

Request TEASE Access: SPP 13 or SPP 14

Steps to request access to State Performance Plan SPP
13 or SPP 14 through TEASE

(Texas Education Agency Secure Environment)

Types: New & Returning Users

New TEASE User: This person has never applied for a TEA Secure Environment (TEASE) account or any of the application accessible through TEASE portal.

Returning User: This person has a TEASE account and can log into TEASE by using their username and password.

New TEASE User

Requesting a New TEASE account

If you *DO NOT* have a TEASE user account, you must request access online. The online form is accessible via the Request New TEA SE User Account page at the following web address:

<https://seguin.tea.state.tx.us/appsng/um/apply.aspx>

When requesting a new user account, you will also be requesting access to SPP 13 or SPP 14.

Requesting a New TEASE account

Access the TEASE Application Reference page:
<https://seguin.tea.state.tx.us/appsng/um/apply.aspx>

Request New TEA SE User Account

If you already have a user name and password for another TEA application, log on to [TEA SE](#) and select "**Add/Modify Application Access**" from Application List page.

Select the web application you need from the drop-down list. If the application is not displayed in the list, access the [Application Reference Page](#) to print a request form that can be faxed to TEA.

Select Application

The Texas Education Agency Security Environment
The Texas Education Agency, 1701 North Congress Ave, Austin, TX 78701-1494
Thanks for using the system.

Requesting a New TEASE account

Select State Performance Plan 13 or SPP 14 from the drop down menu and click “Continue”



The screenshot shows a web interface for requesting a new TEASE user account. At the top left is the Texas Education Agency logo. At the top right are 'Exit' and 'Help' buttons. The main heading is 'Request New TEA SE User Account'. Below this is a text box with instructions: 'If you already have a user name and password for another TEA application, log on to [TEA SE](#) and select "Add/Modify Application Access" from Application List page. Select the web application you need from the drop-down list. If the application is not displayed in the list, access the [Application Reference Page](#) to print a request form that can be faxed to TEA.' Below the text is a dropdown menu currently showing 'State Performance Plan 13', with 'Continue' and 'Exit' buttons to its right. At the bottom, there is contact information for the Texas Education Agency Security Environment.

Request New TEA SE User Account

If you already have a user name and password for another TEA application, log on to [TEA SE](#) and select "Add/Modify Application Access" from Application List page.
Select the web application you need from the drop-down list. If the application is not displayed in the list, access the [Application Reference Page](#) to print a request form that can be faxed to TEA.

State Performance Plan 13

The Texas Education Agency Security Environment
The Texas Education Agency, 1701 North Congress Ave, Austin, TX 78701-1494
Thanks for using the system.

Requesting a New TEASE account

Fill in applicant information

- Districts include your 6 digit County District Number (CDN).
- Use the e-mail address where your user name and password will be sent

Shared Service Arrangements:

- District Certifier- The 6 digit CDN must be the number of the fiscal agent.
- Data Entry agent- The 6 digit CDN can be the fiscal agent or member district.

Select “Continue”.

Provide and Verify Applicant Information

fields are required.

First Name:

Optional

Middle Name:

Last Name:

All notifications will be sent to this address.

E-mail Address:

Verify E-mail Address:

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

Question:

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

Answer:

The month of birth (1-12)

Birth Month:

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

Birth Day:

Job Title:

The user's organization type

Organization Type:

Enter a 6-digit school district number. Your request will be reviewed by the superintendent.

Organization Number:

SSA: Fiscal Agent

Requesting a New TEASE account

Include correct phone number. (This is for contact if there are problems with the request)

Provide and verify that the district information is correct and click “Continue”.

The screenshot shows a web form titled "Provide and Verify Applicant Information" with a "TEXAS" logo in the top left. The form includes fields for Organization Name (Comfort ISD), Phone Number (830-995-6400), and Required Mailing Address (P O Box 398). It also has dropdown menus for City (Comfort) and State (Texas), and a Zip Code field (78013-0398). Navigation buttons for Back, Cancel, and Help are at the top right, and Continue, Back, and Cancel are at the bottom. A footer contains the text: "The Texas Education Agency Security Environment. The Texas Education Agency, 1701 North Congress Ave, Austin, TX 78701-1494. Thanks for using the system."

