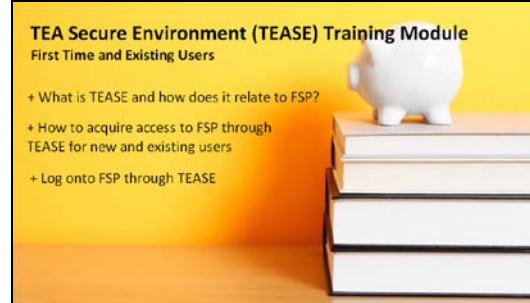




Slide 1

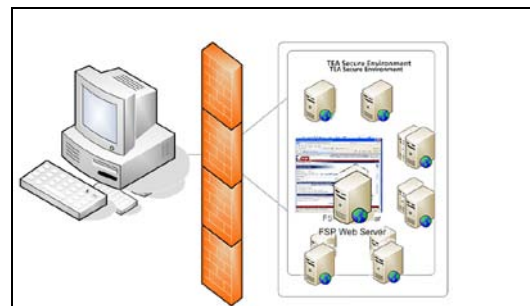


Slide 2

Welcome to the TEA Secure Environment (or TEASE) training module. In this part, you will learn what TEASE is and how it relates to FSP, how to acquire the proper access to FSP through TEASE, and finally, how to log onto FSP through TEASE.

TEA Secure Environment (TEASE)

Slide 3



Slide 4

TEASE houses all the various TEA applications behind a firewall, which allows users to securely log on and submit data to TEA. That means that whether you are using FSP or some other TEA system, you must first log on through TEASE. Therefore, you must acquire a TEASE account with your own unique user name and password.

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.

Please enter a valid username or password.

Welcome! Please Log On.

NOTICE: TEA Web Applications will not be available each Sunday morning from 5:00AM to 2:00 PM due to routine maintenance. Please do not access your application during this time period. **You could lose data.**

IMPORTANT NOTICE: Keep your email address up-to-date

Username

Password

[Did you forget your password?](#)

Please note the following terms of usage:

- Unauthorized use is prohibited.
- Usage may be subject to security, testing and monitoring.
- Module is subject to criminal prosecution and

Slide 5

Whether you use one TEA application, such as FSP, or many TEA applications you always log on through TEASE at the same URL with the same username and password...

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.

Please enter a valid username or password.

Welcome! Please Log On.

NOTICE: TEA Web Applications will not be available each Sunday morning from 5:00AM to 2:00 PM due to routine maintenance. Please do not access your application during this time period. **You could lose data.**

IMPORTANT NOTICE: Keep your email address up-to-date

Username

Password

[Did you forget your password?](#)

Please note the following terms of usage:

- Unauthorized use is prohibited.
- Usage may be subject to security, testing and monitoring.
- Module is subject to criminal prosecution and

Slide 6

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.

Please enter a valid username or password.

Welcome! Please Log On.

NOTICE: TEA Web Applications will not be available each Sunday morning from 5:00AM to 2:00 PM due to routine maintenance. Please do not access your application during this time period. **You could lose data.**

IMPORTANT NOTICE: Keep your email address up-to-date

Username

Password

[Did you forget your password?](#)

Please note the following terms of usage:

- Unauthorized use is prohibited.
- Usage may be subject to security, testing and monitoring.
- Module is subject to criminal prosecution and

Slide 7

...and then click Continue.

