School Districts/Charter School
User Agreement - Secure-Online
Terms of Limited Access to Confidential Data

TEA™ TEXAS EDUCATION AGENCY

Section A - Designated Individual Accessing Secure-Online

First Name	Initial	Last Name	Title

Phone Number	Fax Number	E-mail:

TEA ID Number (Required if requesting access for Marketing by Exam with SOQ exam approval, certified administrators only)*

Access Affidavit:

I agree to keep confidential all individually identifiable data pertaining to or as part of the process of accessing Secure-Online. These data have been provided to me pursuant to the consent of individual and state and federal law, including the Family Education Rights and Privacy Act of 1974 (FERPA). I agree to abide by these laws.

I understand that I am responsible for keeping my signon and password confidential and to protect these data, and I will not distribute individual data to any person, except as authorized by the rules, policies and legal requirements for the entity for whom I am employed or under contract and that do no conflict with the terms of this agreement. I understand that I am responsible for any computer transactions performed as a result of access authorized by use of my signon or password.

Signature of individual to use Secure-Online	Date

Section B - Authorized district/charter school representative requesting access to Secure-Online for the individual named in section A

District/Charter School Name	County/District Number

Authorizing Name	Title

Phone Number	Fax Number	E-mail

The individual, named in section A, has the authority to represent my organization using Secure-Online for the capabilities indicated by me below.

Signature of authorizing individual	Date

Section C - Access, please select appropriate areas

☐ General Access (view educator credentials, examinations, requests status, make name changes)	☐ Fingerprinting - SB9 Upload and Update Access
☐ Permits - Data Entry/Permit Access Only	☐ Fingerprinting - SB9 Read Only Access
☐ Permits - Submit Permits/request hardships from TEA	☐ Deactivate access of individual listed above
☐ Educational Aide Certificates, enter basic profile information/recommend for certification	

Please FAX this completed form to Secure Online Access (512) 936-8298

Copyright© Texas Education Agency. All Rights Reserved.