

Requesting Removal of a TREx account

When an employee changes job assignments, terminates employment or otherwise no longer requires access to the TREx application, their account may be removed by the District Superintendent or his/her designee using the TEASE User Administration Plus tool.

The district person with authority to use the TEASE Admin+ application will perform the following steps to request revocation of the account;

- 1. Logon to the TEASE User Admin+.**
- 2. Search for the employee account to be removed.**
- 3. Select "Revoke Application", then select "TREx".**
- 4. Click the "Submit Request for Approval" button.**