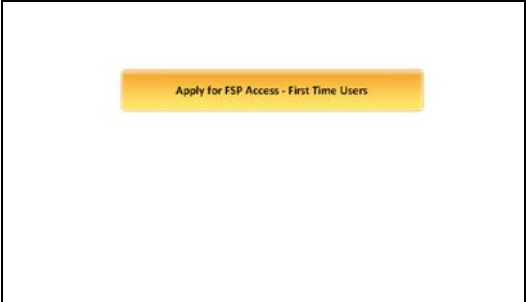


Slide 8

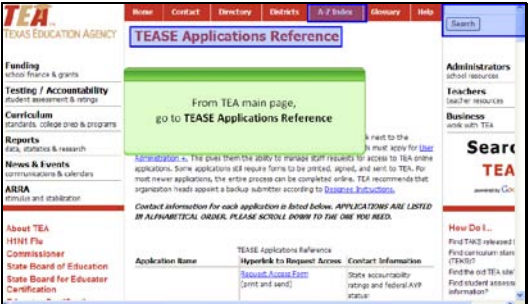
Both returning users and brand-new TEA users must specifically request FSP access be added to a TEASE account. Regardless of your current access, the online request process is basically the same.



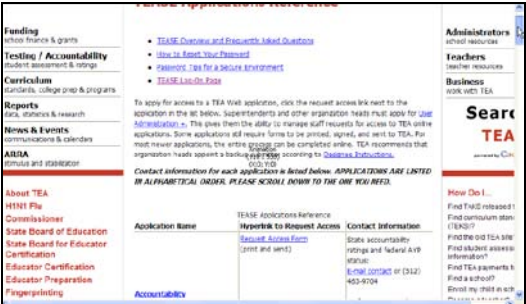
Slide 9



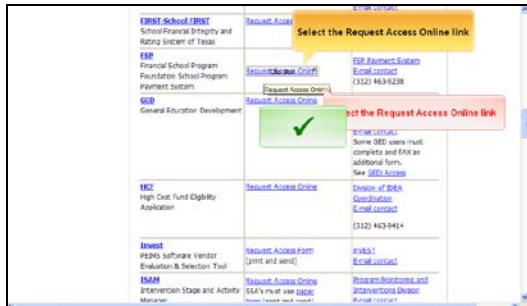
Slide 10



Slide 11
First-time users who don't yet have a TEASE account go to the TEASE Applications Reference page on the TEA website using the search feature, or through the A to Z index.



Slide 12
On the TEASE Applications Reference page, scroll down to find FSP.



Slide 13

Select the Request Access Online link in the row for FSP.



Slide 14

First time users who do not already have a TEASE user name and password, click the *Request New Account* link.

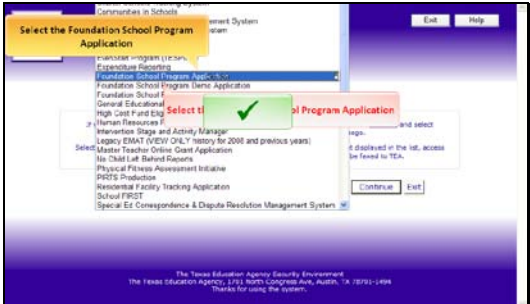


Slide 15

The Request New User Account page appears.



Slide 16



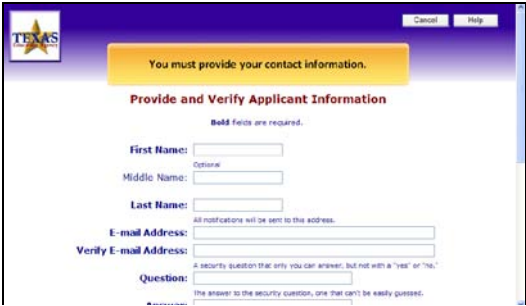
Slide 17
Select the *Foundation School Program Application* from the drop list...




Slide 18



Slide 19
...and then click *Continue*.



Slide 20
You are then asked to provide your contact information.



Cancel

Help

Provide and Verify Applicant Information

Bold fields are required.

First Name:

Middle Name:

Last Name:

E-mail Address:

Verify E-mail Address:

Question:

Answer:

All notifications will be sent to this address.

A security question that only you can answer, but not with a "yes" or "no."

The answer to the security question, one that can't be easily guessed.

Slide 21



Cancel

Help

Provide and Verify Applicant Information

Bold fields are required.

