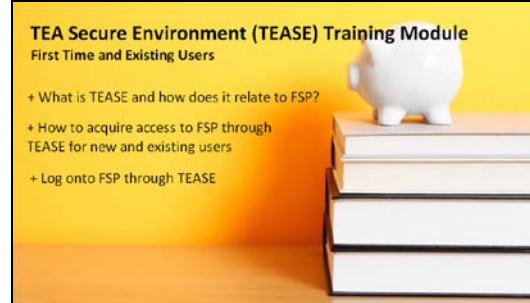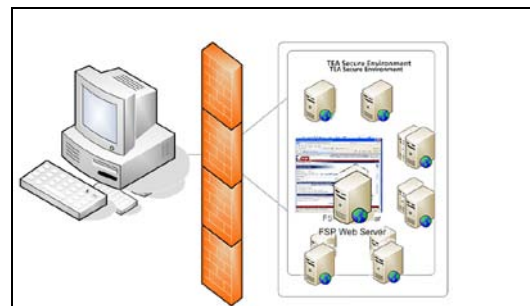Slide 1



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.



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.

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...



Slide 6
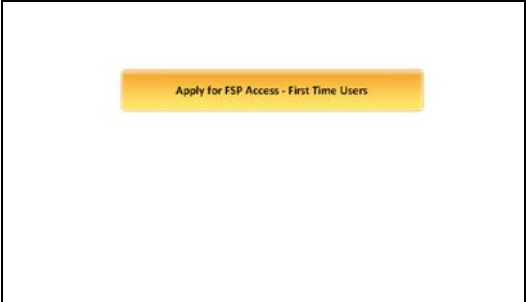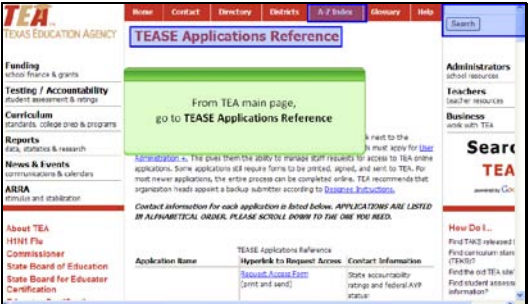


Slide 7

...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.
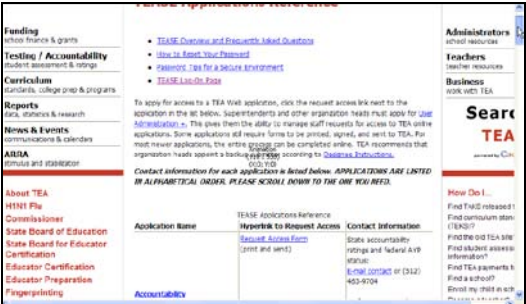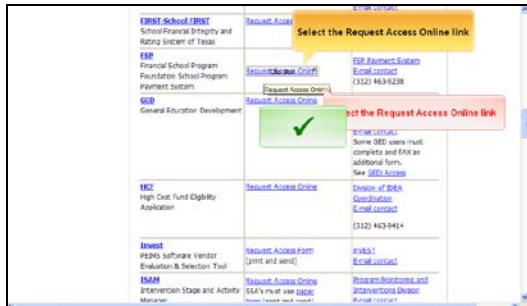
Slide 9



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.
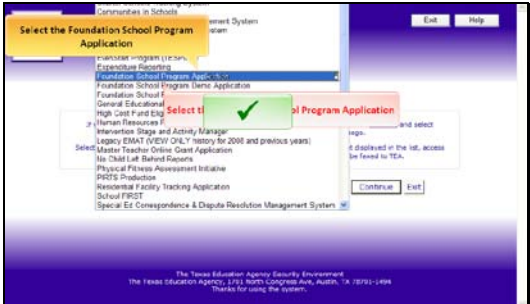


Slide 15

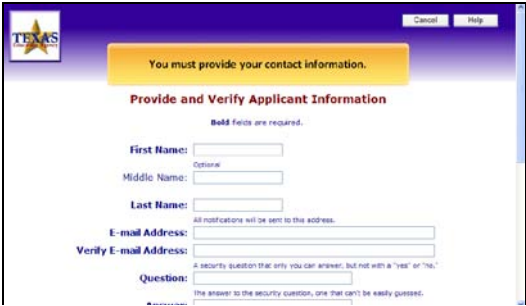The Request New User Account page appears.



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.

Slide 21



Slide 22



Slide 23



Slide 24

Slide 25



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Slide 38



Slide 39

Slide 40
Click *Continue*.



Slide 41
Review all the information you provided...



Slide 42



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

Slide 44

A summary of your information appears.



Slide 45

Carefully review all of your information.