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:

Required Mailing Address:

City:

State:

Zip Code: -

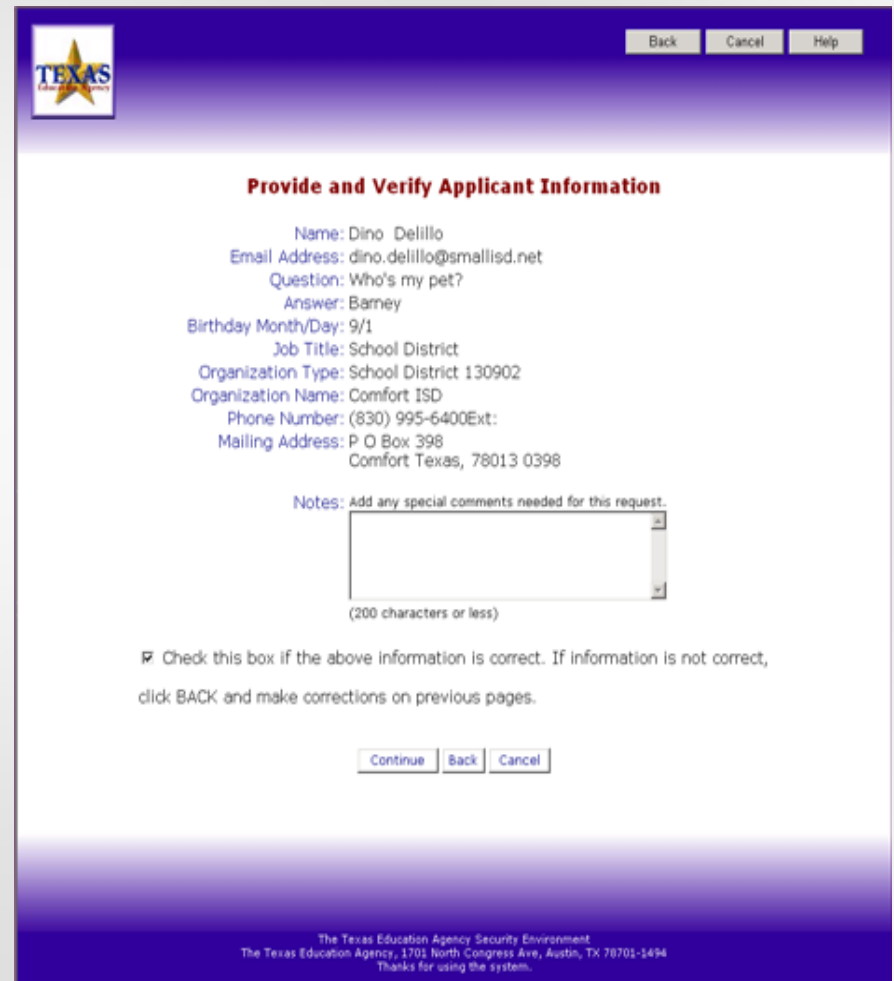
If organization name is not correct, click **BACK** and correct organization type and number on previous page.

The Texas Education Agency Security Environment
The Texas Education Agency, 1701 North Congress Ave, Austin, TX 78701-1494
Thanks for using the system.

Requesting a New TEASE account

Verify all information. If correct, check the box

Click “Continue”.



The screenshot shows a web form titled "Provide and Verify Applicant Information" with a Texas Education Agency logo in the top left. The form contains the following fields and text:

- Buttons: Back, Cancel, Help
- Form Title: **Provide and Verify Applicant Information**
- Text: Name: Dino Delillo
- Text: Email Address: dino.delillo@smallisd.net
- Text: Question: Who's my pet?
- Text: Answer: Barney
- Text: Birthday Month/Day: 9/1
- Text: Job Title: School District
- Text: Organization Type: School District 130902
- Text: Organization Name: Comfort ISD
- Text: Phone Number: (830) 995-6400Ext:
- Text: Mailing Address: P O Box 398, Comfort Texas, 78013 0398
- Text: Notes: Add any special comments needed for this request.
- Text: (200 characters or less)
- Text: Check this box if the above information is correct. If information is not correct, click BACK and make corrections on previous pages.
- Buttons: Continue, Back, Cancel
- Footer: The Texas Education Agency Security Environment, The Texas Education Agency, 1701 North Congress Ave, Austin, TX 78701-1494, Thanks for using the system.

Requesting a New TEASE account

The request process for a new TEASE user account has been completed.

SPP 13 or SPP 14 application: The user will continue the process of requesting access to any of the SPP applications by selecting a role.

TEASE Account Roles for SPP 13 or SPP 14 Application

SPP 13 or SPP 14: SSA Certifier -save and edit data & certify districts in SSA.

- **SSA Certifier:** On the Additional Information page, enter the 6 digit county district number of the FISCAL AGENT.

SPP 13 or SPP 14 : Certifier -save and edit data & certify district

- **Single District Certifier:** On the Additional Information page, enter one 6 digit county district number.

SSPP 13 or SPP 14 : Data Entry Agent Multiple District - save and edit data

- On the Additional Information page, enter a list 9 digit County district campus number. The numbers maybe from different districts (list of 9 digit numbers must be separated by a comma, no spaces or dashes).

