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 PFAI Web application through the Texas Education Agency Security Environment (TEASE). This means you MUST have a valid TEASE user name and password, and you MUST add the PFAI application to your TEASE account.

If you already have a TEASE user name and password, you still need to request access to PFAI; if you have never used TEASE before, you need to request a TEASE account with access to PFAI.

Applying for the New PFAI Application

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

1a. Go to the TEASE Applications Reference page on the TEA Web site at http://tea.texas.gov/About_TEA/Other_Services/Secure_Applications/TEA__Secure_Applications.Information/. (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 TEASE link in the index.) Scroll down to the PFAI listing, and click the Request Access Online link there.

You are directed to the Request Access Online page.
1b. On the **Request Access Online** page, click the link to request a new user account ([https://seguin.tea.state.tx.us/appsng/um/apply.aspx](https://seguin.tea.state.tx.us/appsng/um/apply.aspx)).

You are directed to the **Request New TEASE User Account** page.

1c. Select **Physical Fitness Assessment Initiative** from the dropdown list of Web applications and click **Continue**.

Next: Go to step 2 under **All users**, on page 5.
If you are a current user who has a TEASE user name and password —

1a. Enter your user name and password* at the TEASE logon page at https://seguin.tea.state.tx.us/apps/logon.asp. (You can also access this page from the TEA home page by first clicking on the Index A–Z link at the top of the page, then clicking the TEASE link in the index, and then clicking the TEASE Logon Page link at the top of the page.) Click Continue.

1b. Click the Add/Modify Application Access button.
1c. Select **Physical Fitness Assessment Initiative** from the dropdown list of Web applications and click **Continue**.

Next: Go to step 2 under **All users**, on page 5.

*Your user name and password will not change*
All users —

2. Be sure you have selected **Physical Fitness Assessment Initiative** from the list of Web applications, and click **Continue**.

- New users must enter personal information. (Users who already have a TEASE account will not have to enter personal information, and will not see this screen.)

All users are directed to the **Select Roles** page.
3. Select your appropriate FITNESSGRAM SUBMITTER role* and click **Continue**.

*If you need assistance in selecting a role, first contact your superintendent. For further assistance, email william.fudge@tea.texas.gov.

All users are then directed to enter campus and/or district number(s).

4. • District users must enter their county-district number (CDN), with no spaces or dashes, and click **Continue**.

• Campus users must first enter a 9-digit campus number and then enter the 6-digit county district number and click **Continue**.

You are directed to the Request Summary page.
5. Review your requested role, add any special notes, and check the box to verify all information is correct. If necessary, click Back to make corrections. When all information is correct, click Send Request.

6. Once both your superintendent and TEA have approved your request, you will receive email notification, and the PFAI application will be attached to your user name.

**NOTE:** It may take 1-10 days to receive your email notification; if you do not receive notification, first contact your superintendent to be sure the request was submitted.

**Helpful Contact Information:**

**TEA Security Environment (TEASE) Logon Page:**

https://seguin.tea.state.tx.us/apps/logon.asp

**TEASE 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
william.fudge@tea.texas.gov