

Request TEASE Access: SPP 13 or SPP 14

Steps to request access to State Performance Plan SPP
13 or SPP 14 through TEASE

(Texas Education Agency Secure Environment)

Types: New & Returning Users

New TEASE User: This person has never applied for a TEA Secure Environment (TEASE) account or any of the applications accessible through TEASE portal.

Returning User: This person has a TEASE account and can log into TEASE by using their username and password.

New TEASE User

Requesting a New TEASE account

If you *DO NOT* have a TEASE user account, you must request access online. The online form is accessible via the Request New TEA SE User Account page at the following web address:

<https://seguin.tea.state.tx.us/appsng/um/apply.aspx>

When requesting a new user TEASE account, you will also be requesting access to either SPP 13 or SPP 14.

Requesting a New TEASE account

Access the TEASE Application Reference page:
<https://seguin.tea.state.tx.us/appsng/um/apply.aspx>

Request New TEA SE User Account - Microsoft Internet Explorer provided by Texas Education Agency

https://seguin.tea.state.tx.us/appsng/um/apply.aspx

File Edit View Favorites Tools Help

Request New TEA SE User Account

If you already have a user name and password for another TEA application, log on to [TEA SE](#) and select "Add/Modify Application Access" from Application List page.

Select the web application you need from the drop-down list. If the application is not displayed in the list, access the [Application Reference Page](#) to print a request form that can be faxed to TEA.

Select Application

The Texas Education Agency Security Environment
The Texas Education Agency, 1701 North Congress Ave, Austin, TX 78701-1494
Thanks for using the system.

Requesting a New TEASE account

Select State Performance Plan 13 or SPP 14 from the drop down menu and click “Continue”



The screenshot shows a web interface for requesting a new TEASE user account. At the top left is the Texas Education Agency logo. At the top right are 'Exit' and 'Help' buttons. The main heading is 'Request New TEA SE User Account'. Below this is a text box with instructions: 'If you already have a user name and password for another TEA application, log on to [TEA SE](#) and select "Add/Modify Application Access" from Application List page. Select the web application you need from the drop-down list. If the application is not displayed in the list, access the [Application Reference Page](#) to print a request form that can be faxed to TEA.' Below the text box is a dropdown menu currently showing 'State Performance Plan 13', with 'Continue' and 'Exit' buttons to its right. At the bottom, there is a footer with the text: 'The Texas Education Agency Security Environment', 'The Texas Education Agency, 1701 North Congress Ave, Austin, TX 78701-1494', and 'Thanks for using the system.'

Requesting a New TEASE account

Fill in applicant information

- Districts include your 6 digit County District Number (CDN).
- Use the e-mail address where your user name and password will be sent

Shared Service Arrangements:

- District Certifier- The 6 digit CDN must be the number of the fiscal agent.
- Data Entry agent- The 6 digit CDN can be the fiscal agent or member district.

Select “Continue”.

Provide and Verify Applicant Information

Bold fields are required.

First Name:

Middle Name:

Last Name:

E-mail Address:

Verify E-mail Address:

Question:

Answer:

Birth Month:

Birth Day:

Job Title:

Organization Type:

