



ShareFile Access Instructions

Please follow the below steps to Login/Reset Password of Citrix ShareFile for TEA Partner:

1. To log into Citrix ShareFile as a TEA Partner, go to TEA.Sharefile.com.
2. Enter your Email and Password under the “TEA Partner Sign In” section, then click on **Sign In**. Your email must match the email address to which you received the notice from EPP_data@tea.texas.gov.

TEA
Texas Education Agency

TEA Employee Sign In

"WARNING"
Unauthorized use of this system or its data is prohibited, usage may be subject to security testing and monitoring, misuse is subject to criminal prosecution, and users have no expectation of privacy except as otherwise provided by applicable privacy laws. The security measures in place on these systems are there to provide security for the benefit of the State of Texas and its information resources, not to

Sign In

TEA Partner Sign In

Email *
Email

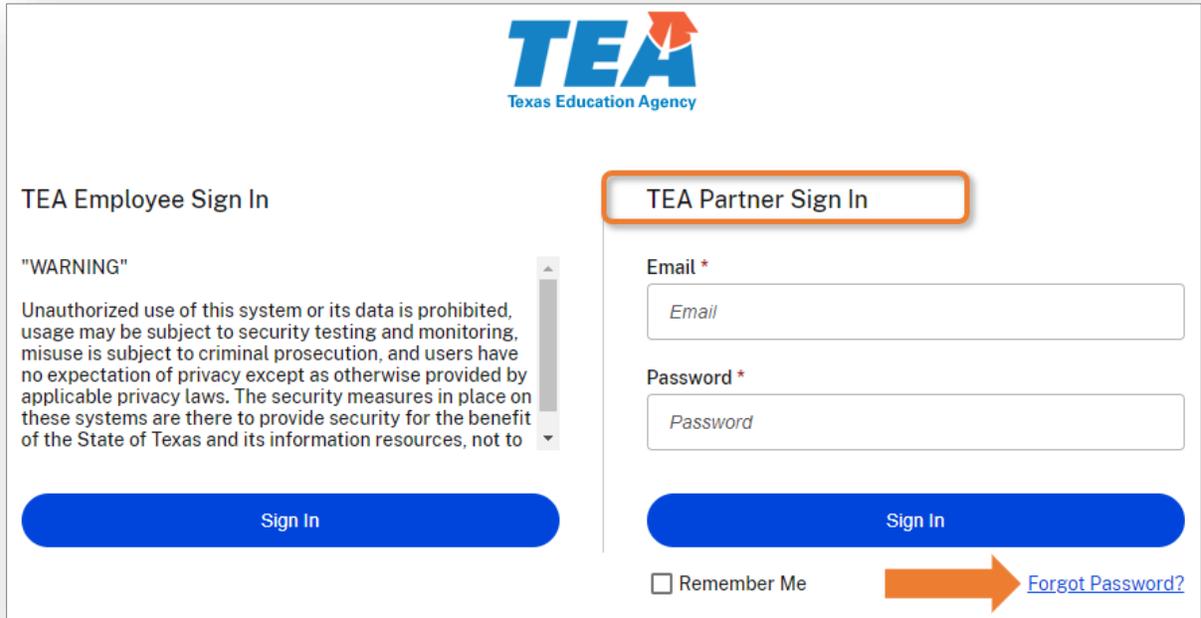
Password *
Password

Sign In

Remember Me [Forgot Password?](#)

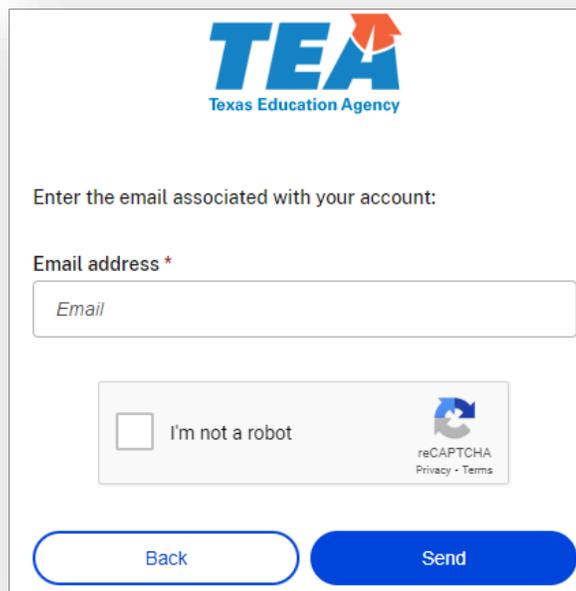


3. If you forgot your Password, please click on the 'Forgot Password?' link under the "TEA Partner Sign In" section.



The screenshot shows the TEA Partner Sign In page. At the top center is the TEA logo. Below it, there are two sign-in sections: "TEA Employee Sign In" on the left and "TEA Partner Sign In" on the right. The "TEA Partner Sign In" section is highlighted with an orange border. It contains a "WARNING" box with a scroll bar, an "Email" input field, a "Password" input field, a "Sign In" button, a "Remember Me" checkbox, and a "Forgot Password?" link. An orange arrow points to the "Forgot Password?" link.

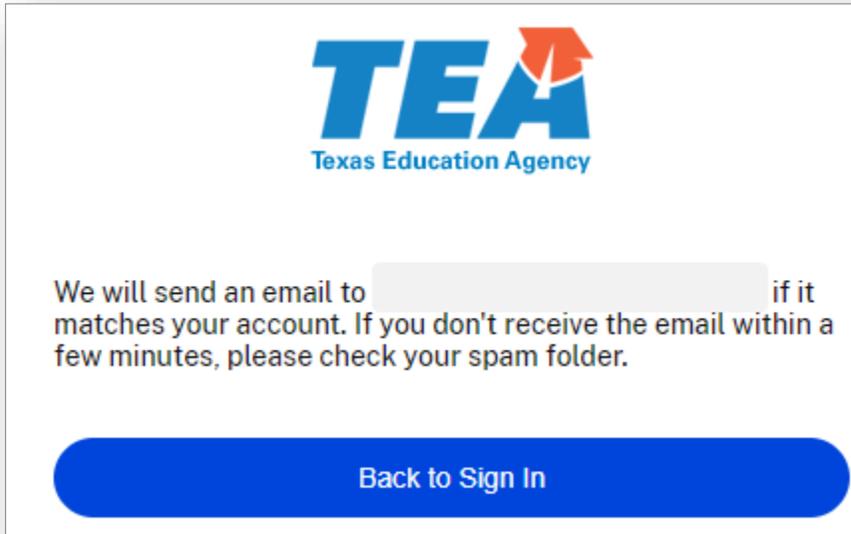
4. Enter your email address. Your email must match the email address to which you received the notice from EPP_data@tea.texas.gov. Click on the "I'm not a robot" checkbox to proceed with the verification. Then click on **Send**.



The screenshot shows the TEA Partner Sign In verification page. At the top center is the TEA logo. Below it, the text "Enter the email associated with your account:" is displayed. There is an "Email address *" input field. Below the input field is a reCAPTCHA widget with an "I'm not a robot" checkbox and a "reCAPTCHA Privacy - Terms" link. At the bottom, there are two buttons: "Back" and "Send".



5. The below notification will be displayed on your screen, notifying you that an email has been sent to your provided email address:



6. Please check your inbox/spam folder for a notice from ShareFile mail@sf-notifications.com. Click on "Reset your password" or copy and paste the provided link into your web browser to proceed.