SPP 13 or SPP 14: Data Entry Agent Single District - save and edit data

- On the Additional Information page, enter one or a list of 9 digit County district campus number (list of 9 digit numbers must be separated by a comma, no spaces or dashes).

SPP 13 or SPP 14: ESC Viewer - view district data within the region

- **2 digit number (include the 0)**

Requesting Access for each SPP: Roles

Each SPP application has a Select Role and Provide Additional Information page

Once you choose your role, click continue to move to the Provide Additional Information page.

The Provide Additional Information page requires either a 6 digit count district number or a 9 digit count district campus number depending on the requested role.

State Performance Plan 13
Select Role(s)

Roles:

- 1. Certifier - Single member district. Also save/edit data
- 2. SSA Certifier - Certify as fiscal agent for all districts. Save/edit data.
- 3. Data Entry Agent Single Campus - Save/edit data. May not certify.
- 4. Data Entry Agent Multiple Campus - Save/edit data. May not certify.
- 5. ESC Viewer - View district data within the region

State Performance Plan 13
Provide Additional Information

Bold fields are required.

Enter one 6-digit county district number.
District Certifiers for SSAs should enter the fiscal agent county district number.

County District Number for SPP:

SPP 13 and SPP 14: Select Role(s)

Select the correct Role and
click "Continue".

State Performance Plan 13 Select Role(s)

- Roles:**
- 1. Certifier - Single member district. Also save/edit data
 - 2. SSA Certifier - Certify as fiscal agent for all districts. Save/edit data.
 - 3. Data Entry Agent Single Campus - Save/edit data. May not certify.
 - 4. Data Entry Agent Multiple Campus - Save/edit data. May not certify.
 - 5. ESC Viewer - View district data within the region

Continue Cancel

Provide Additional Information Page:

On this page, the users role determines the 6 or 9 digit number entered in the text box.

Certifier: Single and SSA

Bold fields are required.

Enter one 6-digit county district number.

District Certifiers for SSAs should enter the fiscal agent county district number.

County District Number for SPP:

**Data Entry Agent
Multiple District**

Bold fields are required.

**Enter nine-digit county district campus numbers
separated by commas, with no spaces.**

List of County District Campus numbers:

**Data Entry Agent
Single District**

**Enter a 9-digit county district campus number,
consisting of the 6-digit district number and
your 3-digit campus number.**

County District Campus number:

SPP 13 and SPP 14 : Single and SSA Certifier

Single District Certifier:
Enter 6 Digit CDN. (only allows 6 digits: no dashes or commas).

SSA Certifier: Enter the Fiscal Agent's 6 digit CDN. (*This should be the number used on the application for TEASE account*).

State Performance Plan 13
Provide Additional Information

Bold fields are required.

Enter one 6-digit county district number.
District Certifiers for SSAs should enter the fiscal agent county district number.

County District Number for SPP:

SPP 13 and SPP 14: SSA Certifier-Fiscal Agent

Provide and Verify Applicant Information

Bold fields are required.

First Name:

Middle Name:

Last Name:

E-mail Address:

Verify E-mail Address:

Question:

Answer:

Birth Month:

Birth Day:

Job Title:

Organization Type:

Organization Number:

SSA: Fiscal Agent

**State Performance Plan 13
Provide Additional Information**

Bold fields are required.

Enter one 6-digit county district number.
District Certifiers for SSAs should enter the fiscal agent county district number.

County District Number for SPP:

SSA: Fiscal Agent

These 6 digit numbers should match, if they do not, the request could be denied.

SPP 13 and SPP 14 :