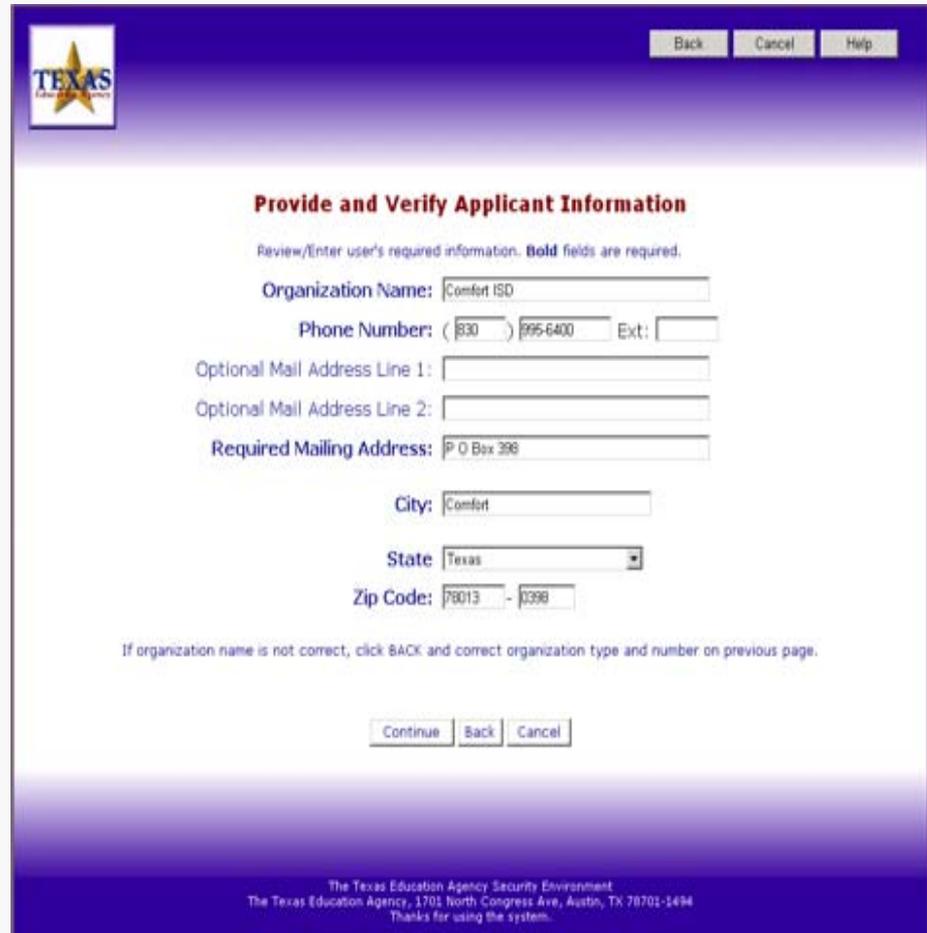
Organization Number:

SSA: Fiscal Agent

Requesting a New TEASE account

Include correct phone number. (This is for contact if there are problems with the request)

Provide and verify that the district information is correct and click “Continue”.

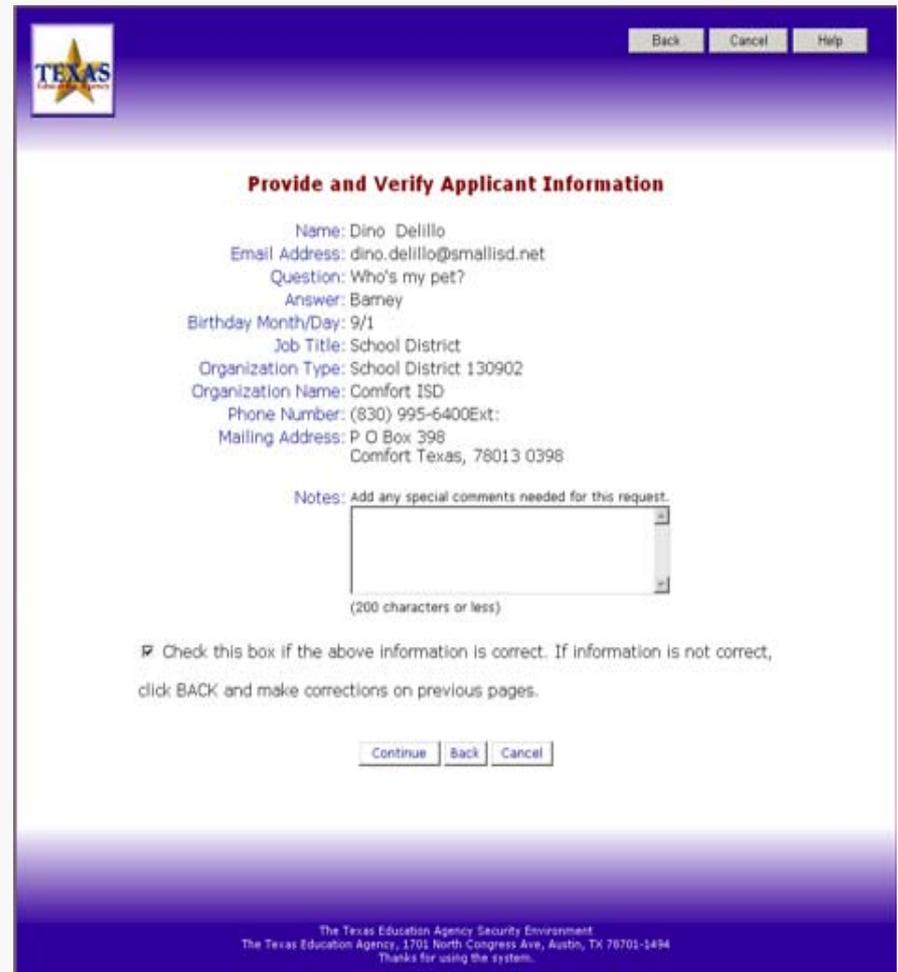


The screenshot shows a web form titled "Provide and Verify Applicant Information" with a TEASE logo in the top left. The form includes fields for Organization Name (Comfort ISD), Phone Number (830-995-6400), and Ext. Below these are optional mail address lines and a required mailing address (P O Box 398). The City is set to Comfort and the State is Texas. The Zip Code is 78013-0398. A note at the bottom states: "If organization name is not correct, click BACK and correct organization type and number on previous page." Buttons for "Continue", "Back", and "Cancel" are at the bottom. The footer contains: "The Texas Education Agency Security Environment, The Texas Education Agency, 1701 North Congress Ave, Austin, TX 78701-1494, Thanks for using the system."