First Name:

Jonathan

Middle Name:

(111 - 520)

Last Name:

(000 - 100)

E-mail Address:

Verify E-mail Address:

Question:


Answer:

All notifications will be sent to this address.

A security question that only you can answer, but not with a "yes" or "no."

The answer to the security question, one that can't be easily guessed.

Slide 22



Cancel

Help

Provide and Verify Applicant Information

Bold fields are required.

First Name:

First

Middle Name:

Optional

Last Name:

E-mail Address:

Verify E-mail Address:

Question:

Answer:

Birth Month:

All notifications will be sent to this address.

A security question that only you can answer, but not with a "yes" or "no."

The answer to the security question, one that can't be easily guessed.

The month of birth (1-12)

The day of the month of birth (1-31)

Slide 23



Cancel

Help

Provide and Verify Applicant Information

Bold fields are required.

First Name:

First

Middle Name:

Optional

Last Name:

Last

E-mail Address:

Verify E-mail Address:

Question:

Answer:

Birth Month:

All notifications will be sent to this address.

A security question that only you can answer, but not with a "yes" or "no."

The answer to the security question, one that can't be easily guessed.

The month of birth (1-12)

The day of the month of birth (1-31)

Slide 24

Slide 25

Slide 26

Slide 27

Slide 28

Provide and Verify Applicant Information

Bold fields are required.

First Name: First

Middle Name: Optional

Last Name: Last (111 - 555) (000-1111)

E-mail Address: email@domain.edu

Verify E-mail Address: email@domain.edu

Question: A security question that only you can answer, but not with a "yes" or "no." dog's name?

Answer: The answer to the security question, one that can't be easily guessed. curly

Birth Month: The month of birth (1-12) 7

Birth Day: The day of the month of birth (1-31) 4

Slide 29

First Name: First

Middle Name: Optional

Last Name: Last

E-mail Address: email@domain.edu

Verify E-mail Address: email@domain.edu

Question: A security question that only you can answer, but not with a "yes" or "no." dog's name?

Answer: The answer to the security question, one that can't be easily guessed. curly

Birth Month: The month of birth (1-12) 7

Birth Day: The day of the month of birth (1-31) 4

Job Title: Select One

Organization Type: District

Please enter a six-digit county district number. Your request will be reviewed and submitted to TEA.

Slide 32

First Name: First

Middle Name: Optional

Last Name: Last

E-mail Address: email@domain.edu

Verify E-mail Address: email@domain.edu

Question: A security question that only you can answer, but not with a "yes" or "no." dog's name?

Answer: The answer to the security question, one that can't be easily guessed. curly

Birth Month: The month of birth (1-12) 7

Birth Day: The day of the month of birth (1-31) 4

Job Title: Select One

Organization Type: District

Please enter a six-digit county district number. Your request will be reviewed and submitted to TEA.

Slide 33

Last Name: Last

E-mail Address: email@domain.edu

Verify E-mail Address: email@domain.edu

Question: A security question that only you can answer, but not with a "yes" or "no." dog's name?

Answer: The answer to the security question, one that can't be easily guessed. curly

Birth Month: The month of birth (1-12) 7

Birth Day: The day of the month of birth (1-31) 4

Job Title: Select One

Organization Type: District

Organization Number:

Please enter a six-digit county district number. Your request will be reviewed and submitted to TEA. By the Superintendent of the school district you specify below.

Continue Cancel

Slide 35

Last Name: Last:

E-mail Address:

Verify E-mail Address:

Question:

Answer:

Birth Month:

Birth Day:

Job Title:

Organization Type:

Organization Number:

Slide 36

Last Name: Last:

E-mail Address:

Verify E-mail Address:

Question:

Answer:

Birth Month:

Birth Day:

Job Title:

Organization Type:

Organization Number:

Slide 37

Last Name: Last:

E-mail Address:

Verify E-mail Address:

Question:

Answer:

Birth Month:

Birth Day:

Job Title:

Organization Type:

Organization Number:

Slide 38

Last Name: Last:

E-mail Address:

Verify E-mail Address:

Question:

Answer:

Birth Month:

Birth Day:

Job Title:

Organization Type:

Organization Number:

Slide 39

Last Name:

E-mail Address:

Verify E-mail Address:

Question:

Answer:

Birth Month:

Birth Day:

Job Title:

Organization:

Click Continue **Click Continue**

Slide 40
Click *Continue*.

