Request TEAL User Account or Foundation School Program

Assigned transportation staff who will be responsible for entering and/or submitting the Foundation School Program (FSP) Transportation reports must have the following:

- a Texas Education Agency Login (TEAL) account username and password
- access to the Foundation School Program Application (FSP) system application

Below is a quick step-by-step on how to request a TEAL user account, request the FSP system application, or modify an existing FSP system application to obtain the proper user role authority.

Request TEAL User Account

1. Open Internet Explorer (IE) browser and type https://tealprod.tea.state.tx.us/
2. Click "**Request New User Account"** link.
3. Complete online form and click "**Submit"** button located at the bottom of the form.
   Within 45 minutes, two email messages will be available in your inbox with login information. If you do not see the email messages in your inbox, check the junk or spam folders.
4. Again, open IE browser and type https://tealprod.tea.state.tx.us/ to enter your assigned TEAL username and temporary password sent in the new account email notification.
5. When prompted, set your own new password. Be sure to use the temporary password sent to you in the "**Current Password**" field.
6. Click "**I Agree"** after reading the assurance statement.
7. The system prompts you to select and set up three security questions. These questions are used to verify your identity if you need to reset your password in the future.

Request FSP Application

1. Open Internet Explorer (IE) browser and type https://tealprod.tea.state.tx.us/
2. If you do not have access to any applications, click on "**Apply for Access**" and click "**Request New Account"**.
3. Click on "**FSP"** of the Application ID column.
4. Click on "**Add Access"** button to type the name of your employing organization.
5. Check the box for the **Transportation User** and/or the **District Approver** user role.
   - To enter/view transportation data, select Transportation User.
   - To view/submit transportation data, select District Approver.
   - Note: District Approver must also request Transportation User role to enter data.
6. You will be prompted for each user role checked to enter the district's six-digit county district number.
7. Click "**Done"**.
8. Click "**Save Changes"**. A success message appears at the top of the page.
9. The District Approver must login to TEAL to approve and forward request to the Texas Education Agency (TEA) and TEA approval will take up to 5 business days.

Modify Existing FSP Application

1. Open Internet Explorer (IE) browser and type https://tealprod.tea.state.tx.us/
2. Next to your existing FSP application link on far-right hand side of page, click on "**Add/Modify Access**"
3. Click "**Add Access"** button and then type the name of your employing organization.
4. Check the box for the **Transportation User** and/or the **District Approver** user role.
   - To enter/view transportation data, select Transportation User.
   - To view/submit transportation data, select District Approver.
   - Note: District Approver must also request Transportation User role to enter data.
5. You will be prompted to enter the district's six-digit county district number for each user role requested.
6. Click **Done**.
7. Click **Save Changes**. A success message appears at the top of the page.
8. The District Approver must login to TEAL to approve and forward request to the Texas Education Agency (TEA) and TEA approval will take up to 5 business days.