Requesting a New TEASE account

Verify all information. If correct, check the box.

Click “Continue”.



The screenshot shows a web form titled "Provide and Verify Applicant Information" with a Texas Education Agency logo in the top left. The form contains the following fields and values:

- Name: Dino Delillo
- Email Address: dino.delillo@smallisd.net
- Question: Who's my pet?
- Answer: Barney
- Birthday Month/Day: 9/1
- Job Title: School District
- Organization Type: School District 130902
- Organization Name: Comfort ISD
- Phone Number: (830) 995-6400Ext:
- Mailing Address: P O Box 398
Comfort Texas, 78013 0398

Below the form is a "Notes" section with a text area and a "(200 characters or less)" label. At the bottom, there is a checkbox labeled "Check this box if the above information is correct. If information is not correct, click BACK and make corrections on previous pages." and buttons for "Continue", "Back", and "Cancel".

Requesting a New TEASE account

The request process for a new TEASE user account has been completed.

SPP 13 or SPP 14 application: The user will continue the process of requesting access to one of the SPP applications by selecting a role.

TEASE Account Roles for SPP 13 or SPP 14 Application

SPP 13 or SPP 14: **SSA Certifier** -save and edit data & certify districts in SSA.

- On the Additional Information page, enter the 6 digit county district number of the **FISCAL AGENT**.

SPP 13 or SPP 14 : **Certifier** -save and edit data & certify district

- On the Additional Information page, enter one 6 digit county district number.

SSPP 13 or SPP 14 : **Data Entry Agent Multiple District** - save and edit data

- On the Additional Information page, enter a list 9 digit County district campus number. The numbers maybe from different districts (list of 9 digit numbers must be separated by a comma, no spaces or dashes).

SPP 13 or SPP 14: **Data Entry Agent Single District** - save and edit data

- On the Additional Information page, enter one or a list of 9 digit County district campus number (list of 9 digit numbers must be separated by a comma, no spaces or dashes).

SPP 13 or SPP 14: **ESC Viewer** - view district data within the region

- 2 digit number (include the 0)

Requesting Access for each SPP: Roles

Each SPP application has a Select Role and Provide Additional Information page.

Once you choose your role, click continue to move to the Provide Additional Information page.

The Provide Additional Information page requires either a 6 digit county district number (CDN) or a 9 digit county district campus number depending on the requested role.

State Performance Plan 13
Select Role(s)

Roles:

- 1. Certifier - Single member district. Also save/edit data
- 2. SSA Certifier - Certify as fiscal agent for all districts. Save/edit data.
- 3. Data Entry Agent Single Campus - Save/edit data. May not certify.
- 4. Data Entry Agent Multiple Campus - Save/edit data. May not certify.
- 5. ESC Viewer - View district data within the region

State Performance Plan 13
Provide Additional Information

Bold fields are required.

Enter one 6-digit county district number.
District Certifiers for SSAs should enter the fiscal agent county district number.

County District Number for SPP:

SPP 13 and SPP 14: Certifier or SSA Certifier

Select the correct Role and
click "Continue".

State Performance Plan 13 Select Role(s)

- Roles:**
- 1. Certifier - Single member district. Also save/edit data
 - 2. SSA Certifier - Certify as fiscal agent for all districts. Save/edit data.
 - 3. Data Entry Agent Single Campus - Save/edit data. May not certify.
 - 4. Data Entry Agent Multiple Campus - Save/edit data. May not certify.

SPP 13 and SPP 14: Single and SSA Certifier Provide Additional Information

Single District Certifier:
Enter 6 Digit CDN.
(only allows 6 digits:
no dashes or commas).

SSA Certifier: Enter the
Fiscal Agent's 6 digit
CDN. (*This should be
the number used on the
application for TEASE
account*).

State Performance Plan 13
Provide Additional Information

Fields are required.

Enter one 6-digit county district number.
District Certifiers for SSAs should enter the fiscal agent county district number.