Provide and Verify Applicant Information

Review/Enter user's required information. **Bold** fields are required.

Organization Name:

Phone Number: () Ext:

Optional Mail Address Line 1:

Optional Mail Address Line 2:

Mailing Address:

City:

State:

Zip Code:

Slide 41
Review all the information you provided...

Provide and Verify Applicant Information

Review/Enter user's required information. **Bold** fields are required.

Organization Name:

Phone Number: () Ext:

Optional Mail Address Line 1:

Optional Mail Address Line 2:

Mailing Address:

City:

State:

Zip Code:

If organization name is not correct, click **BACK** and correct organization type and number on previous page.

Slide 42

Optional Mail Address Line 1:

Optional Mail Address Line 2:

Mailing Address:

City:

State:

Zip Code:

If organization name is not correct, click **BACK** and correct organization type and number on previous page.

Click Continue **Click Continue**

Slide 43
...and click *Continue* if you are sure all information is correct. You can click *Back* to go back and make a change.

Back Cancel Help

A summary of your information appears.

Provide and Verify Applicant Information

Name: First Last
 Email Address: email@domain.edu
 Question: dog's name?
 Answer: scruffy
 Birthday Month/Day: 7/4
 Job Title: Other
 Organization Type: Other 227901
 Organization Name: Austin ISD
 Phone Number: (512) 414-1700Ext:
 Mailing Address: 1111 W 6th St
 Austin Texas, 78703 5399

Notes: Add any special comments needed for this request.

Slide 44

A summary of your information appears.

Back Cancel Help

Provide and Verify Applicant Information

Name: First Last
 Email Address: email@domain.edu
 Question: dog's name?
 Answer: scruffy
 Birthday Month/Day: 7/4
 Job Title: Other
 Organization Type: Other 227901
 Organization Name: Austin ISD
 Phone Number: (512) 414-1700Ext:
 Mailing Address: 1111 W 6th St
 Austin Texas, 78703 5399

Notes: Add any special comments needed for this request.

Slide 45

Carefully review all of your information.

Job Title: Other
 Organization Type: Other 227901
 Organization Name: Austin ISD
 Phone Number: (512) 414-1700Ext:
 Mailing Address: 1111 W 6th St
 Austin Texas, 78703 5399

Notes: Add any special comments needed for this request.

Select the Checkbox

☒ The above information is correct. If information is not correct, click BACK and make corrections on previous pages.

Continue Back Cancel

Slide 46

When you are sure that everything is correct, click the checkbox to confirm that you have reviewed all of your information.

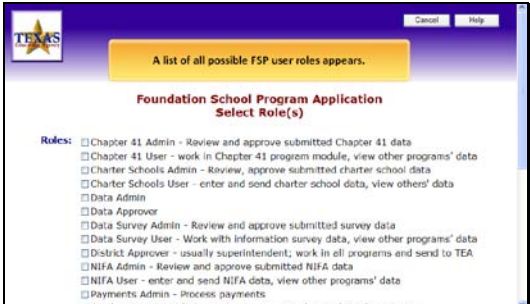
Job Title: Other
 Organization Type: Other 227901
 Organization Name: Austin ISD
 Phone Number: (512) 414-1700Ext:
 Mailing Address: 1111 W 6th St
 Austin Texas, 78703 5399

Notes: Add any special comments needed for this request.

