Combination of SPP Applications

User Training

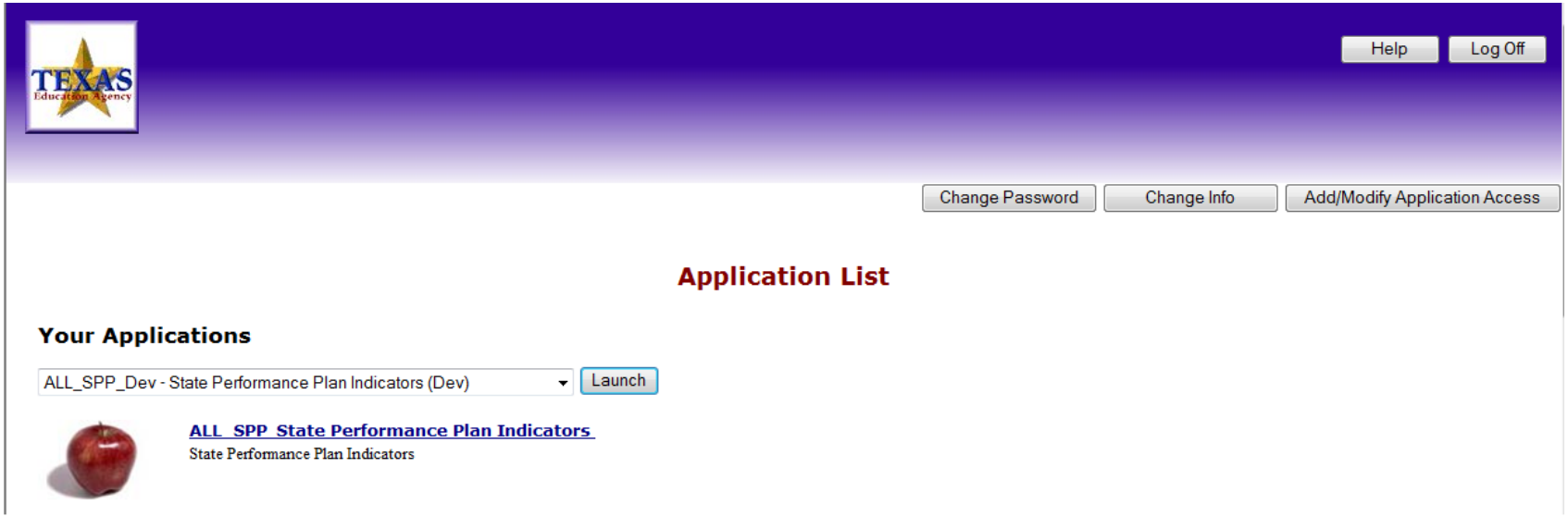
TEASE Login

***CURRENT* users** who already have TEASE logins for the SPPI applications:

Enter your current user name and password at the TEASE logon page at https://seguin.tea.state.tx.us/apps/logon.asp, and click the **Continue** button.

Unless you have been notified otherwise, your current TEASE account will have access to the new **ALL SPP State Performance Plan Indicators** application link in TEASE.