County District Number for SPP:

SPP 13 and SPP 14: SSA Certifier-Fiscal Agent

Provide and Verify Applicant Information

Bold fields are required.

First Name:

Middle Name:

Last Name:

E-mail Address:

Verify E-mail Address:

Question:

Answer:

Birth Month:

Birth Day:

Job Title:

Organization Type:

Organization Number:

SSA: Fiscal Agent

**State Performance Plan 13
Provide Additional Information**

Bold fields are required.

Enter one 6-digit county district number.
District Certifiers for SSAs should enter the fiscal agent county district number.

County District Number for SPP:

SSA: Fiscal Agent

These 6 digit numbers should match, if they do not, the request could be denied.

SPP 13 and SPP 14: Data Entry Agent Single Campus

Select the correct Role and click “Continue”.

State Performance Plan 13 Select Role(s)

- Roles:**
- 1. Certifier - Single member district. Also save/edit data
 - 2. SSA Certifier - Certify as fiscal agent for all districts. Save/edit data.
 - 3. Data Entry Agent Single Campus - Save/edit data. May not certify.
 - 4. Data Entry Agent Multiple Campus - Save/edit data. May not certify.

Continue

Cancel

Data Entry Agent Single Campus Provide Additional Information

Enter 9 Digit CDN
(will only allow one 9
digit number)

Correct Format: Example:

- 123456001

Incorrect Format:

- 001
- 123-456

The screenshot shows a web-based data entry form titled "State Performance Plan 13 Provide Additional Information". The form has a purple header and a white body with a dotted grid background. The title is in red. Below the title, it says "Bold fields are required." in blue. A red instruction reads: "Enter a 9-digit county district campus number, consisting of the 6-digit district number and your 3-digit campus number." Below this, the label "County District Campus number:" is in blue, followed by a text input field containing "123456001". At the bottom, there are three buttons: "Continue", "Cancel", and "Back".

SPP 13 and SPP 14: Data Entry Agent Multiple Campus

Select the correct Role and
click “Continue”.

State Performance Plan 13 Select Role(s)

- Roles:**
- 1. Certifier - Single member district. Also save/edit data
 - 2. SSA Certifier - Certify as fiscal agent for all districts. Save/edit data.
 - 3. Data Entry Agent Single Campus - Save/edit data. May not certify.
 - 4. Data Entry Agent Multiple Campus - Save/edit data. May not certify.

Data Entry Agent Multiple Campus Provide Additional Information

Enter 9 Digit CDN separated by commas, with no spaces. Campuses listed may be from multiple districts.

Correct Format:

- 123456001,123456041,321987041

Incorrect Format:

- 001,123-456,

The screenshot shows a web form titled "State Performance Plan 13: Provide Additional Information". The form has a light purple header and a white body with a dotted grid background. The title is in red. Below the title, there is a blue instruction: "Bold fields are required." followed by another blue instruction: "Enter nine-digit county, district, campus numbers separated by commas, with no spaces." Below this is a label "List of County District Campus numbers:" in blue, followed by a text input field containing the value "23456001,123456041,321987041". At the bottom of the form, there are three buttons: "Continue", "Cancel", and "Back".

SPP 13 and SPP 14: ESC Viewer

Select the correct Role and
click “Continue”.

State Performance Plan 13 Select Role(s)

- Roles:**
- 1. Certifier - Single member district. Also save/edit data
 - 2. SSA Certifier - Certify as fiscal agent for all districts. Save/edit data.
 - 3. Data Entry Agent Single Campus - Save/edit data. May not certify.
 - 4. Data Entry Agent Multiple Campus - Save/edit data. May not certify.
 - 5. ESC Viewer - View district data within the region

Continue

Cancel

ESC Viewer

State Performance Plan 13
Provide Additional Information

Bold fields are required.

Enter a 2-digit region number.

ESC Region for SPP:

Enter 2 Digit ESC Region number

Request Summary

Verify Role and county district number

Check box

Click send request

**State Performance Plan 14
Request Summary**

Verify Role and additional information.

Requested Role(s): 2. SSA Certifier - Certify as fiscal agent for all districts. Save/edit data.

Additional Information: County District Number: 123456

Notes: Add any special comments needed for this request.

(200 characters or less)

Check this box if the above information is correct. If the information is not correct, click BACK and make corrections on the previous page.

