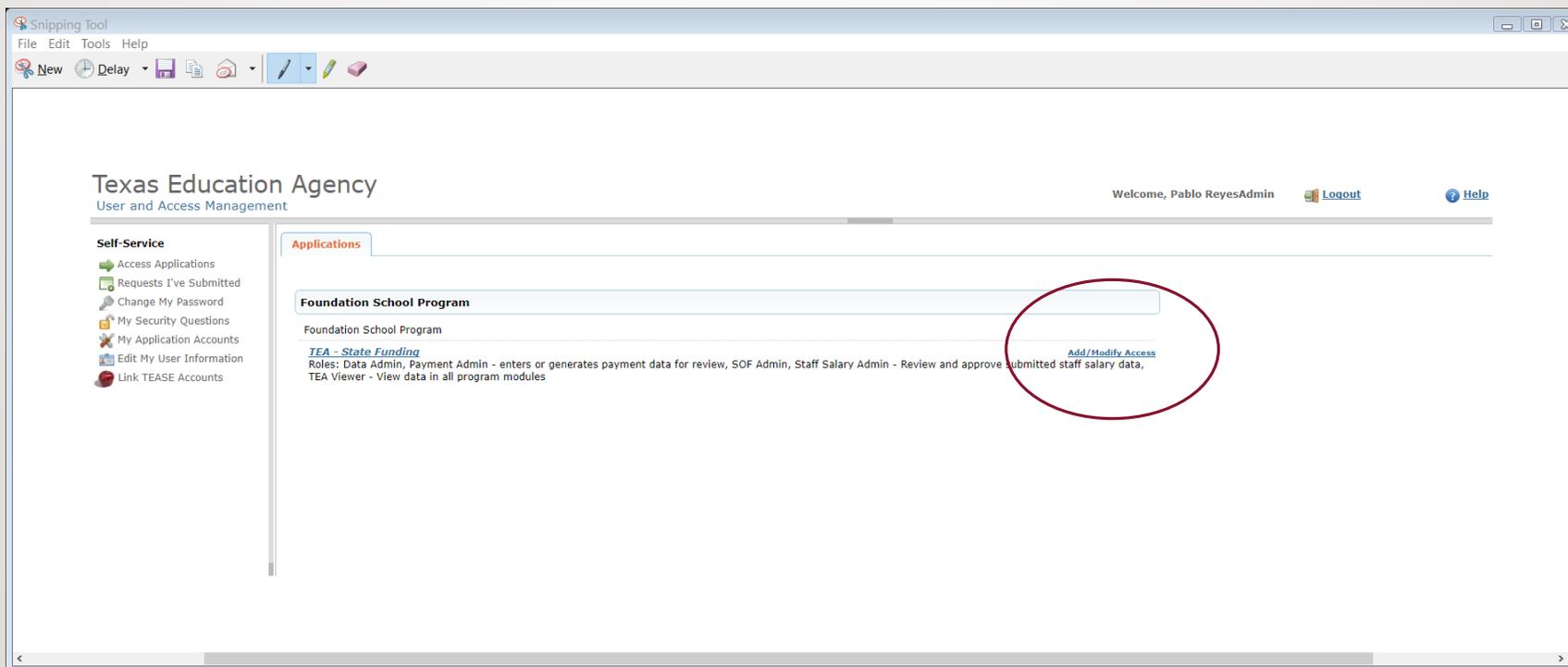


# SETTING UP DISTRICT/CHARTER USER ROLES IN TEAL

---

TEXAS EDUCATION AGENCY – DIVISION OF STATE FUNDING - FOUNDATION  
SCHOOL PROGRAM (FSP)

# UNDER ACCESS APPLICATIONS, CLICK ON ADD/MODIFY ACCESS



Copyright © 2018 Texas Education Agency.  
All rights reserved.

# CLICK THE ADD ACCESS BUTTON

Texas Education Agency  
User and Access Management

Welcome, Pablo ReyesAdmin [Logout](#) [Help](#) TEST

**Self-Service**

- Access Applications
- Requests I've Submitted
- Change My Password
- My Security Questions
- My Application Accounts
- Edit My User Information
- Link TEASE Accounts

**Applications** **Edit Account**

To modify existing access

- Select the access that you would like to modify and click the "Modify Access" button.
- If you have more than one role associated with an organization, please select the specific role that you would like to modify.
- Follow the instructions on the Application access details popup.
- Click the "Save Changes" button. This will submit your modify request to TEAL.
- Note: You cannot modify an "Inactive" role.