Data Entry Agent Multiple Campus

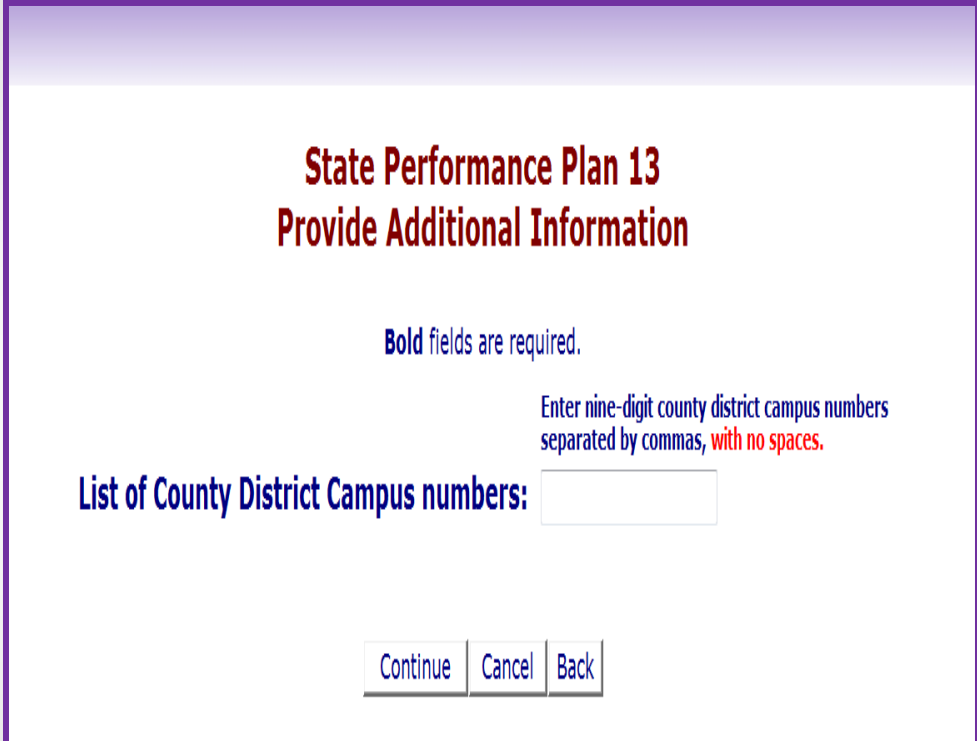
Enter 9 Digit CDN separated by commas, with no spaces.
Campuses listed may be from multiple districts.

Correct Format:

- 123456001,1234560
41,321987041

Incorrect Format:

- 001,123-456,



The screenshot shows a web form titled "State Performance Plan 13 Provide Additional Information". It includes a note that bold fields are required and a specific instruction for entering nine-digit county district campus numbers separated by commas with no spaces. A text input field is provided for the "List of County District Campus numbers". At the bottom, there are three buttons: "Continue", "Cancel", and "Back".

State Performance Plan 13
Provide Additional Information

Fields are required.

Enter nine-digit county district campus numbers separated by commas, **with no spaces.**

List of County District Campus numbers:

SPP 13 and SPP 14: Data Entry Agent Single Campus

Enter 9 Digit CDN
(will only allow one 9
digit number)

Correct Format: Example:

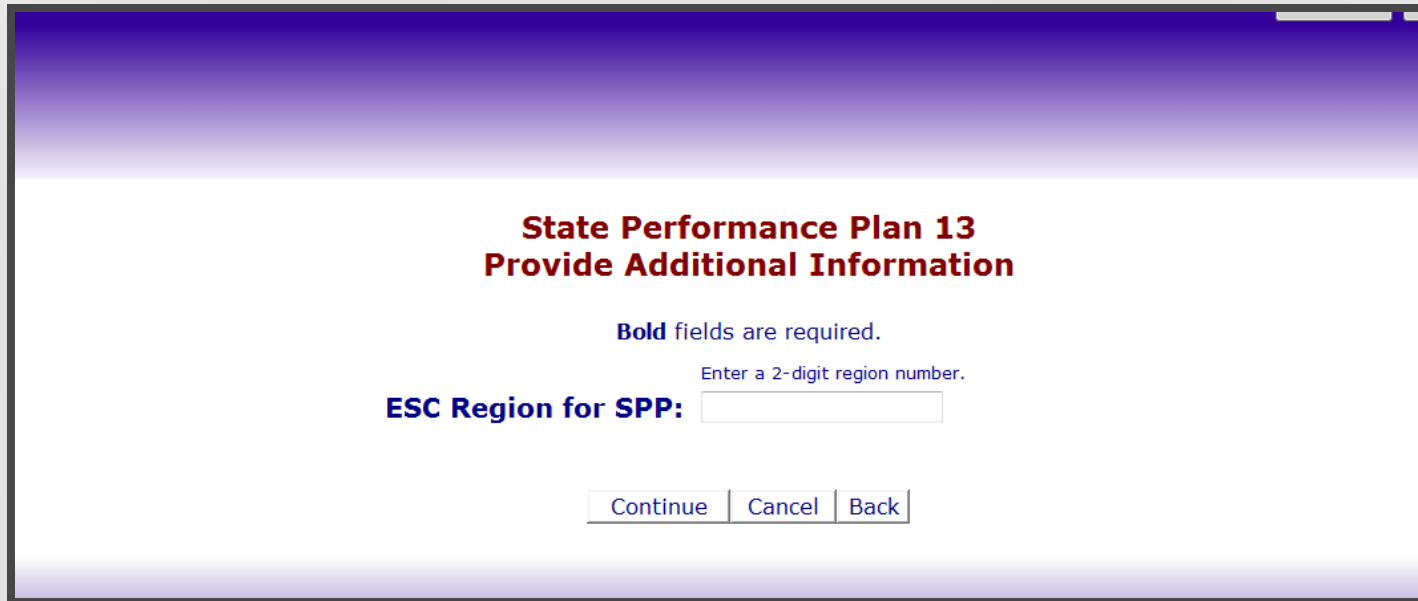
- 123456001

Incorrect Format:

- 001
- 123-456

The screenshot shows a web form titled "State Performance Plan 13 Provide Additional Information". It includes a note that bold fields are required and a red instruction: "Enter a 9-digit county district campus number, consisting of the 6-digit district number and your 3-digit campus number." The form has a text input field for "County District Campus number:" and three buttons: "Continue", "Cancel", and "Back".