[Approve Request](#) | [Back](#) | [Cancel](#)

Returning Users

Add to an existing TEASE Account

Add to an Existing Account

User has a TEASE Account and needs to add an SPP application

Log on to TEASE, enter the TEASE user name and password, click continue to access application list



The screenshot shows the TEASE login interface. At the top left is the TEASE logo, which features a yellow star with the word 'TEXAS' in blue and 'TEASE' in smaller blue letters below it. To the right of the logo, there is a purple header bar containing the text: 'To log on, type your username and password and then click "Continue". If you do not wish to log on at this time, click the "Cancel" button. Please refer to the [help documentation](#) for more information.'

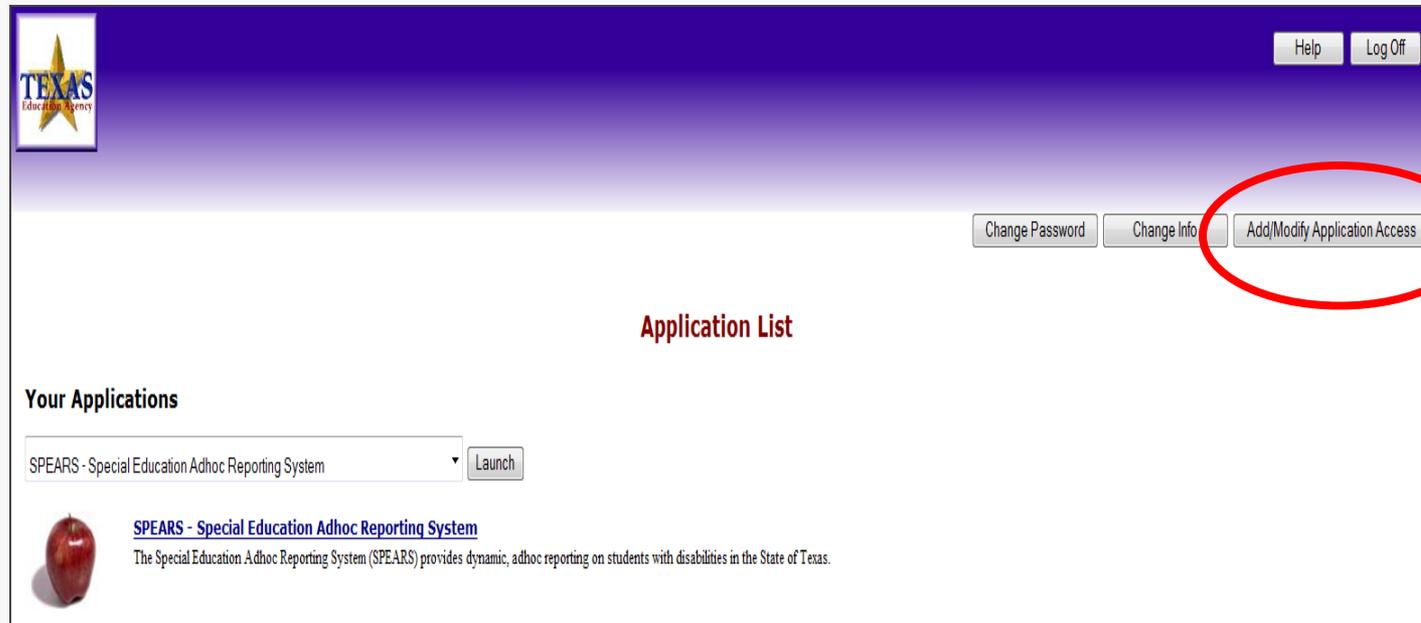
Below the header, the main content area has a white background. It starts with the heading 'Welcome! Please Log On.' in red. This is followed by a notice: 'NOTICE: TEA Web Applications will not be available each Sunday morning from 6:00AM to 12:00 Noon due to routine maintenance. Please do not access your application during this time period: you could lose data.' Below this is another notice: 'IMPORTANT NOTICE: [Keep your email address up-to-date](#)'.

The login fields are labeled 'Username' and 'Password' in blue. Each label is followed by a white input box. Below the input boxes are two buttons: 'Continue' and 'Cancel', both in grey. Below the buttons is a link: '[Did you forget your password?](#)'.

At the bottom, there is a section titled 'Please note the following terms of usage:' followed by a numbered list of four items: 1. Unauthorized use is prohibited; 2. Usage may be subject to security testing and monitoring; 3. Misuse is subject to criminal prosecution; and 4. No expectation of privacy except as otherwise provided by applicable privacy laws.