Slide 46

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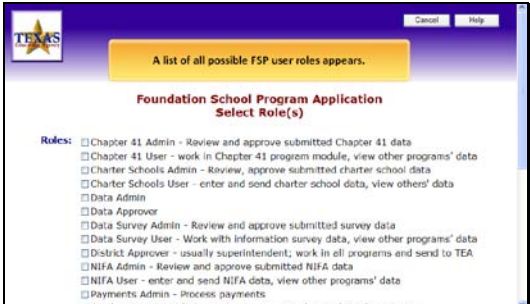


Slide 47

Slide 48

A list of all possible FSP user roles appears.
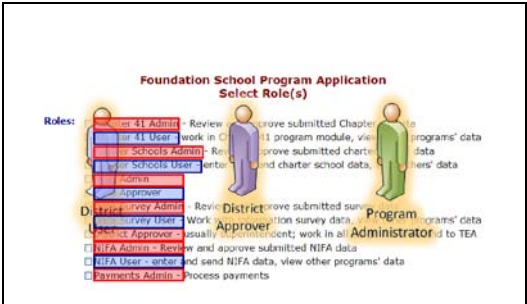


Slide 49

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.
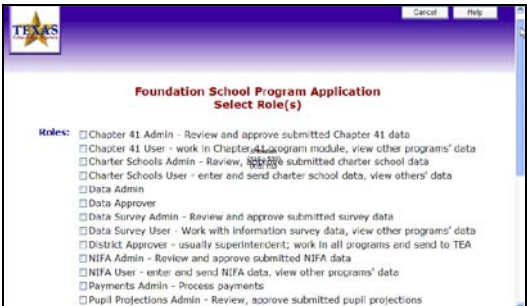


Slide 51
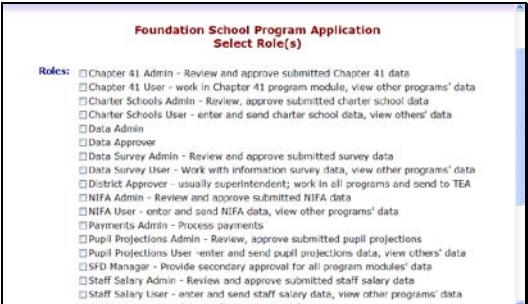
Slide 52



Slide 53
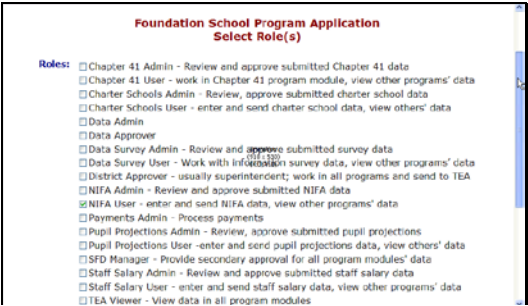


Slide 54



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*.
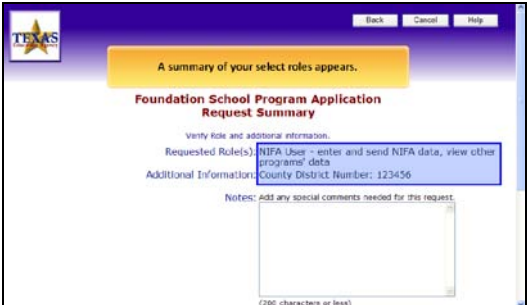


Slide 59

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

Slide 60



Slide 61
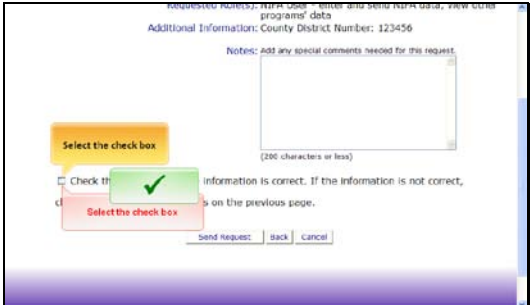


Slide 62

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
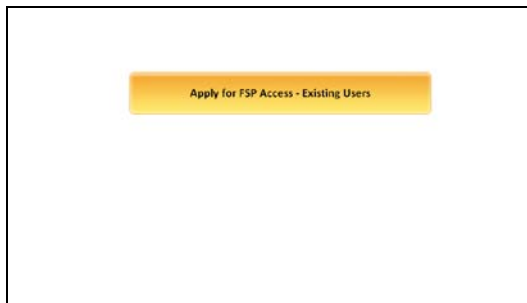


Slide 66



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 buisness days. If you have not received your email notification after10 days, first contact your superintendent to be sure that he or she has approved your request and forwarded it to TEA.



Slide 79

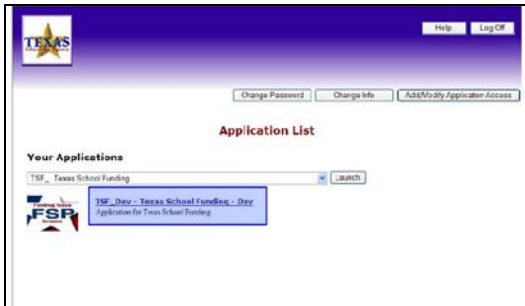As soon as you receive email notification from the Tease administrator with your user name and password, you can go to the TEASE log on page and enter your information.
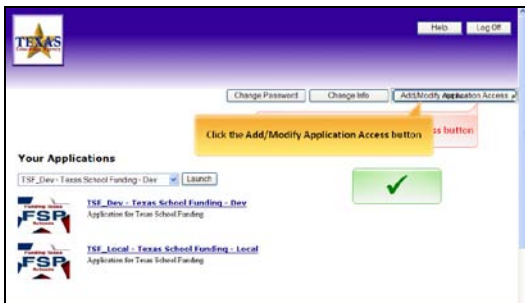
Slide 80

Once logged in, select *FSP* from the list of applications associated wth 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.