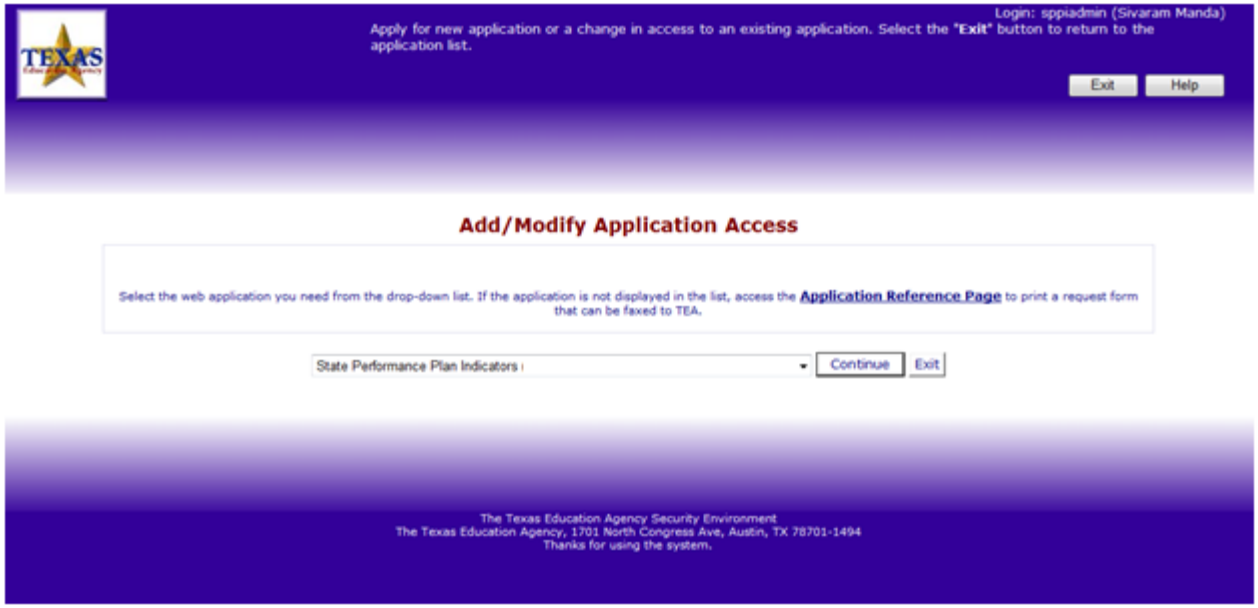
TEASE Login



The SPP applications are now combined into one TEASE application. On April 1st, the new TEASE application link will consist only of the ALL SPP State Performance Plan Indicators. Click on this link to access all of the SPP applications.

If you are a new SPP user or need to apply for access to the SPP applications, click on the Add/Modify Application Access button.

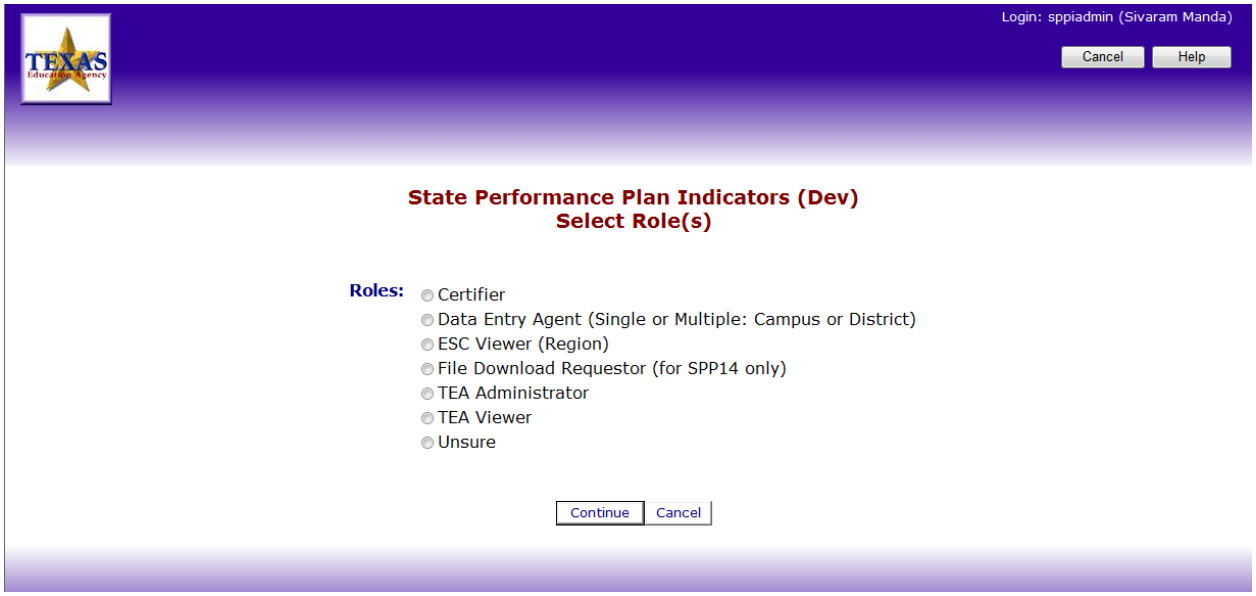
New User Access to SPP Applications



Once on the Add/Modify Application Access screen, select the State Performance Plan Indicators option from the drop down list.

After you have selected the application, click the **Continue** button.

Select User Role



On this screen, select your role. The roles in this list are all of the possible roles for all of the applications. Keep in mind that the role you select must be approved by your Superintendent and the SPPI Program area.

- The Certifier role now includes the previously separate roles for District Certifier, SSA Certifier, and LEA Certifier
- The Data Entry Agent role now includes the previously separate roles for Single or Multiple Districts, and Single or Multiple Campuses