Add to an Existing Account

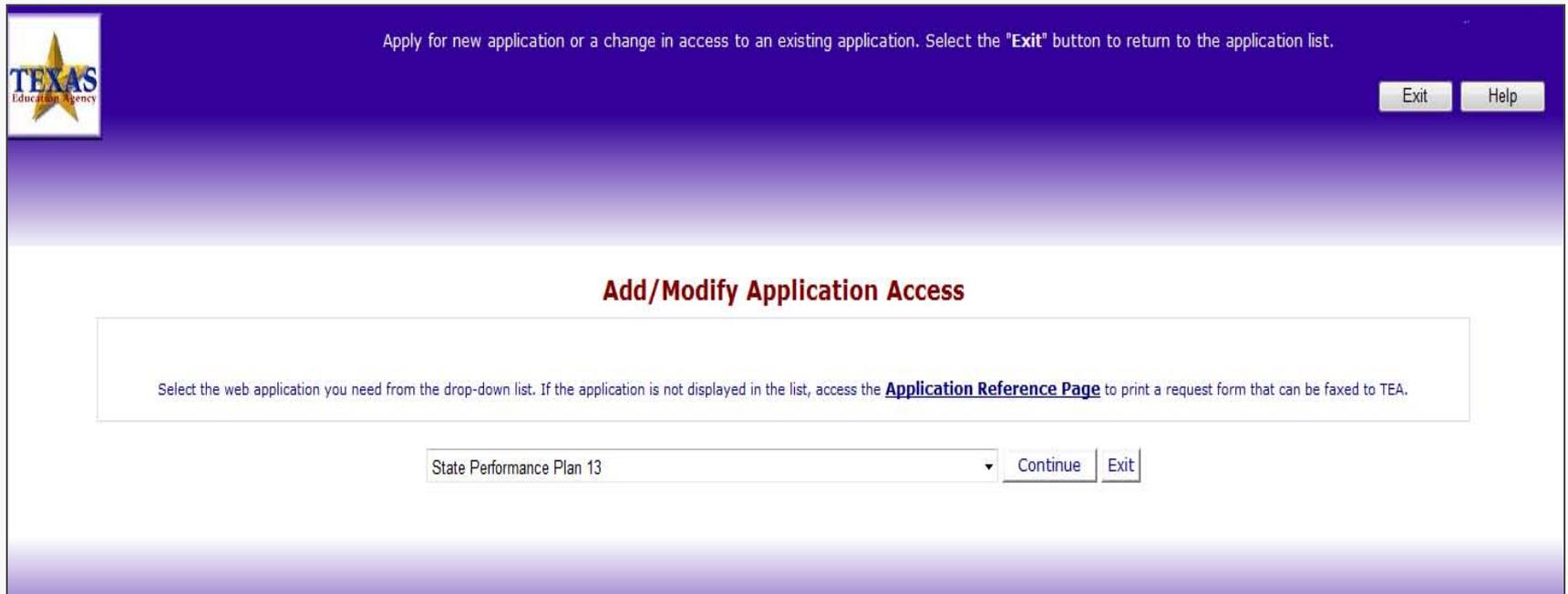
Click Add/Modify Application Access



The screenshot displays the TEA user interface. At the top left is the Texas Education Agency logo. In the top right corner, there are 'Help' and 'Log Off' buttons. Below these, a row of three buttons is visible: 'Change Password', 'Change Info', and 'Add/Modify Application Access'. The 'Add/Modify Application Access' button is circled in red. Below the buttons, the text 'Application List' is centered. Underneath, there is a section titled 'Your Applications' containing a dropdown menu with 'SPEARS - Special Education Adhoc Reporting System' selected and a 'Launch' button. At the bottom left, there is a red apple icon next to the text 'SPEARS - Special Education Adhoc Reporting System' and a descriptive paragraph: 'The Special Education Adhoc Reporting System (SPEARS) provides dynamic, adhoc reporting on students with disabilities in the State of Texas.'

Add to an Existing Account

Select SPP 13 or SPP 14 application, and click Continue



The screenshot shows a web interface for the Texas Education Agency. At the top left is the logo with a yellow star and the text "TEXAS Education Agency". To the right of the logo is a navigation bar with the text "Apply for new application or a change in access to an existing application. Select the 'Exit' button to return to the application list." and two buttons labeled "Exit" and "Help". Below this is a large white box with the heading "Add/Modify Application Access" in red. Inside this box is a smaller white box containing the instruction: "Select the web application you need from the drop-down list. If the application is not displayed in the list, access the [Application Reference Page](#) to print a request form that can be faxed to TEA." Below this instruction is a drop-down menu currently showing "State Performance Plan 13" with a downward arrow, and two buttons labeled "Continue" and "Exit".

Add SPP to an Existing Account

Select the role and enter a 6 or 9 digit county district number on the Provide Additional Information page. See

slides 11-20. 

At the summary page, review information and then send request.



