

Managing Access TEA FPC WorkApps – School System Guide

Gain Access to TEA FPC WorkApps

1. Log in to EDGAR Connect (you must already have access).
2. Select “Smartsheet Email Access,” choose your School System, confirm Superintendent permission, add the new user email, and save.
3. Ensure the [New User Certification Form](#) is completed.
4. Track the request status in EDGAR Connect.
5. Access is typically processed in 3–5 business days.

[Detailed Instructions](#)



Remove Access to TEA FPC WorkApps

1. Log in to EDGAR Connect (you must already have access).
2. Select “Smartsheet Email Access,” and select your School System.
3. Mark the user for removal (Delete/Remove Email) in the ‘Remove Email’ field and save. Enter up to four emails at a time.
4. Submit the request (processed in 3–5 business days).

[Detailed Instructions](#)



If you need additional assistance, please contact ESSAsupport@tea.texas.gov.