Account.

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To apply for access to a TEA application or service, click the "Request New Account..." button below. To edit the details of one of your existing accounts, click on the Application name link in the list below.

Contact information for each application is listed below. APPLICATIONS ARE LISTED IN ALPHABETICAL ORDER. PLEASE SCROLL DOWN TO THE ONE YOU NEED. 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.

0 a	0 accounts.					
Re	Request New Account Delete Account Refresh Accounts					
	Account Owner 👙	Status	Application	Parameters		

3. Click the link for the PFAI application.

equest New Account					
		Details Form" button			
Application ID	Application Name	Contact	Details		
ECOSAdmin	ECOS for TEA Admins	Email: Xiaoying Hu (555-1212)			
ECOSAdminParallel	ECOS for Admin Parallel	Email: Xiaoying Hu (512 463-9584)			
ECOSEducator	Educator Certification Online System for Educators				
ECOSEducatorPara	ECOS for Educator Parallel	Email: <u>Xiaoying Hu</u> (512 463-9584)			
ECOSEntities	Educator Certification Online System for Entities	Email: Xiaoying Hu (555-1212)			
ECOSEntitiesParalle	ECOS for Entities Parallel	Email: <u>Xiaoying HuXiaoying Hu</u> (512 463- 9584)			
EssaReports	Every Student Succeeds Act Reports				
GFFC	GFFC Reports and Data Collections				
PFAI	Physical Fitness Assessment Initiative				
TRE	Texas Records Exchange	Email: <u>Texas Records Exchange</u> (512-463- 7246)			
TSDSPortal	Texas Student Data System Portal				
TSDSPortalTraining	Texas Student Data System Portal Training				
	Waivers				

4. Click Add Access.

Applications My Accounts ×						
To apply for new access 1. Click the "Add Access" button. 2. Follow the instructions on the Application access details popup. 3. Click the "Save Changes" button. This will submit your access request to TEAL.						
Application Name: Physical Fitness Assessment Initiative						
User ID:	•					
* Accesses:	Add Access Remove Selected Access State: Employing Organization	Access Rights				
	Done					

5. Type the name of your organization. Once you begin typing, a list of authorized organizations will appear. Select the name of your organization from the list.

- 6. Select your appropriate FitnessGram SUBMITTER role.
 - a. A **Campus FitnessGram Submitter** may submit data for a single campus.
 - b. A **District FitnessGram Submitter** may submit data for all campuses in a district.
 - c. A **Multiple Campus FitnessGram Submitter** may submit data for multiple campuses in a district.

If you need assistance in selecting a role, contact your superintendent first. For further assistance, email <u>pfaiprogramsupport@tea.texas.gov</u>.

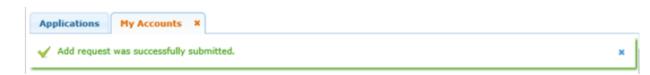
7. Type in the ID and any other parameters requested.

For **Campus FitnessGram Submitter**, enter the nine-digit Campus Number and the sixdigit County District Number.

For **District FitnessGram Submitter**, enter the six-digit County District Number.

For **Multiple Campus FitnessGram Submitter**, enter the nine-digit Campus Number for all of your campuses, separated by commas, in the Campus IDs field, and then enter the six-digit County District Number.

- 8. Click Done.
- 9. Click **Save Changes**. If the request was submitted successfully, a success message will appear at the top of the tab.



Helpful Contact Information

TEA Login (TEAL) Page:

https://tealprod.tea.state.tx.us/TSP/TEASecurePortal/Access/LogonServlet

TEAL Application Reference Page:

http://tea.texas.gov/About TEA/Other Services/Secure Applications/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 pfaiprogramsupport@tea.texas.gov