Application Name: **Foundation School Program**  
User: **Pablo.ReyesAdmin**

Accesses: **Add Access** | **Modify Access** | **Remove Selected** | **Refresh Access**

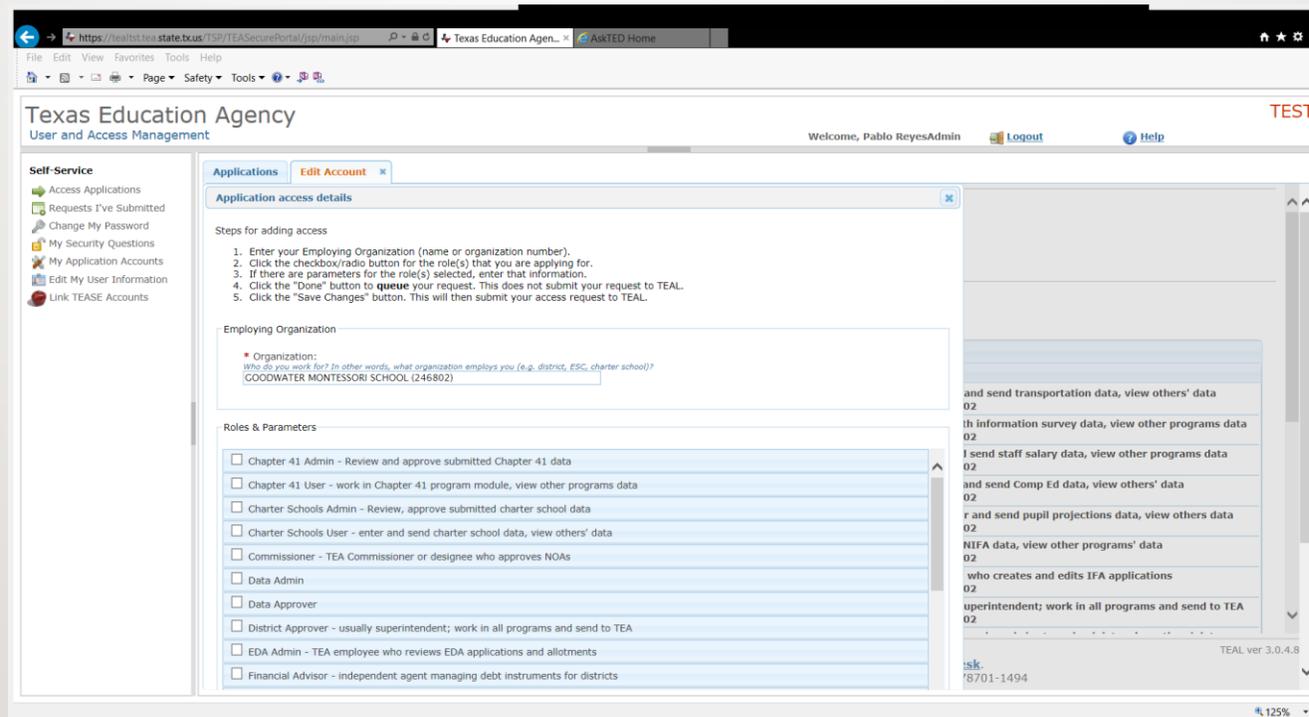
Access Status	Employing Organization	Access Rights
Awaiting Approval	GOODWATER MONTESSORI SCHOOL	Role: <b>Transportation User - enter and send transportation data, view others' data</b> County District Number: 246802 Role: <b>Data Survey User - Work with information survey data, view other programs data</b> County District Number: 246802 Role: <b>Staff Salary User - enter and send staff salary data, view other programs data</b> County District Number: 246802 Role: <b>State Comp Ed User - enter and send Comp Ed data, view others' data</b> County District Number: 246802 Role: <b>Pupil Projections User - enter and send pupil projections data, view others data</b> County District Number: 246802 Role: <b>NIFA User - enter and send NIFA data, view other programs' data</b> County District Number: 246802 Role: <b>IFA User - district employee who creates and edits IFA applications</b> County District Number: 246802 Role: <b>District Approver - usually superintendent; work in all programs and send to TEA</b> County District Number: 246802 Role: <b>Charter Schools User - enter and send charter school data, view others' data</b> County District Number: 246802 Role: <b>Transportation User - enter and send transportation data, view others' data</b> County District Number: 071909 Role: <b>Data Survey User - Work with information survey data, view other programs data</b> County District Number: 071909 Role: <b>Staff Salary User - enter and send staff salary data, view other programs data</b> County District Number: 071909 Role: <b>State Comp Ed User - enter and send Comp Ed data, view others' data</b>