ESC Viewer



**State Performance Plan 13
Provide Additional Information**

ESC Region for SPP:

Enter a 2-digit region number.

Bold fields are required.

Enter 2 Digit ESC Region number

Request Summary

Verify Role and county district number

Check box

Click send request

**State Performance Plan 14
Request Summary**

Verify Role and additional information.

Requested Role(s): 2. SSA Certifier - Certify as fiscal agent for all districts. Save/edit data.

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.

[Approve Request](#) | [Back](#) | [Cancel](#)

Returning Users

Add to an existing TEASE Account

Add to an Existing Account

User has a TEASE Account and needs to add an SPP application

Log on to TEASE, enter the TEASE user name and password, click continue to access application list



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.

TEXAS

Welcome! Please Log On.

NOTICE: TEA Web Applications **will not** be available each **Sunday** morning from **6:00AM** to **12:00 Noon** 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

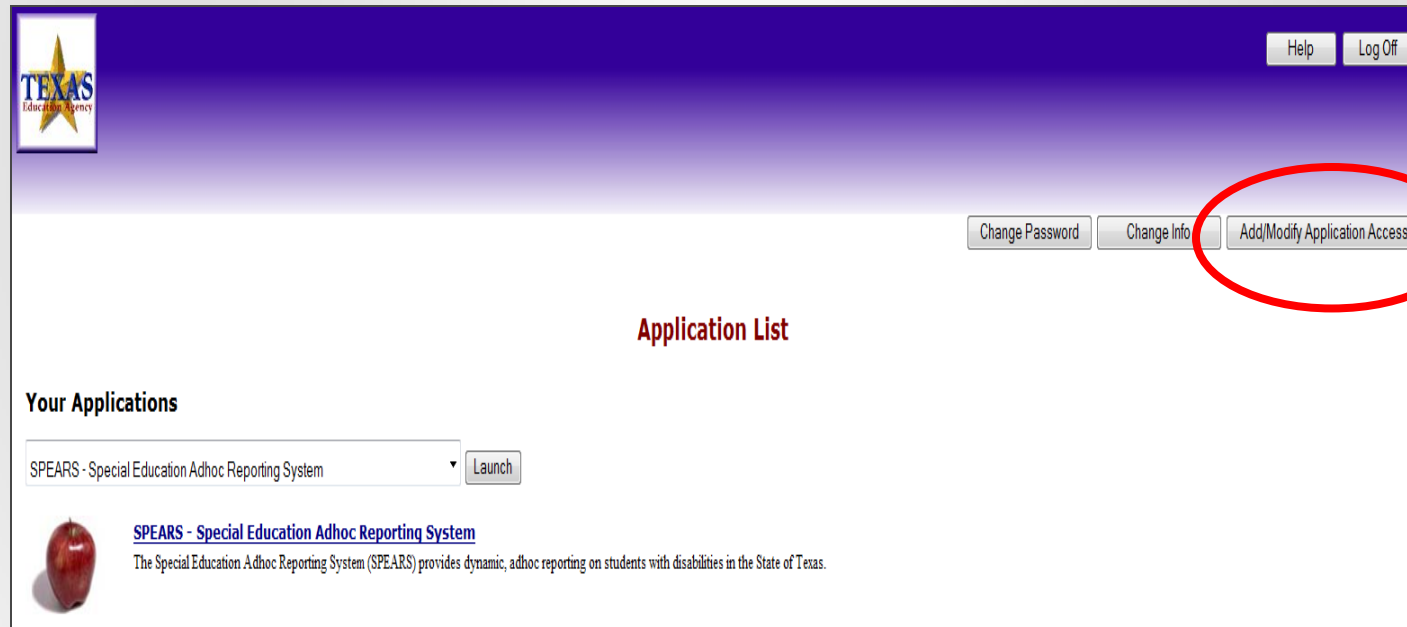
[Did you forget your password?](#)

Please note the following terms of usage:

1. Unauthorized use is prohibited;
2. Usage may be subject to security testing and monitoring;
3. Misuse is subject to criminal prosecution; and
4. No expectation of privacy except as otherwise provided by applicable privacy laws.