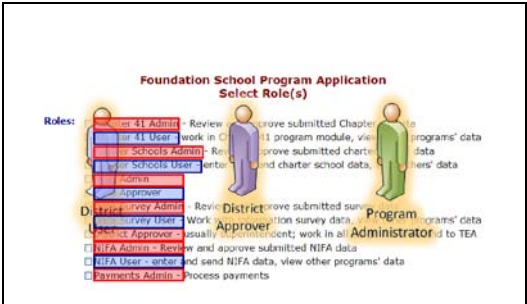
☐ Check this box if the above information is correct. If information is not correct, click BACK and make corrections on previous pages.

Continue Back Cancel

Slide 47



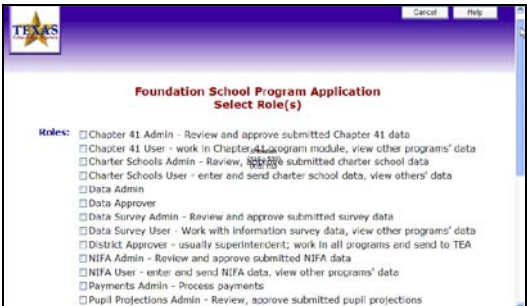
Slide 48
A list of all possible FSP user roles appears.



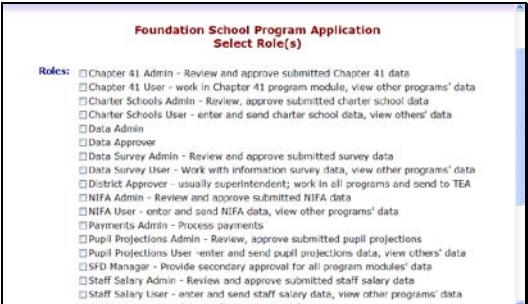
Slide 49
An administrator, user, and approver role appears for each FSP subsystem. User role privileges allow you to work within that module to enter and edit data. The admin and approver roles allow you to work inside that module as well as approve and submit work performed by another user.



Slide 50
Check all appropriate roles for any FSP subsystems you plan to use.



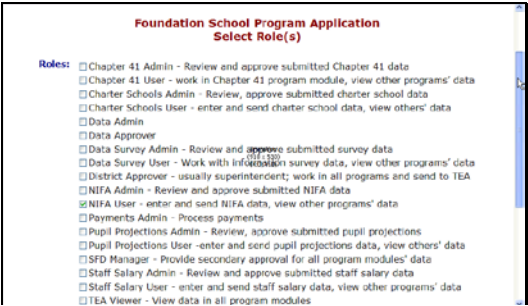
Slide 51



Slide 52



Slide 53



Slide 54



Slide 55

If you are unsure which roles to request, first contact your superintendent. Do NOT select the checkbox labeled *Unsure*. Selecting unsure will force the TEASE Administrator to reject your application. Only you and your manager or superintendent can determine which roles are appropriate for you. Click continue once you have checked the role (or roles) that you need.



Slide 56

Enter the six-digit County District Number (or CDN) for your district.

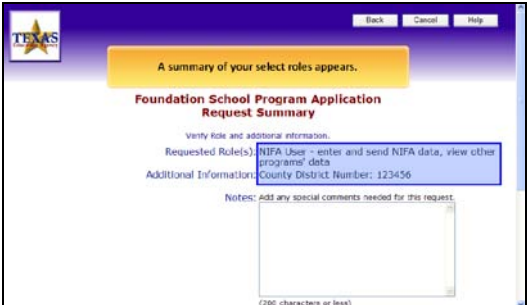


Slide 57



Slide 58

Click *Continue*.



Slide 59

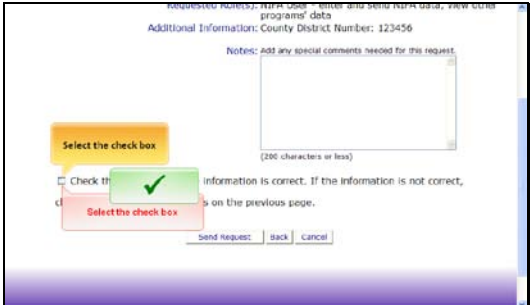
Carefully review the role or roles you selected and be sure the correct CDN appears.