[TEA Home Page](#) | [Web Policy and Accessibility](#)  
For help with account access, please enter a request at the online [TEA Help Desk](#).  
Copyright © 2017 The Texas Education Agency, 1701 North Congress Ave, Austin, TX 78701-1494

TEAL ver 3.0.4.8

Copyright © 2018 Texas Education Agency.  
All rights reserved.

# ENTER YOUR COUNTY DISTRICT NUMBER OR EMPLOYEE \* ORGANIZATION NAME AND SELECT IT



https://teal1st.tea.state.tx.us/TSP/TEASecurePortal/jsp/main.jsp

Texas Education Agency

Welcome, Pablo ReyesAdmin

Logout Help

TEST

Self-Service

- Access Applications
- Requests I've Submitted
- Change My Password
- My Security Questions
- My Application Accounts
- Edit My User Information
- Link TEASE Accounts

Applications Edit Account

Application access details

Steps for adding access

1. Enter your Employing Organization (name or organization number).
2. Click the checkbox/radio button for the role(s) that you are applying for.
3. If there are parameters for the role(s) selected, enter that information.
4. Click the "Done" button to **queue** your request. This does not submit your request to TEAL.
5. Click the "Save Changes" button. This will then submit your access request to TEAL.

Employing Organization

\* Organization:  
*Who do you work for? In other words, what organization employs you (e.g. district, ESC, charter school)?*  
GOODWATER MONTESSORI SCHOOL (246802)

Roles & Parameters

- Chapter 41 Admin - Review and approve submitted Chapter 41 data
- Chapter 41 User - work in Chapter 41 program module, view other programs data
- Charter Schools Admin - Review, approve submitted charter school data
- Charter Schools User - enter and send charter school data, view others' data
- Commissioner - TEA Commissioner or designee who approves NOAs
- Data Admin
- Data Approver
- District Approver - usually superintendent; work in all programs and send to TEA
- EDA Admin - TEA employee who reviews EDA applications and allotments
- Financial Advisor - independent agent managing debt instruments for districts

and send transportation data, view others' data  
02  
th information survey data, view other programs data  
02  
I send staff salary data, view other programs data  
02  
and send Comp Ed data, view others' data  
02  
r and send pupil projections data, view others data  
02  
NIFA data, view other programs' data  
02  
who creates and edits IFA applications  
02  
uperintendent; work in all programs and send to TEA  
02

