TEASE - Apply for Access

If your job requires you to use a secure TEA web application protected by the Texas Education Agency Security Environment (TEASE), follow the instructions below to request access.

Requesting Access

Access to some TEA web applications is maintained via a different security gateway, the TEA Login (TEAL), and a few requests are still done on paper. To verify how to request access to a specific application and to get started, visit the TEA Secure Applications Information page on our website. To open the online request form for a TEASE application, click **Request Access Online** next to the application name on this page.

Apply Online if you do NOT already have a TEASE account

If you are requesting access to a TEASE application, you can you can also go directly to the online request form at https://seguin.tea.state.tx.us/appsng/um/apply.aspx using an IE web browser.

1. From the dropdown list, select the application to which you need access and click **Continue**.

2. Enter all required information and click **Continue**.

    IMPORTANT: Notification of approval or denial is sent to the email address entered here, so accuracy is crucial; for security reasons, do not use a shared ad.

3. Add address information if needed and verify other information is correct. If you need to make corrections, click **Back** and enter corrections.

4. Click **Continue**, verify, add comments or special instructions if needed, and click to affirm information is correct.

    IMPORTANT: Your affirmation is required and is recorded in system records.

5. Click **Continue**.

6. Select the role appropriate to the tasks you need to perform, (for details, click **Role Descriptions**), and select or enter any additional information needed. Then click **Continue**.

7. Verify, add comments or special instructions if needed, and click to affirm information is correct.

8. Click **Send Request**. Your request is converted into two requests – one for a TEASE logon account and one for access to the specific application you need to use. You will receive an email notification when the request is processed.

When a Request is Approved or Denied

When you forward the completed request form, the system sends it first to your superintendent, director, or the person in your organization responsible for reviewing and submitting it. This person may submit your request as is, modify it, or deny the request without submitting it for processing.

TEA Approval

When your request is submitted to TEA, staff in the appropriate program area review it and either approve or deny the request.

The system notifies you of the decision at the email address supplied in your online request.

Notification

If this is your first request for access to a TEA application, you will receive at least three email notifications before your access is activated.

The first two email messages notify you if you have been granted a TEASE logon account - a user name and initial password. Access to each application you requested is reviewed and approved on an individual basis, and the system sends a separate email notification for each. **The user name and password do not permit you to access an application until you have received the third email notifying you of approval for that application.**

Apply for Access to an Application if you ALREADY have a TEASE account

If you use more than one TEA web application, the same user name and password should be used to access all of them. When you log on, the system displays a list of links to all applications you are approved to use.

If you need access to another TEA application, or if you need to modify roles and/or information for an application to which you already have access:

1. Log on to TEASE with your current user name and password at https://seguin.tea.state.tx.us/apps/logon.asp .

2. At the log on page, click **Add/Modify Application Access** at the top right.

3. Select the desired application and click **Continue**.

4. Select the role appropriate to the tasks you need to perform, (for details, click **Role Descriptions**), and select or enter any additional information needed. Then click **Continue**.

5. Verify, add comments or special instructions if needed, and click to affirm information is correct.

6. Click **Send Request**. This sends the request to your division manager or other person in your division responsible for submitting requests to TEA.

7. You will receive an email notification when the request is processed.

Log On

After you have received your user name and password, as well as separate confirmation for each application you requested, you can log on to TEASE and select an application:

1. Open Internet Explorer and type (or copy and paste) https://seguin.tea.state.tx.us/apps/logon.asp/ into the browser address bar.

2. At the log on page, type your user name and password and click **Continue**.

    When you log on for the first time, the system prompts you to choose and confirm a new password and to enter a question and answer known only to you - to be used if you forget your password.

3. The system displays a list of the applications to which you have access. Click the desired application.