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
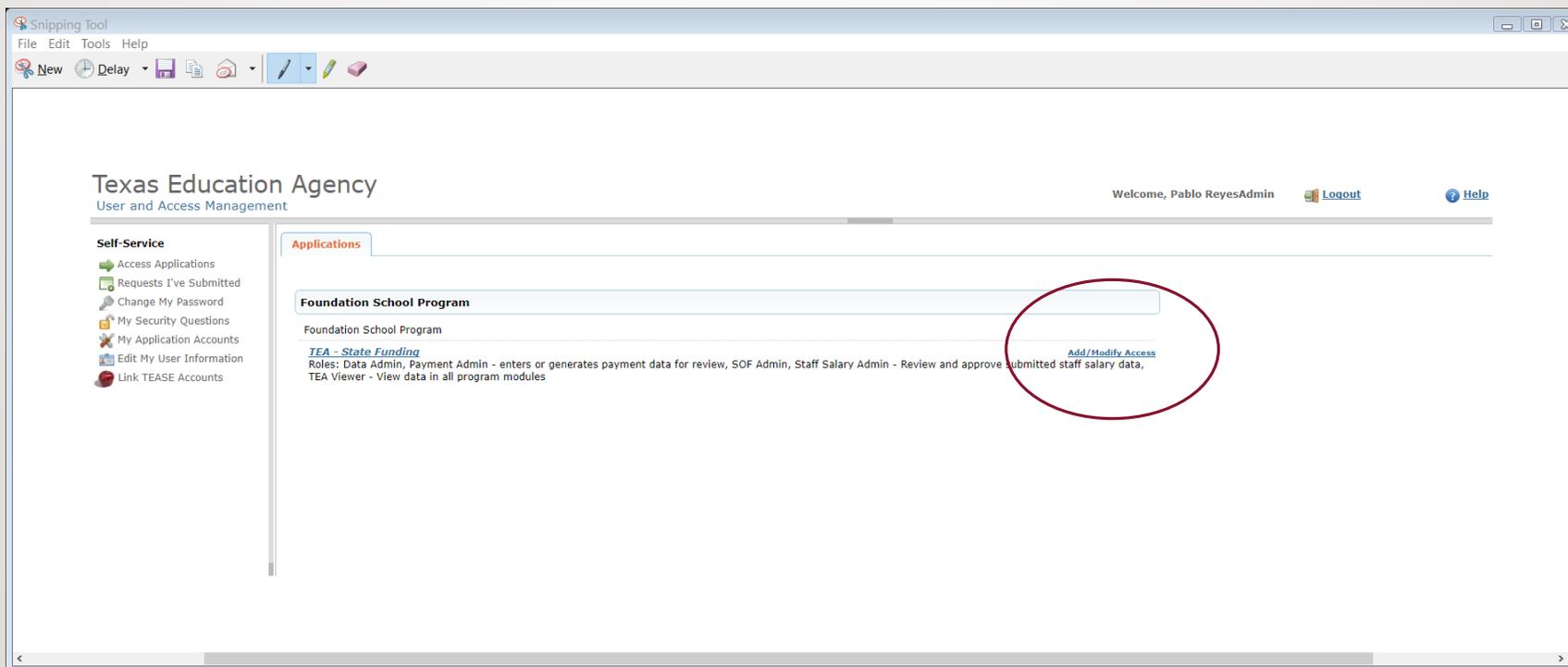
CLICK THE ADD ACCESS BUTTON

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

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)

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

ENTER THE COUNTY DISTRICT NUMBER FOR EACH ROLE YOU SELECT

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

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.