TEAL ver 3.0.4.8  
/8701-1494

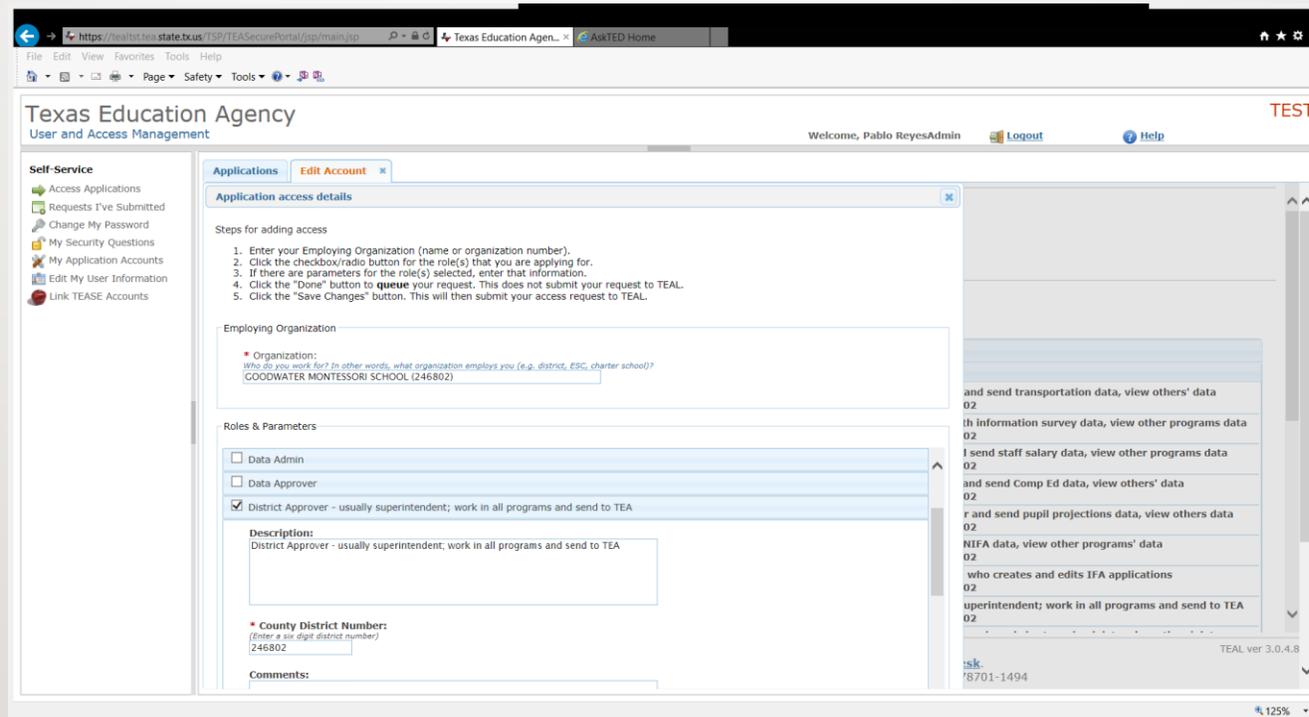
125%

# SCROLL TO SELECT (CHECK) USER ROLES

---

- District Approver – usually superintendent; work in all programs and send to TEA
- Chapter 41 User – work in Chapter 41 program module, view other programs data
- IFA User – district employee who creates and edits IFA applications
- NIFA User – enter and send NIFA data, view other programs' data
- Pupil Projections User – enter and send pupil projections data, view others data
- State Comp Ed User – enter and send Comp Ed data, view others' data
- Data Survey User – Work with information survey data, view other programs data
- Staff Salary User – enter and send staff salary data, view other programs data
- Transportation User – enter and send transportation data, view others' data
- TEA Visitor - View Only All Districts, allows read-only access to programs.

# A. SELECT USER ROLES (EXAMPLE SHOWS A DISTRICT APPROVER ROLE )



The screenshot shows a web browser window with the URL <https://tealst.tea.state.tx.us/TSP/TEASecurePortal/jsp/main.jsp>. The page title is "Texas Education Agency User and Access Management". The user is logged in as "Pablo ReyesAdmin".

The main content area is titled "Application access details" and includes the following sections:

- Steps for adding access:**
  1. Enter your Employing Organization (name or organization number).
  2. Click the checkbox/radio button for the role(s) that you are applying for.
  3. If there are parameters for the role(s) selected, enter that information.
  4. Click the "Done" button to **queue** your request. This does not submit your request to TEAL.
  5. Click the "Save Changes" button. This will then submit your access request to TEAL.
- Employing Organization:**
  - Organization: GOODWATER MONTESSORI SCHOOL (246802)
- Roles & Parameters:**
  - Data Admin
  - Data Approver
  - District Approver - usually superintendent; work in all programs and send to TEAL
- Description:**

District Approver - usually superintendent; work in all programs and send to TEAL
- County District Number:**