Slide 60



Slide 61



Slide 62

When you are sure that everything is correct, click the checkbox to confirm that you have reviewed all of your information.



Slide 63

Click *Send Request* to submit your request for your TEASE account with FSP access.

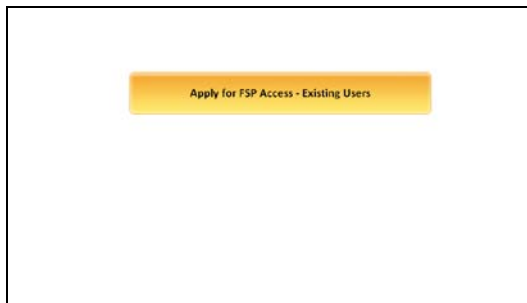


Slide 64

Your request confirmation appears.



Slide 65



Slide 66



Slide 67

If you are an existing user, meaning you already have a TEASE account with a unique user name and password, you still must submit an online request to have FSP access added to your account.



Slide 68
Go to the TEASE log on page and enter your existing user name and password.



Slide 69



Slide 70



Slide 71
When the Application List page appears as usual,



Slide 72

...click the *Add/Modify Access* button in the upper right corner of the page.



Slide 73



Slide 74



Slide 75

The *Add/Modify Access* page appears with the drop list of applications to choose from.



Slide 76

From this point on, the process is exactly the same as previously described for first-time users.



Slide 77

After you submit the request, it goes to your manager or superintendent for review. If approved, your manager forwards it to TEA. The TEASE manager then reviews it and sends you email notification with your user name and password. As soon as you receive your email notification, you can log onto TEASE and go into the new FSP application with your assigned privileges.



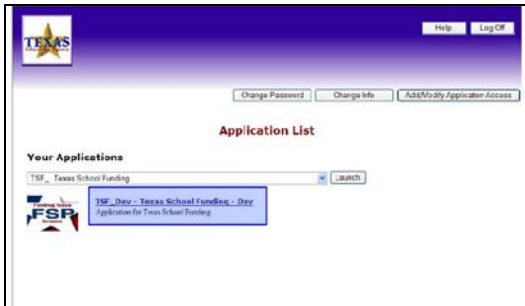
Slide 78

The full approval process may take up to 10 business days. If you have not received your email notification after 10 days, first contact your superintendent to be sure that he or she has approved your request and forwarded it to TEA.



Slide 79

As soon as you receive email notification from the Tease administrator with your user name and password, you can go to the TEASE log on page and enter your information.



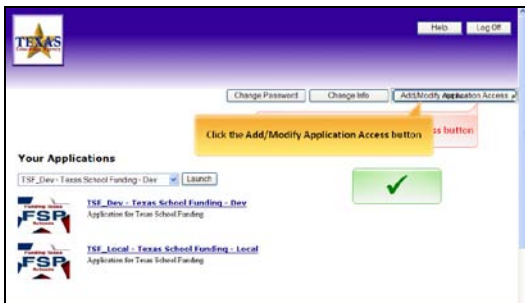
Slide 80

Once logged in, select *FSP* from the list of applications associated with your TEASE account.



Slide 81

The FSP Home page appears. You can select the program you need to work in by clicking Programs at the top of the page. You will then be able to work in that program with the privileges associated with the role you selected in your Tease account application.



Slide 82

If you find that you need to modify your role, simply click the *Add/Modify* button at the top of the TEASE log on page and follow the steps previously described to request a change.



Slide 83

Congratulations, you have completed the TEA Secure Environment (TEASE) training module. We covered what TEASE is and how it relates to FSP, how to acquire the proper access to FSP through TEASE, and finally, how to log onto FSP through TEASE.