

Instructions for Setting Up Audit 2.0 Application Access in TEAL

IMPORTANT NOTE:

To request access to the Audit 2.0 application, you will need an active TEAL user account. If you do not already have access to TEAL, you must first request a TEAL user ID.

Section A provides instructions requesting a TEAL account. Section B provides instructions on obtaining access to the Audit 2.0 application.

A. Requesting a TEAL Account

1. Go to the TEAL page using the link located on the blue header bar of the TEA website (<https://tea.texas.gov/Home/>).
2. Click on Request New User Account. The user registration page appears.
3. Complete the user information. The following fields are required: First Name, Last Name, Email Address, Verify Email, Birth Month, Birth Day, and Organization Type. Use the Tab key to move from one box to the next.
 - a. Type your first, last, and, if you wish, middle name.
 - b. Type any applicable suffix, such as Jr. or an academic or professional suffix.
 - c. Type your email address. This address will receive all notification emails, including the user access information that you need to log on.
 - d. Retype your email address to verify that it is correct.

Note: Do not use a group email address. The address you enter here will receive confidential information for accessing TEA applications. Using a group email address could compromise security for your organization's confidential data.

- e. Type your birth month and day. This information is used internally to help distinguish you from other users with the same first and last name. It is not used for any other purpose.
- f. Type your birth year.
- g. Select the organization type that most closely matches yours from the list.
- h. Type your job title.
- i. Type your phone number, including area code.
- j. Type your mailing address.
- k. Check the information you provided to make sure it is correct.
- l. Click Submit.
- m. After clicking Submit to create your login username, you are then redirected to the Create Your Password Page, with your Username displayed.
- n. Follow the instructions for creating a password and click **Submit**.

IMPORTANT NOTE

Make sure you make note of your username for future use. You will not receive any future email notifications that provide you with your username.

B. Requesting Access to the Audit 2.0 Application

Once you have a user ID for TEAL, you can request access to the Audit 2.0 application.

1. Log on to TEAL using your username and password. The home page appears. If you have not been granted access to any applications yet, there will be no links under Applications. Click Apply for Access.
2. If you have been granted access to other applications, Click My Application Accounts within the Self-Service Menu.
3. Click Request New Account.
4. Click the link for Audit 2.0, or double-click the application name.
5. When a page appears, click Add Access.
6. Type the name of your organization. Once you begin typing, a list of authorized organizations appears. Select the name of your organization from the list.
7. Select the appropriate role.
8. Under the County District Numbers field, type the list of schools you work with using the county district numbers (without dashes), separated by commas and without spaces.
9. Click Done.
10. Click Save Changes. If the request was submitted successfully, a success message appears at the top of the tab.