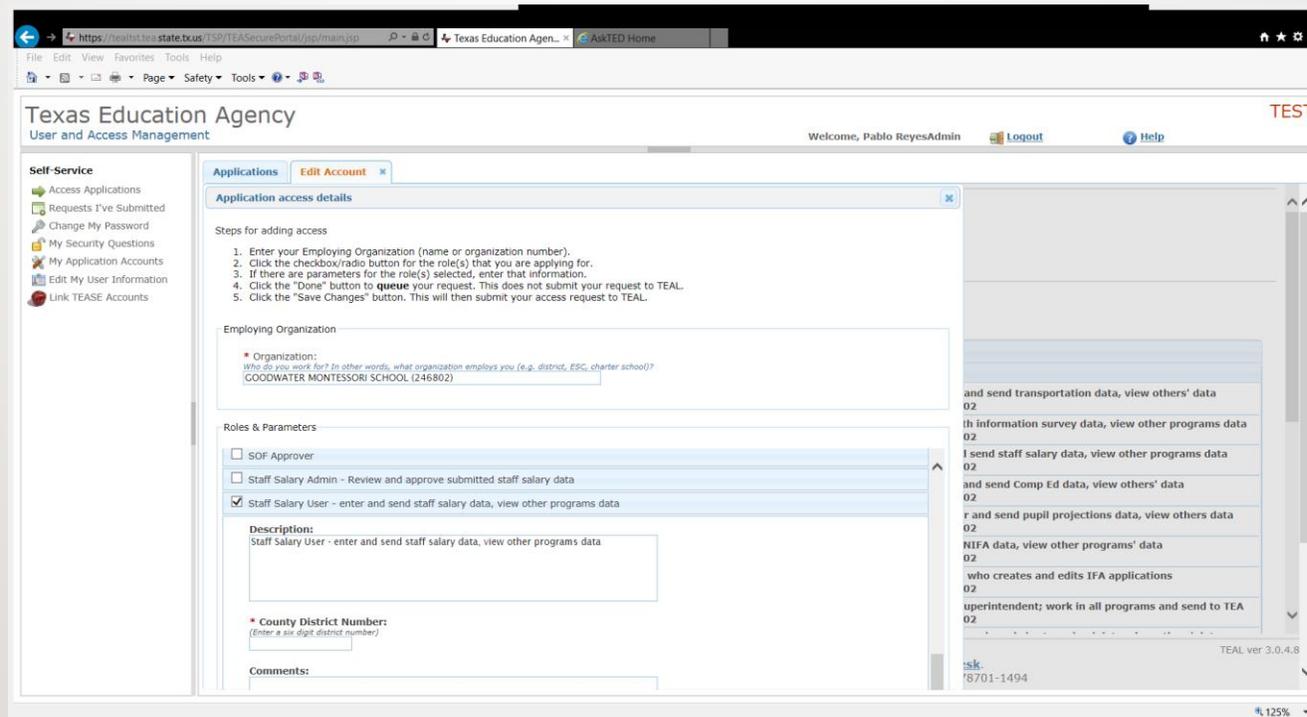
246802
- Comments:**

On the right side of the form, there is a scrollable list of permissions, including:

- and send transportation data, view others' data
- th information survey data, view other programs data
- I send staff salary data, view other programs data
- and send Comp Ed data, view others' data
- r and send pupil projections data, view others data
- NIFA data, view other programs' data
- who creates and edits IFA applications
- uperintendent; work in all programs and send to TEA

At the bottom right, the version information "TEAL ver 3.0-4.8" and the phone number "1-877-1494" are visible.

# B. SELECT OTHER ORGANIZATION ROLES (EXAMPLE SHOWS A STAFF SALARY USER ROLE)



The screenshot shows the 'Texas Education Agency User and Access Management' interface. The main content area is titled 'Application access details' and contains the following sections:

