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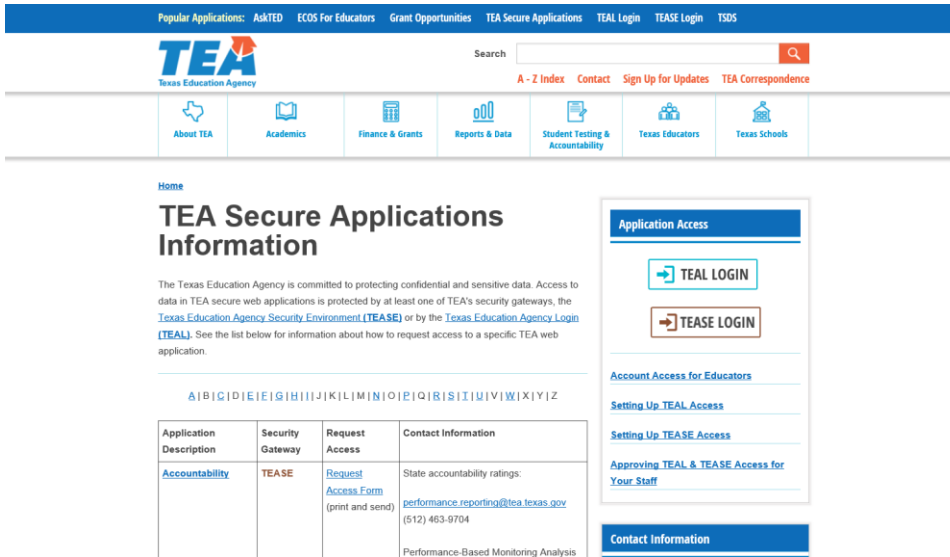## What Do You Need to Apply for and Why?

In order to upload your FitnessGram data to the Texas Education Agency, you must access the Physical Fitness Assessment Initiative (PFAI) web application through the Texas Education Agency Login (TEAL). This means you MUST have a valid TEAL user name and password, and you MUST add the PFAI application to your TEAL account.

If you already have a TEAL user name and password, you will still need to request access to PFAI; if you have never used TEAL before, you will need to request a TEAL account first and then request access to PFAI.

Applying for a new TEAL Account

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

1. Go to the **TEAL 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 **TEAL** link in the index.)

2. Scroll down to the PFAI listing, and click the **Request Access Online** link.

3. On the TEAL page, click the **Request New User Account** link.

4. You will be directed to the user registration page.
   (https://tealprod.tea.state.tx.us/TSP/TEASecurePortal/jsp/manage_profile.jsp)

5. Complete the User Information.

The following fields are required: **First Name, Last Name, Email Address, Verify Email, Birth Month, Birth Day,** and **Organization Type.** If you are an educator, **Birth Year** is required as well.

Select the organization type that most closely matches yours from the list. If your organization type does not appear, select **Other**. Use the following table for help in choosing your organization type:

Role	Is intended For . . .
Educator	For teachers, paraprofessionals, and all others if creating a TEAL account for access to ECOS for Educators; links to an ECOS certification account based on the entry of personal data
District, Charter, ESC, Private School Staff	For district and school staff who do not need ECOS for Educators or who want to maintain a separate user account for ECOS; automatically provisions a TEAL user ID; can still link to an educator account later if needed (These users can also select Other with no repercussions.)
Internal TEA Contractor	For TEA staff only. Contractor requests are routed to an Organization Approver.
Internal TEA Employee	For TEA staff only. FTE staff requests are routed to TEA Human Resources.
Other	For any user external to TEA; automatically provisions a TEAL user ID; will not trigger the ECOS linking process, but can still link to educator records later if needed

Type your Job Title, Phone Number (including Area Code), and Mailing Address. Check the information you have provided to make sure it is correct.

