

# Quick-Start Guide: Applying for Access to the PFAI Application

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## What Do You Need to Apply for and Why?

In order to upload your FITNESSGRAM data to the Texas Education Agency, you must access the PFAI Web application through the Texas Education Agency Secure Environment (TEASE). This means you MUST have a valid TEASE user name and password, and you MUST add the PFAI application to your TEASE account.

If you already have a TEASE user name and password, you still need to request access to PFAI; if you have never used TEASE before, you need to request a TEASE account with access to PFAI.

## Applying for the New PFAI Application

**If you are a new user** who does not have access to TEASE —

- 1a. Go to the **TEASE Applications Reference** page on the TEA Web site at <http://www.tea.state.tx.us/webappaccess/AppRef.htm>. (You can also access this page from the TEA home page by clicking on the **Index A–Z** link at the top of the page and then clicking the **TEASE** link in the index.) Scroll down to the PFAI listing, and click the **Request Access Online** link there.

### TEASE Applications Reference

[TEASE Overview and Frequently Asked Questions](#)  
[How to Reset Your Password](#)  
[Password Tips for a Secure Environment](#)  
[TETN TEASE Automation Training Schedule](#)  
[Self-guided training presentation](#)  
[TEASE Log On Page](#)

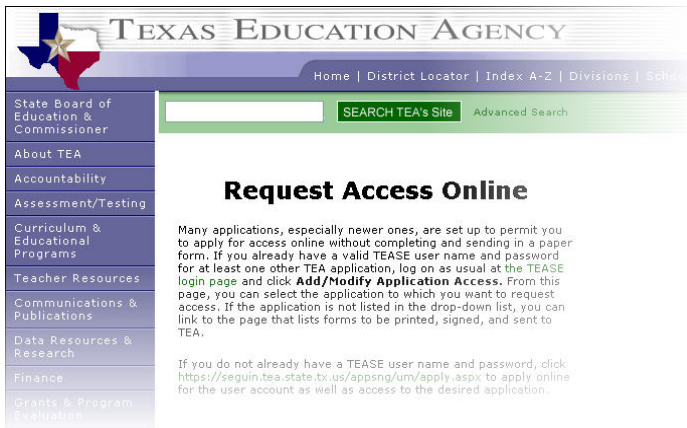
To apply for access to a TEA Web application, click the request access link next to the application in the list below. Superintendents and other organization heads must apply for User Administration +. This gives them the ability to manage staff requests for access to TEA online applications. Some applications still require forms to be printed, signed, and sent to TEA. For most newer applications, the entire process can be completed online.

*Contact information for each application is listed below.*

Application	Link to Request Access	Contact Information
<b>21st CCLC</b> 21st Century Community Learning Centers	Request Access Form (print and send)	21st Century Community Learning Centers E-mail contact: (512) 463-9068
<b>Accountability</b>	Request Access Form (print and send)	State accountability ratings and federal AYP status: E-mail contact or (512) 463-9704  Performance-Based Monitoring Analysis System (PBMAS) Reports: E-mail contact or (512) 936-6426

You are directed to the **Request Access Online** page.

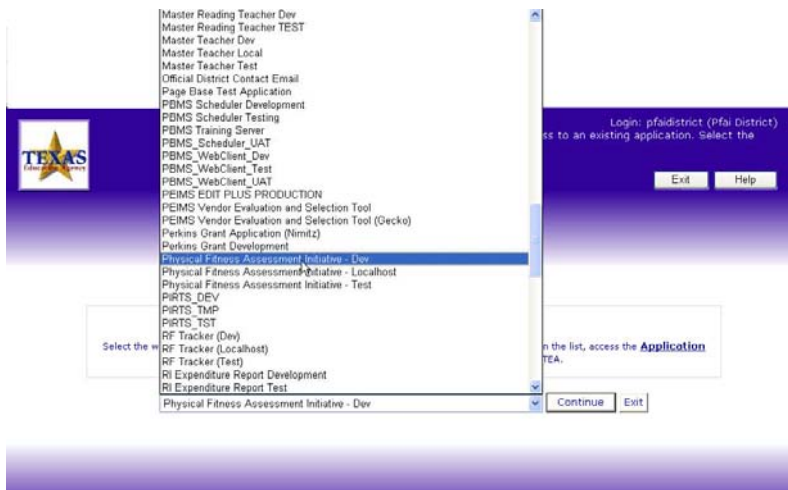
- 1b. On the **Request Access Online** page, click the link to apply for a TEASE user account (<https://sequin.tea.state.tx.us/appsng/um/apply.aspx>).



You are directed to the **Request New TEASE User Account** page.



- 1c. Select **Physical Fitness Assessment Initiative** from the dropdown list of Web applications and click **Continue**.



Next: Go to step 2 under **All users**, on page 5.