Add to an Existing Account

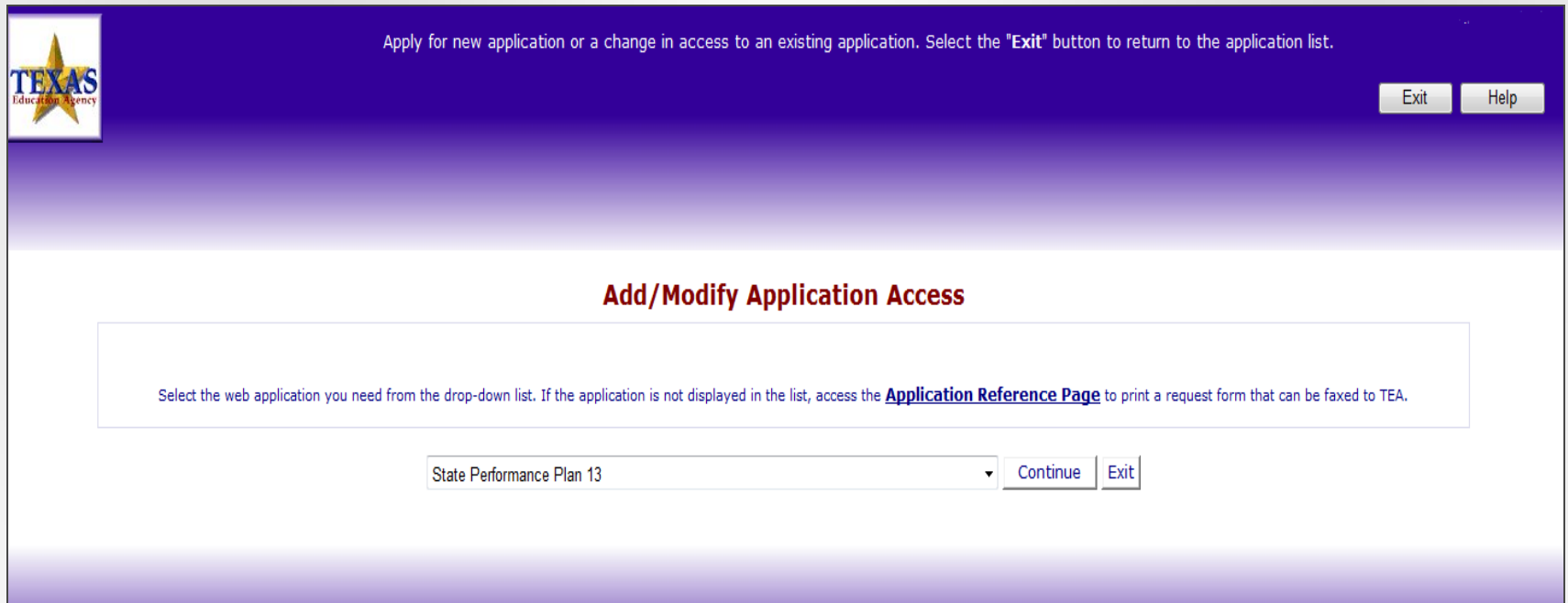
Click Add/Modify Application Access



The screenshot displays the TEA user interface. At the top left is the Texas Education Agency logo. In the top right corner, there are 'Help' and 'Log Off' buttons. Below these, a row of three buttons is visible: 'Change Password', 'Change Info', and 'Add/Modify Application Access'. The 'Add/Modify Application Access' button is circled in red. Below the buttons, the text 'Application List' is centered. Underneath, there is a section titled 'Your Applications' containing a dropdown menu with 'SPEARS - Special Education Adhoc Reporting System' selected and a 'Launch' button. At the bottom left, there is a red apple icon next to the text 'SPEARS - Special Education Adhoc Reporting System' and a descriptive paragraph: 'The Special Education Adhoc Reporting System (SPEARS) provides dynamic, adhoc reporting on students with disabilities in the State of Texas.'

Add to an Existing Account

Select SPP 13 or SPP 14 application, and click Continue



The screenshot shows a web application interface for the Texas Education Agency. At the top left is the TEA logo. The header contains the text: "Apply for new application or a change in access to an existing application. Select the 'Exit' button to return to the application list." On the right side of the header are "Exit" and "Help" buttons. The main content area is titled "Add/Modify Application Access" in red. Below this title is a large white box containing the instruction: "Select the web application you need from the drop-down list. If the application is not displayed in the list, access the [Application Reference Page](#) to print a request form that can be faxed to TEA." At the bottom of this box is a drop-down menu currently showing "State Performance Plan 13" and two buttons: "Continue" and "Exit".

Add SPP to an Existing Account

Select the role and enter a 6 or 9 digit county district number on the Provide Additional Information page. See slides 11-20.

At the summary page, review information and then send request.