6. Click **Submit**. A message will appear acknowledging your request.

7. Click **Done**. The page will redirect you to the TEAL login page.

Once you have received your TEAL account information, you can log on and request access to the PFAI application.
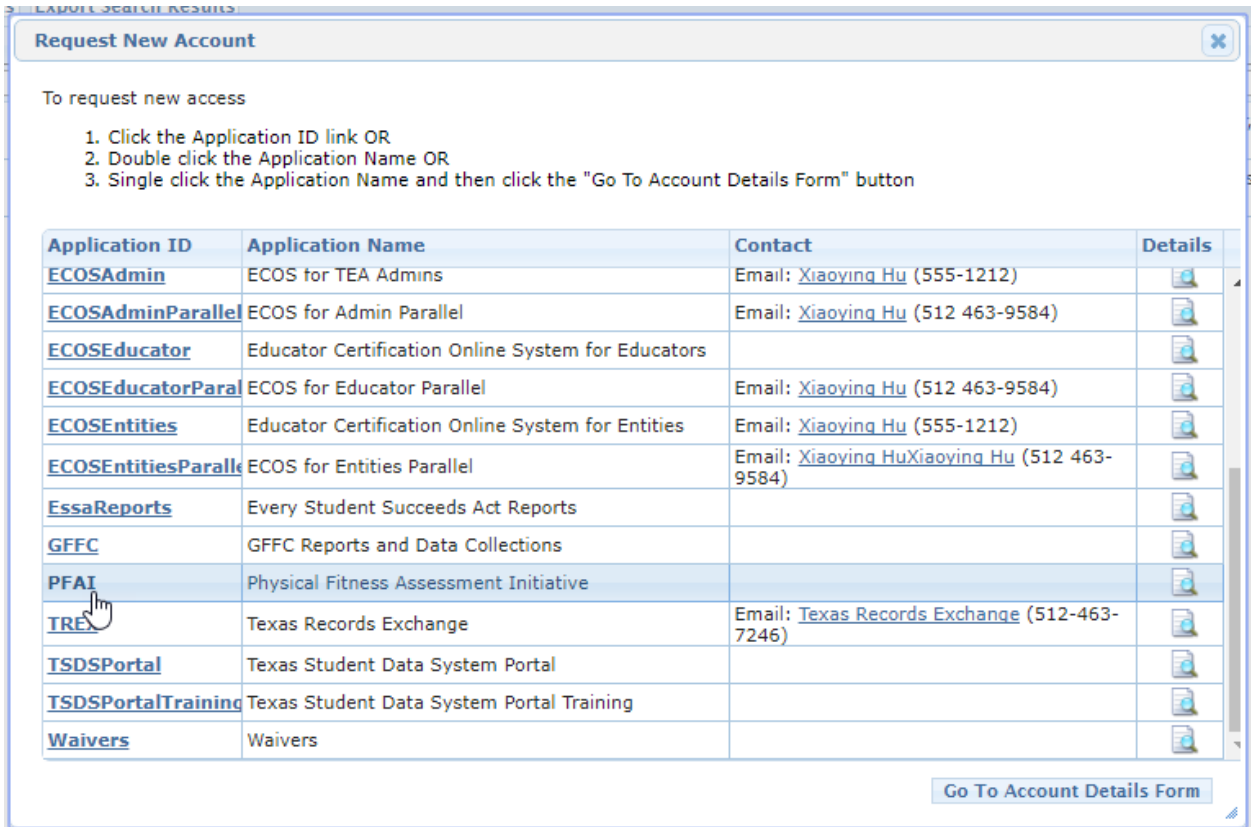
Requesting New Access to the PFAI Application

1. Log on to TEAL with your user name and password. The home page will appear. If you have not been granted access to any applications yet, there will be no links under **Applications**. Click **Apply for Access**.
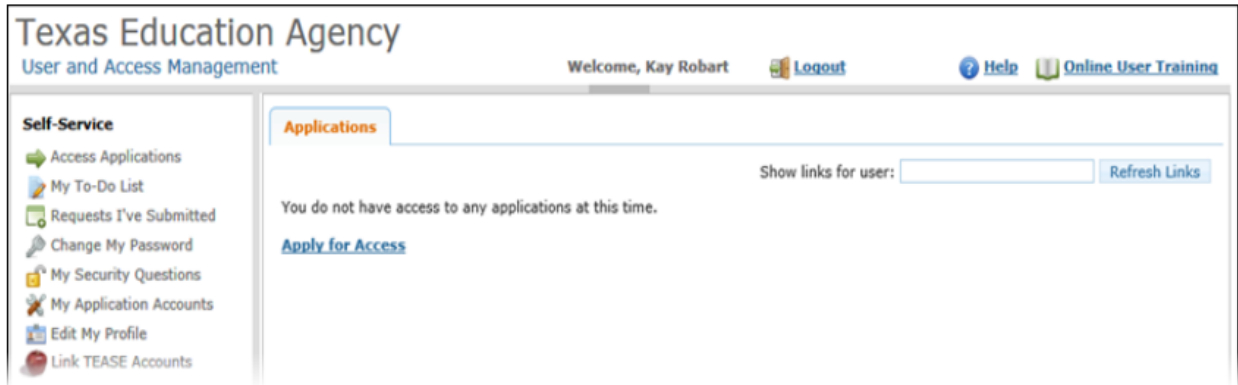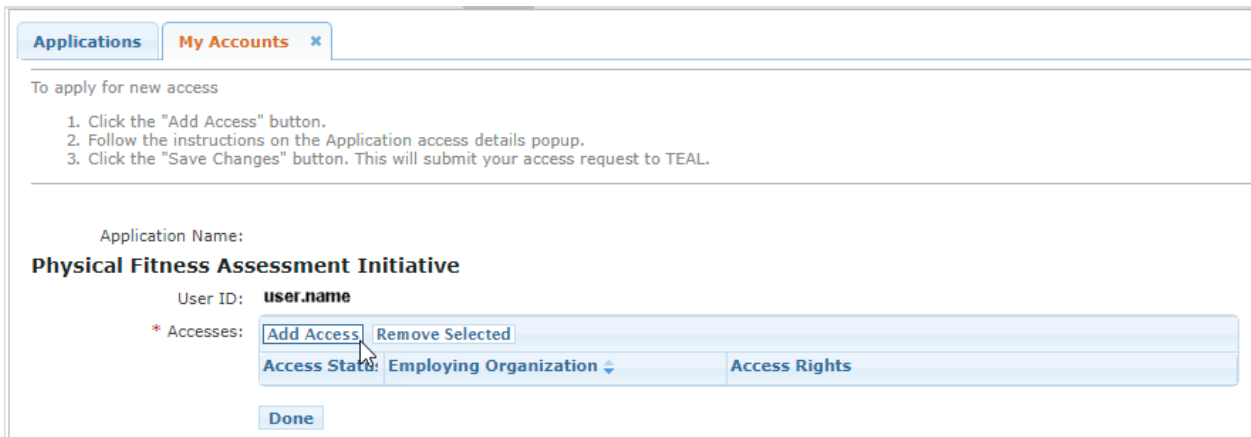

