

## Texas Education Agency Login (TEAL)

### Request for Access: **AUDIT** application for **Certified Public Accountants (CPA)**

To request access to the Audit application, the team member of the CPA firm must complete and submit this form.

#### Audit application CPA user role approval process:

1. The CPA requestor will submit a completed CPA Request for Access form to the Financial Compliance Division.
2. The CPA requestor would also apply and obtain a TEAL account using [Setting Up TEAL Access](#) found on the *TEA Secure Applications Information* web page.
3. The CPA requestor will then be notified that they can apply for the Audit application in TEAL.
4. The CPA requestor will then log into TEAL and apply for access to the Audit application.
  - The CPA requestor will enter and select their organization name in the “Employing Organization” section for the TEAL “Application access details” section.
  - The CPA requestor selects the school that they will be working with.
5. The CPA requestor will then submit their request.
6. Once approved by the TEA organization, the CPA request is routed to the school district approver.
  - Multiple districts can be selected upon initial application.
  - The district approval goes to each district separately.
7. Once approved at the district level, the request is sent to TEA application “service” approver.
8. The CPA requestor receives notification from TEAL of approval for Audit application.
9. The CPA user must repeat steps 4 to 8 if they would like to make a change to the schools they work with.

#### Section 1: Requestor Information

\*= Required Information

\*First Name

\*Last Name

\*Email Address

\*Firm Name

\*Firm License ID issued by the Texas State Board of Public Accountancy

\*Firm Address

\*City

\*Zip Code

\*Phone Number

## Section 2: Access or Deletion Requested

Select one action:

- I am requesting access to the Audit application in TEAL
- Delete my access to the Audit application in TEAL

### Requestor Responsibility

- I understand that I am responsible for all transactions made with my user ID and password.
- I will neither divulge my password nor use a user ID and password assigned to someone else.
- If I suspect that my password has been compromised, I understand that it is my responsibility to change it.
- I will not knowingly or intentionally enter any unauthorized data, or change any data without authorization.
- I agree to notify the TEA Information Security Office when my job responsibilities no longer require access to the requested information, or I terminate employment with my current entity.

\*Requestor's Signature

\*Date

\* Partner's Name (if requestor is not a partner in the CPA firm)

\*Partner's Signature (if requestor is not a partner in the CPA Firm)

\*Date

## Section 3: *This section to be completed by TEA Financial Compliance Administrator*

- CPA firm licensed by Texas State board of Public Accountancy

TEA Business Partner Directory Administrator

Date

## Section 4: *This section to be completed by TEA Information Security Coordinator*

TEA Security Administrator Signature

Date

## Section 5: Submitting your Request

To complete your application:

1. Complete and sign form.
2. Email completed form to [FinancialDeskReviews@tea.texas.gov](mailto:FinancialDeskReviews@tea.texas.gov)

For assistance contact Larry Simank at 512-936-6981 or [Larry.Simank@tea.texas.gov](mailto:Larry.Simank@tea.texas.gov)

or Paul Moreno at 512-475-2228 or [paul.moreno@tea.texas.gov](mailto:paul.moreno@tea.texas.gov)

Texas Education Agency  
School Finance Department | Financial Compliance Division  
Phone: 512 -463-9095