State Performance Plan 13
Select Role(s)

Roles:

- 1. Certifier - Single member district. Also save/edit data
- 2. SSA Certifier - Certify as fiscal agent for all districts. Save/edit data.
- 3. Data Entry Agent Single Campus - Save/edit data. May not certify.
- 4. Data Entry Agent Multiple Campus - Save/edit data. May not certify.
- 5. ESC Viewer - View district data within the region

Bold fields are required.

Enter a 6-digit county district number.
District Certifiers for SSAs should enter the fiscal agent county district number.

County District Number:

State Performance Plan 13 (Test)
Request Summary

Verify Role and additional information.

Requested Role(s): Certifier - Enter, save, and certify data for district or SSA
Additional Information: County District Number for SPP: 192905

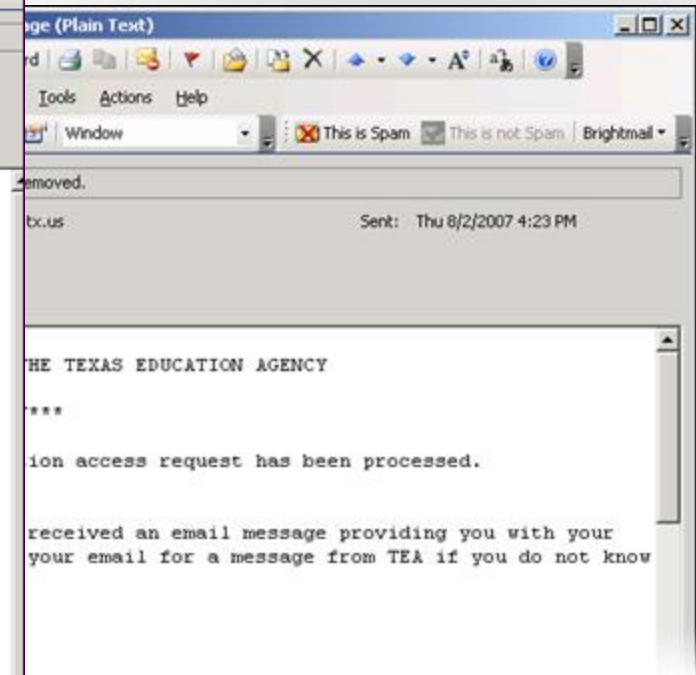
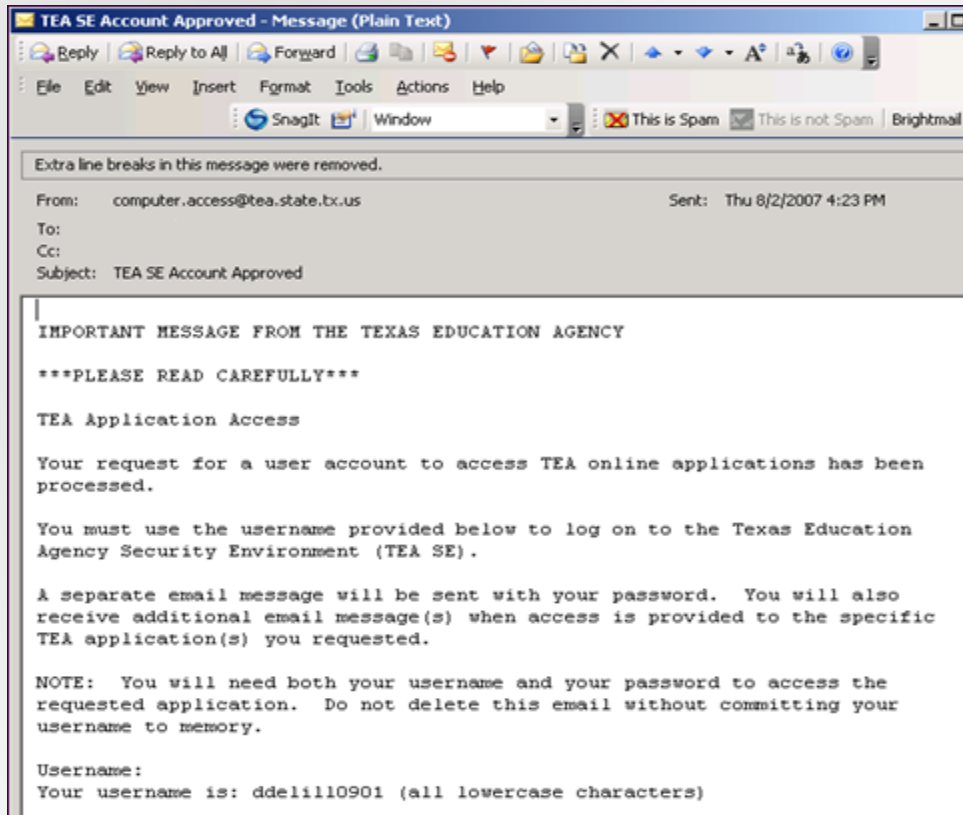
Notes: Add any special comments needed for this request.