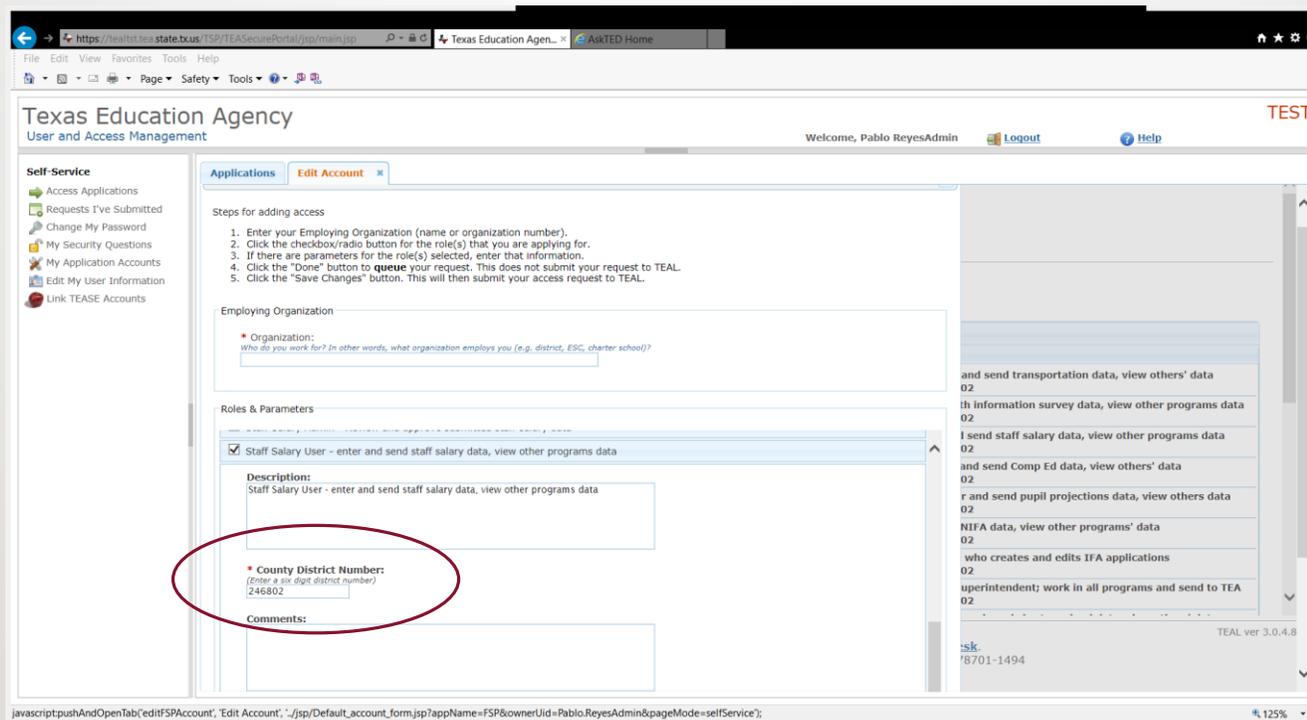
- Steps for adding access:**
  1. Enter your Employing Organization (name or organization number).
  2. Click the checkbox/radio button for the role(s) that you are applying for.
  3. If there are parameters for the role(s) selected, enter that information.
  4. Click the "Done" button to **queue** your request. This does not submit your request to TEAL.
  5. Click the "Save Changes" button. This will then submit your access request to TEAL.
- Employing Organization:**
  - Organization: GOODWATER MONTESSORI SCHOOL (246802)
- Roles & Parameters:**
  - SOF Approver
  - Staff Salary Admin - Review and approve submitted staff salary data
  - Staff Salary User - enter and send staff salary data, view other programs data
- Description:**

Staff Salary User - enter and send staff salary data, view other programs data
- County District Number:**

(Enter a six digit district number)
- Comments:**

On the right side of the form, there is a scrollable list of roles with descriptions, including: 'and send transportation data, view others' data', 'th information survey data, view other programs data', 'I send staff salary data, view other programs data', 'and send Comp Ed data, view others' data', 'r and send pupil projections data, view others data', 'NIFA data, view other programs' data', 'who creates and edits IFA applications', and 'uperintendent; work in all programs and send to TEA'. The interface also shows a 'Self-Service' sidebar on the left and a 'Welcome, Pablo ReyesAdmin' header.

# ENTER THE COUNTY DISTRICT NUMBER FOR EACH ROLE YOU SELECT



https://test.texas.state.tx.us/TEASecPortal/asp/main.asp Texas Education Agency AskTED Home

Texas Education Agency  
User and Access Management

Welcome, Pablo ReyesAdmin Logout Help TEST

**Self-Service**

- Access Applications
- Requests I've Submitted
- Change My Password
- My Security Questions
- My Application Accounts
- Edit My User Information
- Link TEASE Accounts

**Applications** Edit Account

Steps for adding access

1. Enter your Employing Organization (name or organization number).
2. Click the checkbox/radio button for the role(s) that you are applying for.
3. If there are parameters for the role(s) selected, enter that information.
4. Click the "Done" button to **queue** your request. This does not submit your request to TEAL.
5. Click the "Save Changes" button. This will then submit your access request to TEAL.