2. Click **Request New Account**.
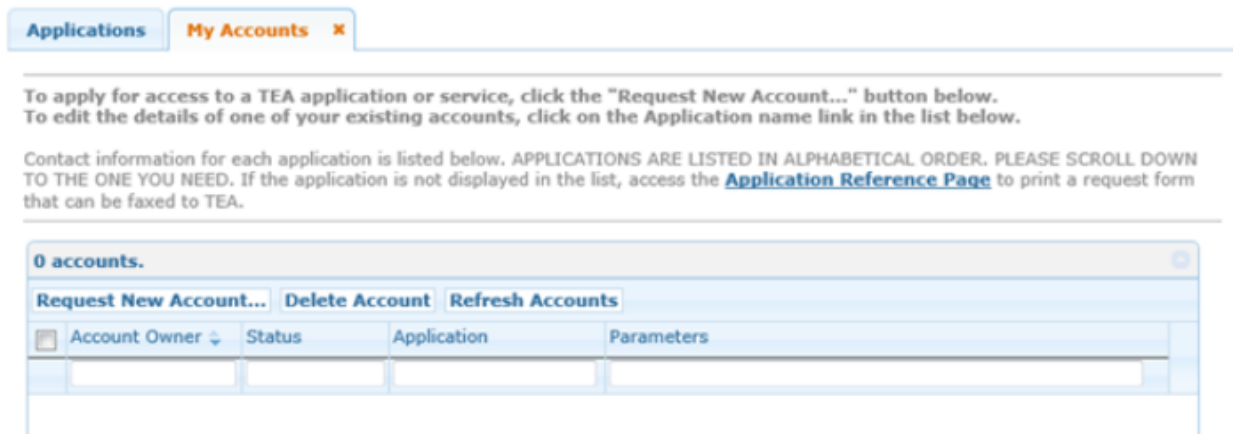
3. Click the link for the PFAI application.

4. Click **Add Access**.

5. Type the name of your organization. Once you begin typing, a list of authorized organizations will appear. Select the name of your organization from the list.

6. Select your appropriate FitnessGram SUBMITTER role.

    a. A **Campus FitnessGram Submitter** may submit data for a single campus.
    b. A **District FitnessGram Submitter** may submit data for all campuses in a district.
    c. A **Multiple Campus FitnessGram Submitter** may submit data for multiple campuses in a district.

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

7. Type in the ID and any other parameters requested.

    For **Campus FitnessGram Submitter**, enter the nine-digit Campus Number and the six-digit County District Number.

    For **District FitnessGram Submitter**, enter the six-digit County District Number.

    For **Multiple Campus FitnessGram Submitter**, enter the nine-digit Campus Number for all of your campuses, separated by commas, in the Campus IDs field, and then enter the six-digit County District Number.

8. Click **Done**.

9. Click **Save Changes**. If the request was submitted successfully, a success message will appear at the top of the tab.
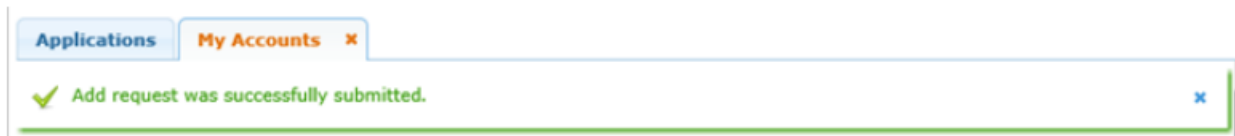
<u>Helpful Contact Information</u>

TEA Login (TEAL) Page:
https://tealprod.tea.state.tx.us/TSP/TEASecurePortal/Access/LogonServlet

TEAL 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
pfaiprogramsupport@tea.texas.gov