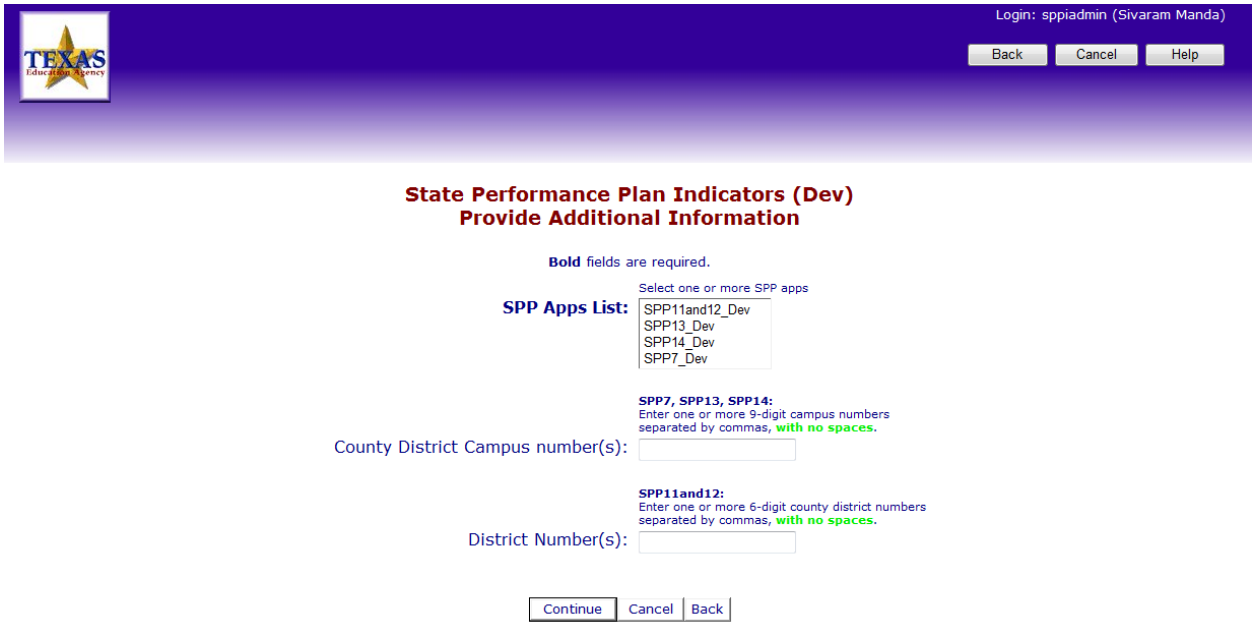
Once you have selected your role, click the **Continue** button.

Select Applications and Input Districts

Select the indicators in the SPP Apps List that you would like access to. You can select one, multiple, or all indicators. You do not need to create a new account for each indicator.

For all roles except Data Entry Agent, type the District numbers you need access to in the Certifier District Numbers field. To enter more than one district, separate each number with a comma, and do not add any spaces.

Select Applications and Input Districts/Campus



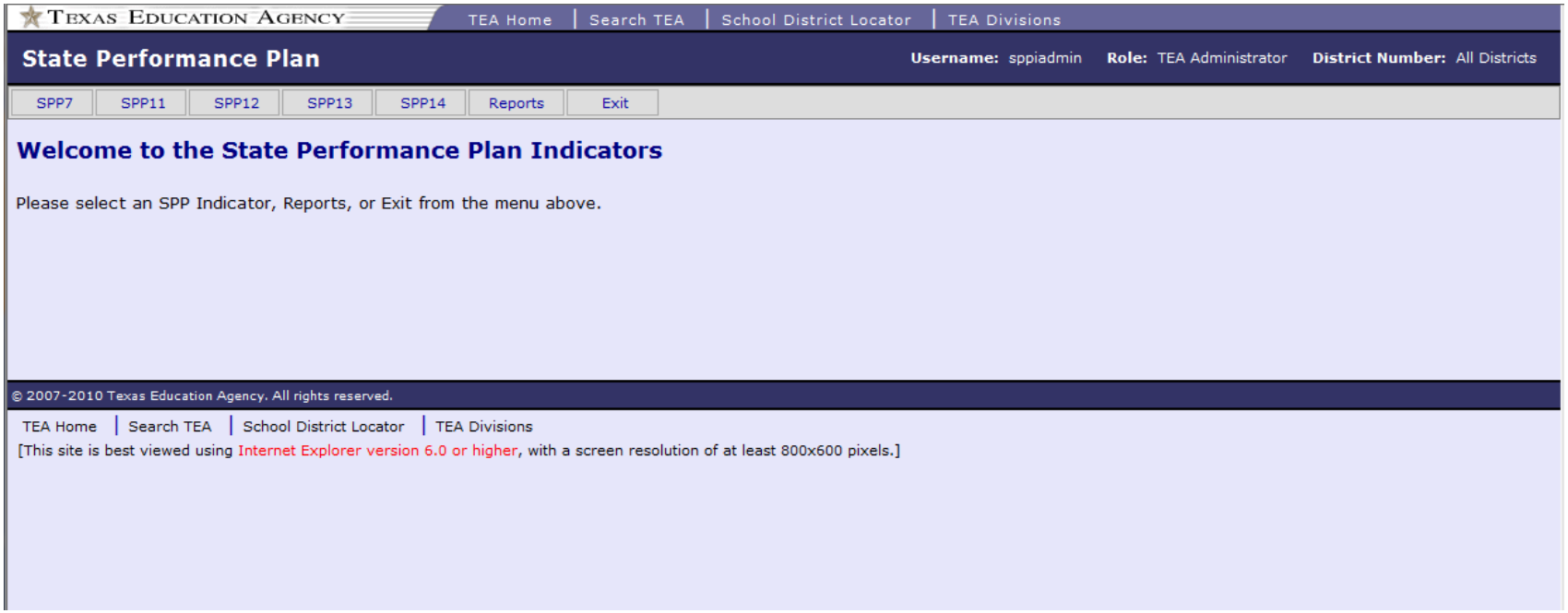
Select the indicators in the SPP Apps List that you would like access to. You can select one, multiple, or all indicators. You do not need to create a new account for each indicator.