**If you are a current user** who has a TEASE user name and password —

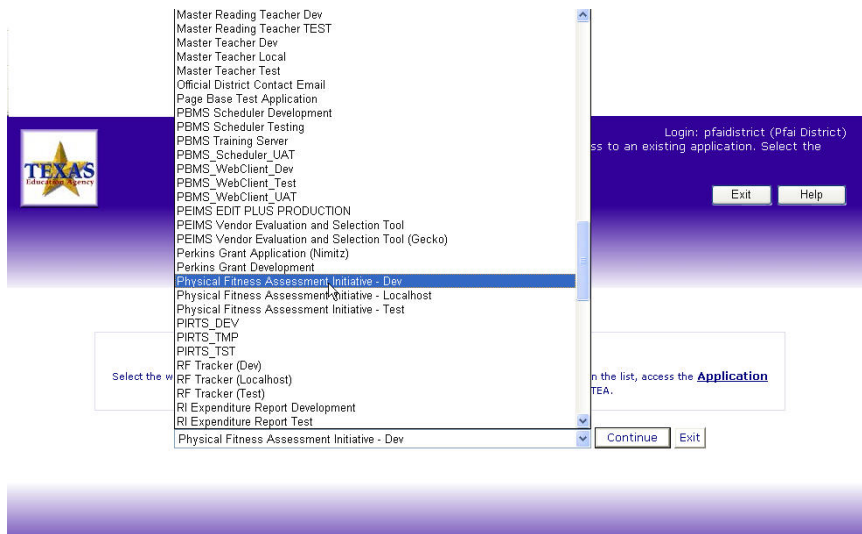
- 1a. Enter your user name and password\* at the TEASE logon page at <https://seguin.tea.state.tx.us/apps/logon.asp>. (You can also access this page from the TEA home page by first clicking on the **Index A–Z** link at the top of the page, then clicking the **TEASE** link in the index, and then clicking the **TEASE Logon Page** link at the top of the page.) Click **Continue**.

You are directed to the **Application List** page.

- 1b. Click the **Add/Modify Application Access** button.

You are directed to the **Add/Modify Application Access** page.

- 1c. Select **Physical Fitness Assessment Initiative** from the dropdown list of Web applications and click **Continue**.



Next: Go to step 2 under **All users**, on page 5.

\*Your user name and password will not change.

## All users —

- Be sure you have selected **Physical Fitness Assessment Initiative** from the list of Web applications, and click **Continue**.

The image shows two screenshots of the TEA application selection process. The left screenshot shows a list of applications with "Physical Fitness Assessment Initiative" selected. An arrow points to the right screenshot, which is the "Request New TEA SE User Account" page. The dropdown menu on the right page is set to "Physical Fitness Assessment Initiative".

- New users must enter personal information. (Users who already have a TEASE account will not have to enter personal information, and will not see this screen.)

The image shows the "Provide and Verify Applicant Information" form. The form includes fields for First Name, Middle Name (Optional), Last Name, E-mail Address, and Verify E-mail Address. A note states: "All notifications will be sent to this address."

All users are directed to the **Select Roles** page.

3. Select your appropriate FITNESSGRAM SUBMITTER role\* and click **Continue**.

The screenshot shows a web interface with a blue header containing the Texas Education Agency logo and 'Cancel' and 'Help' buttons. The main content area has a white background with the title 'Physical Fitness Assessment Initiative - Dev' and the instruction 'Select Role(s)'. Below this, under the heading 'Roles:', there are three radio button options: 'Campus FITNESSGRAM Submitter - user may submit data for a single campus', 'District FITNESSGRAM Submitter - user may submit data for multiple campuses', and 'PFAI Administrator[Internal]'. At the bottom of the form are 'Continue' and 'Cancel' buttons.

\*If you need assistance in selecting a role, first contact your superintendent. For further assistance, email [marissa.rathbone@tea.state.tx.us](mailto:marissa.rathbone@tea.state.tx.us).

All users are then directed to enter campus and/or district number(s).

- 4.
- District users must enter their county-district number (CDN), with no spaces or dashes, and click **Continue**.

The screenshot shows a web interface with a blue header containing the Texas Education Agency logo and 'Back', 'Cancel', and 'Help' buttons. The main content area has a white background with the title 'Physical Fitness Assessment Initiative' and the instruction 'Provide Additional Information'. Below this, it says 'Bold fields are required.' and 'Enter a 6-digit county district number.' followed by a text input field labeled 'County District Number:'. At the bottom of the form are 'Continue', 'Cancel', and 'Back' buttons.

You are directed to the **Request Summary** page.

- Campus users must first enter a 9-digit campus number and then enter the 6-digit county district number and click **Continue**.

The screenshot shows a web interface with a blue header containing the Texas Education Agency logo and 'Back', 'Cancel', and 'Help' buttons. The main content area has a white background with the title 'Physical Fitness Assessment Initiative' and the instruction 'Provide Additional Information'. Below this, it says 'Bold fields are required.' and 'Enter a nine-digit campus number.' followed by a text input field labeled 'Nine (9) Digit Campus Number:'. Below that, it says 'Enter a 6-digit county district number.' followed by a text input field labeled 'County District Number:'. At the bottom of the form are 'Continue', 'Cancel', and 'Back' buttons.

You are directed to the **Request Summary** page.

5. Review your requested role, add any special notes, and check the box to verify all information is correct. If necessary, click **Back** to make corrections. When all information is correct, click **Send Request**.

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**Physical Fitness Assessment Initiative  
Request Summary**

Verify Role and additional information.

Requested Role(s): District FITNESSGRAM Submitter – user may  
submit data for multiple campuses

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.

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6. Once both your superintendent and TEA have approved your request, you will receive email notification, and the PFAI application will be attached to your user name.

**NOTE:** It may take 1-10 days to receive your email notification; if you do not receive notification, first contact your superintendent to be sure the request was submitted.

## **Helpful Contact Information:**

**TEA Secure Environment (TEASE) Logon Page:**

<https://sequin.tea.state.tx.us/apps/logon.asp>

**TEASE Application Reference Page:**

<http://www.tea.state.tx.us/webappaccess/AppRef.htm>

**E-mail Address for Assistance with TEASE:**

[computer.access@tea.state.tx.us](mailto:computer.access@tea.state.tx.us)

**Contact Information for assistance with the PFAI Application:**

(512) 463-3064

[Marissa.rathbone@tea.state.tx.us](mailto:Marissa.rathbone@tea.state.tx.us)