(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.

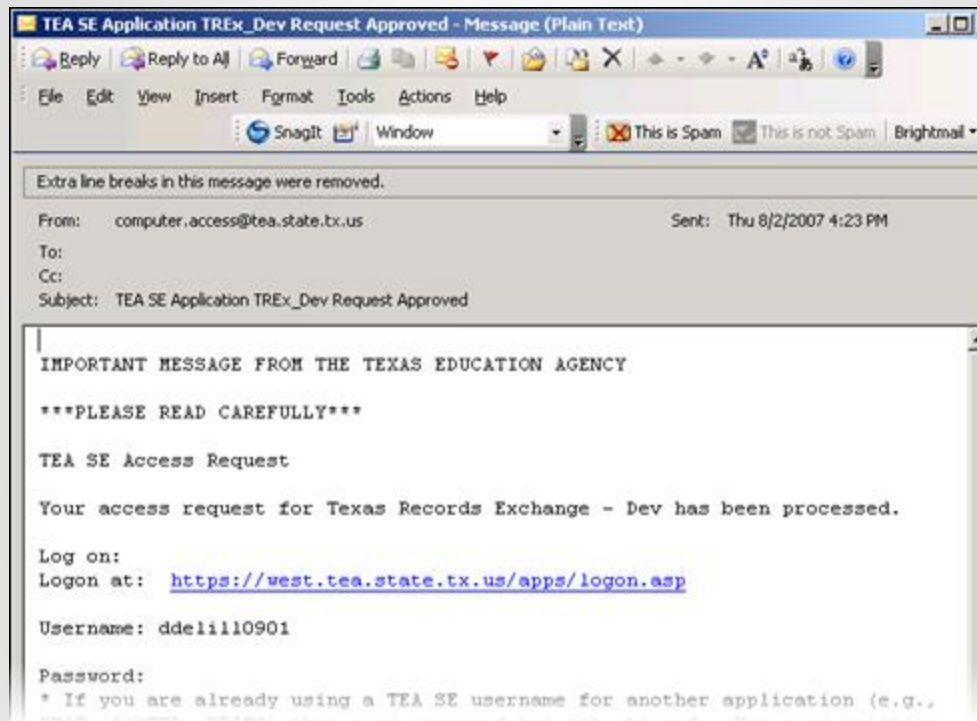
Notification of Your new Account

For security purposes, the user name and password are sent in separate e-mail messages.



Notification of Access to SPP 13 or SPP 14

Another e-mail message notifies you that access has been granted.



Approval to access TEASE

IMPORTANT: The request for an account and access to SPP 13 or SPP 14 is forwarded online immediately to the district Superintendent for initial approval.

The Superintendent receives an e-mail *the following day* notifying them of pending a TEASE approvals.

If access is needed immediately, the user will need to contact the Superintendent for immediate approval.

Approval to access TEASE

Once approved by the superintendent, the request is forwarded online to TEA for final approval.

Allow 2-3 weeks for approval.

If you do not get any notification within 2-3 weeks, first contact your superintendent's office to be sure the request has been approved at that level..

When approval is issued, the system sends e-mail notification to the address provided in the TEASE application.

Revoking User Roles

For Security purposes, there can only be one Certifier per district for each application. If the person established as the Certifier has left that position or the district, then that role will need to be revoked by the Superintendent.

The Superintendents must revoke the role by accessing their User Administration + (UA+). UA+ is the required application for Superintendents that allows them to manage staff requests for access to TEA online applications.

The Superintendent or designee would log into their TEASE account and User Administration+ and proceed with revoking the role.

More information including a PowerPoint of self guided training presentations can be found at: <http://ritter.tea.state.tx.us/webappaccess/AppRef.htm>

SSA Changes Fiscal Agent

If the fiscal agent of a SSA changes, it may effect the current status of the Certifier. It is recommend that the Certifier contact the SPP team for further guidance.

- E-mail the SPP team at ssp@tea.state.tx.us
- Title the subject line: **SSA Changes Fiscal Agent**. In text include:
 - full name and title
 - the name of the SSA, the name of the fiscal agent and the 6 digit number
 - **phone number** for direct contact
 - Indicate the change that has taken place

For More Information:

The TEASE Applications Reference:

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

The TEA SE account trouble shooting:

- computer.access@tea.state.tx.us

Request New TEA SE User Account:

- <https://sequin.tea.state.tx.us/appsng/um/apply.aspx>

Logon Page:

- https://sequin.tea.state.tx.us/apps/app_list.asp