State Performance Plan 13
Select Role(s)

Roles:

- 1. Certifier - Single member district. Also save/edit data
- 2. SSA Certifier - Certify as fiscal agent for all districts. Save/edit data.
- 3. Data Entry Agent Single Campus - Save/edit data. May not certify.
- 4. Data Entry Agent Multiple Campus - Save/edit data. May not certify.
- 5. ESC Viewer - View district data within the region

Bold fields are required.

Enter a 6-digit county district number.
District Certifiers for SSAs should enter the fiscal agent county district number.

County District Number:





State Performance Plan 13 (Test)
Request Summary

Verify Role and additional information.

Requested Role(s): Certifier - Enter, save, and certify data for district or SSA
Additional Information: County District Number for SPP: 192905

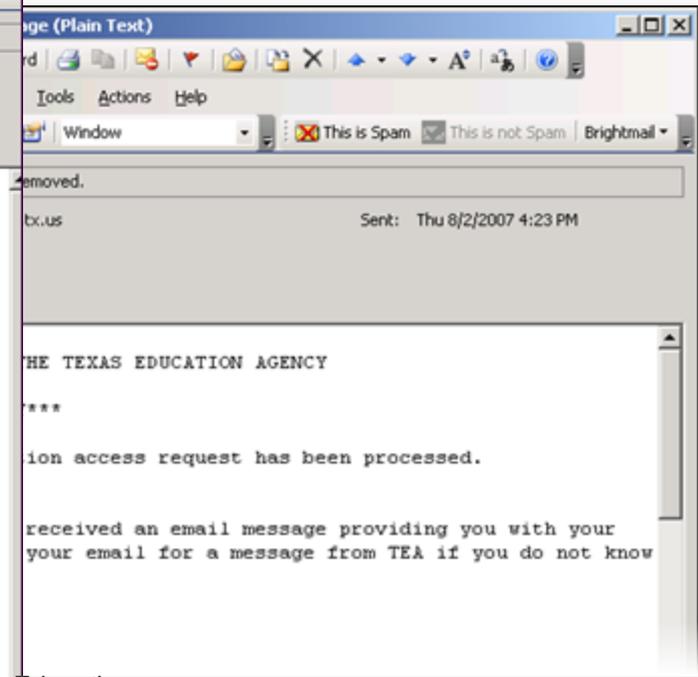
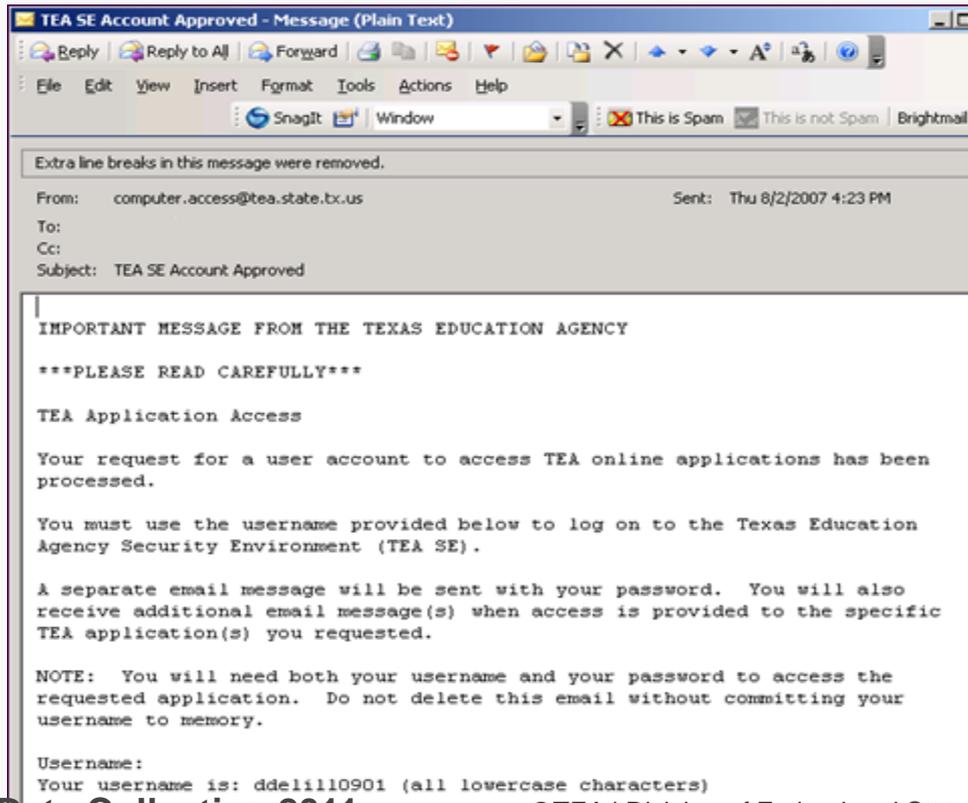
Notes: Add any special comments needed for this request.