Employing Organization

\* Organization:  
*Who do you work for? In other words, what organization employs you (e.g. district, ESC, charter school)?*

Roles & Parameters

- Staff Salary User - enter and send staff salary data, view other programs data

Description:  
Staff Salary User - enter and send staff salary data, view other programs data

\* County District Number:  
*(Enter a six digit district number)*  
246802

Comments:

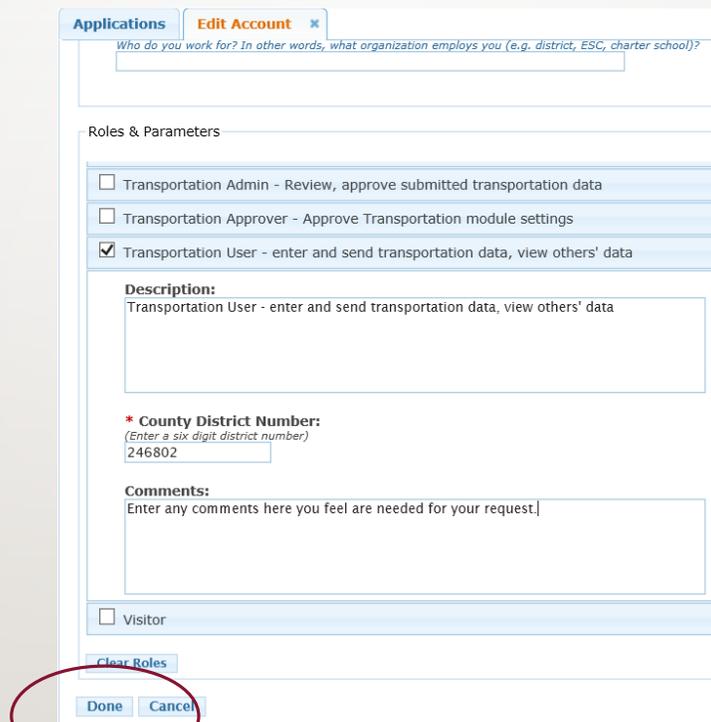
and send transportation data, view others' data  
02  
th information survey data, view other programs data  
02  
I send staff salary data, view other programs data  
02  
and send Comp Ed data, view others' data  
02  
r and send pupil projections data, view others data  
02  
NIFA data, view other programs' data  
02  
who creates and edits IFA applications  
02  
uperintendent; work in all programs and send to TEA  
02

TEAL ver 3.0.4.8  
18701-1494

javascript:pushAndOpenTab('editSPAccount', 'Edit Account', './jsp/Default\_account\_form.jsp?appName=FSP&ownerId=Pablo.ReyesAdmin&pageMode=selfService');

Copyright © 2018 Texas Education Agency.  
All rights reserved.

# WHEN FINISHED ADDING ROLES, SCROLL TO THE BOTTOM AND CLICK DONE



Applications **Edit Account** ✕

Who do you work for? In other words, what organization employs you (e.g. district, ESC, charter school)?

Roles & Parameters

- Transportation Admin - Review, approve submitted transportation data
- Transportation Approver - Approve Transportation module settings
- Transportation User - enter and send transportation data, view others' data

**Description:**  
Transportation User - enter and send transportation data, view others' data

**\* County District Number:**  
(Enter a six digit district number)  
246802

**Comments:**  
Enter any comments here you feel are needed for your request.

Visitor

Clear Roles

**Done** **Cancel**

Copyright © 2018 Texas Education Agency.  
All rights reserved.

# YOUR REQUEST IS SENT

---

- Your request has gone first to your District Approver. She will need to login to TEAL in order to approve your request and forward it to the Texas Education Agency.
- It may take 5-10 days for your request to be approved at the Texas Education Agency
- If you have additional questions, please contact Pablo Reyes at (512) 463-9294.
- You will receive an emailed response once your approval goes through.