(200 characters or less)

Check this box if the above information is correct. If the information is not correct, click BACK and make corrections on the previous page.

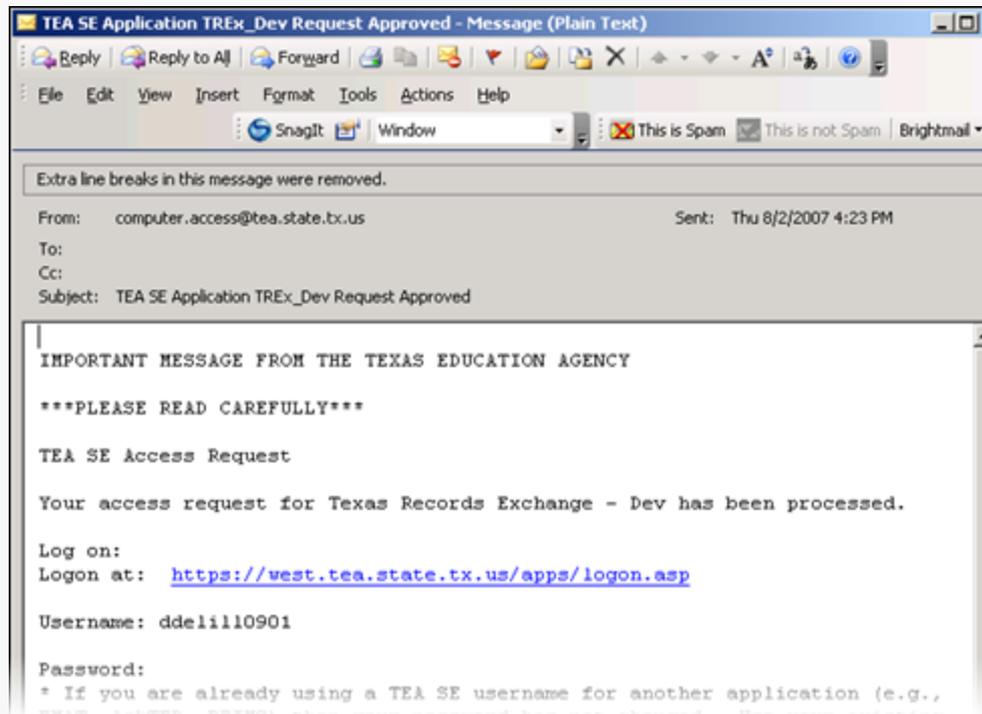
Notification of Your new Account

For security purposes, the user name and password are sent in separate e-mail messages.



Notification of Access to SPP 13 or SPP 14

Another e-mail message notifies you that access has been granted.



Approval to access TEASE

IMPORTANT: The request for an account and access to SPP 13 or SPP 14 is forwarded online immediately to the district Superintendent for initial approval.

The Superintendent receives an e-mail *the following day* notifying them of a pending TEASE approval.

If access is needed immediately, the user will need to contact the Superintendent for immediate approval.

Approval to access TEASE

Once approved by the superintendent, the request is forwarded online to TEA for final approval.

Allow 2-3 weeks for approval.

If you do not get a notification within 2-3 weeks, first contact your superintendent's office to be sure the request has been approved at that level.

When approval is issued, the system sends e-mail notification to the address provided in the TEASE application.

Revoking User Roles

For Security purposes, there can only be one Certifier per district for each application. If the person established as the Certifier has left that position or the district, then that role will need to be revoked by the Superintendent.

The Superintendents must revoke the role by accessing their User Administration + (UA+). UA+ is the required application for Superintendents that allows them to manage staff requests for access to TEA online applications.

The Superintendent or designee would log into their TEASE account and User Administration+ and proceed with revoking the role.

More information including a PowerPoint of self guided training presentations can be found at: <http://ritter.tea.state.tx.us/webappaccess/AppRef.htm>

For More Information:

The TEASE Applications Reference:

<http://www.tea.state.tx.us/index2.aspx?id=2684>

The TEA SE account trouble shooting:

computer.access@tea.state.tx.us

Request New TEA SE User Account:

<https://seguin.tea.state.tx.us/appsng/um/apply.aspx>

Logon Page:

https://seguin.tea.state.tx.us/apps/app_list.asp