For the Data Entry Agent role, type the Campus numbers you need access to in the County District Campus number(s) field for indicators 7, 13, and 14, separated by a comma and without any spaces.

For all other roles, type the District numbers you need access to in the District Number(s) field for indicators 11 and 12, separated by a comma and without any spaces.

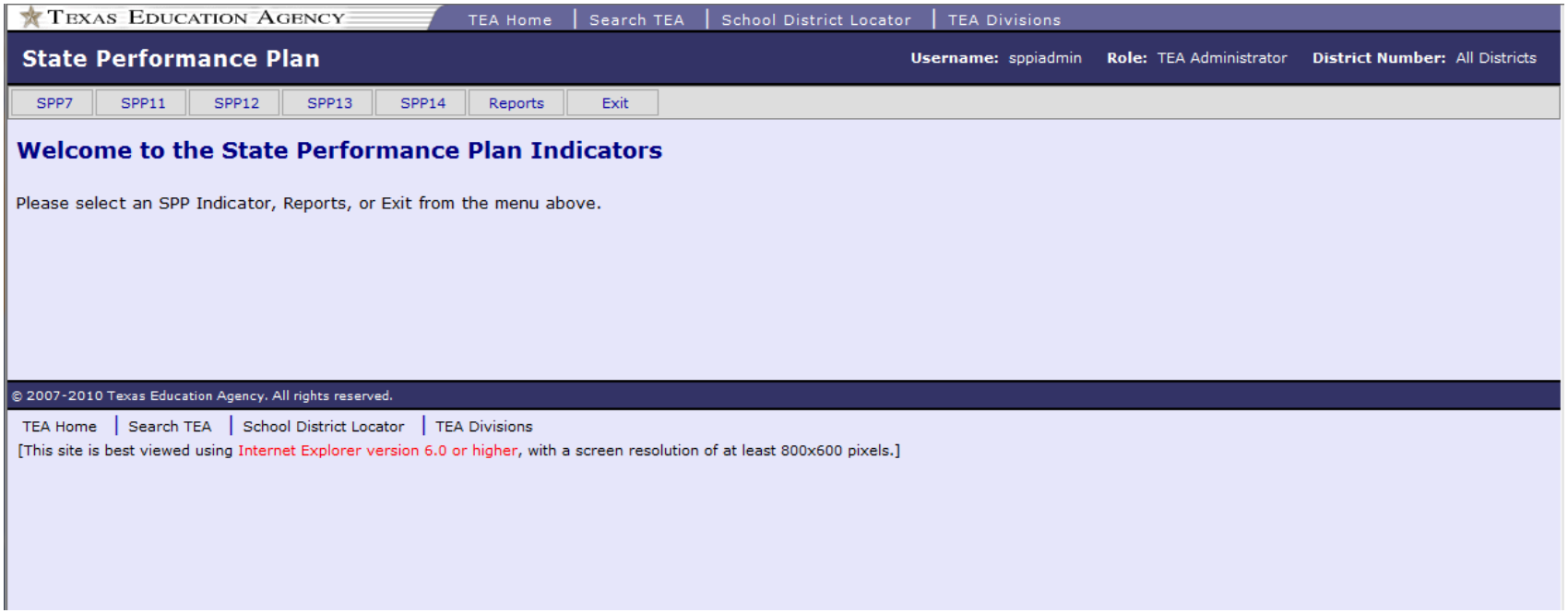
Click the **Continue** button to go to the Request Summary page to complete your request.

All SPP Applications



All of the SPP indicators are now accessed from the main SPP application page. Combining the indicators allows you to stay in the SPP application without having to log out and log back in when switching between SPP indicators. Additionally, reports can be run for different indicators from the main SPP application page. Each report is generated in a new browser window, to allow you to compare information between the indicators.

All SPP Applications

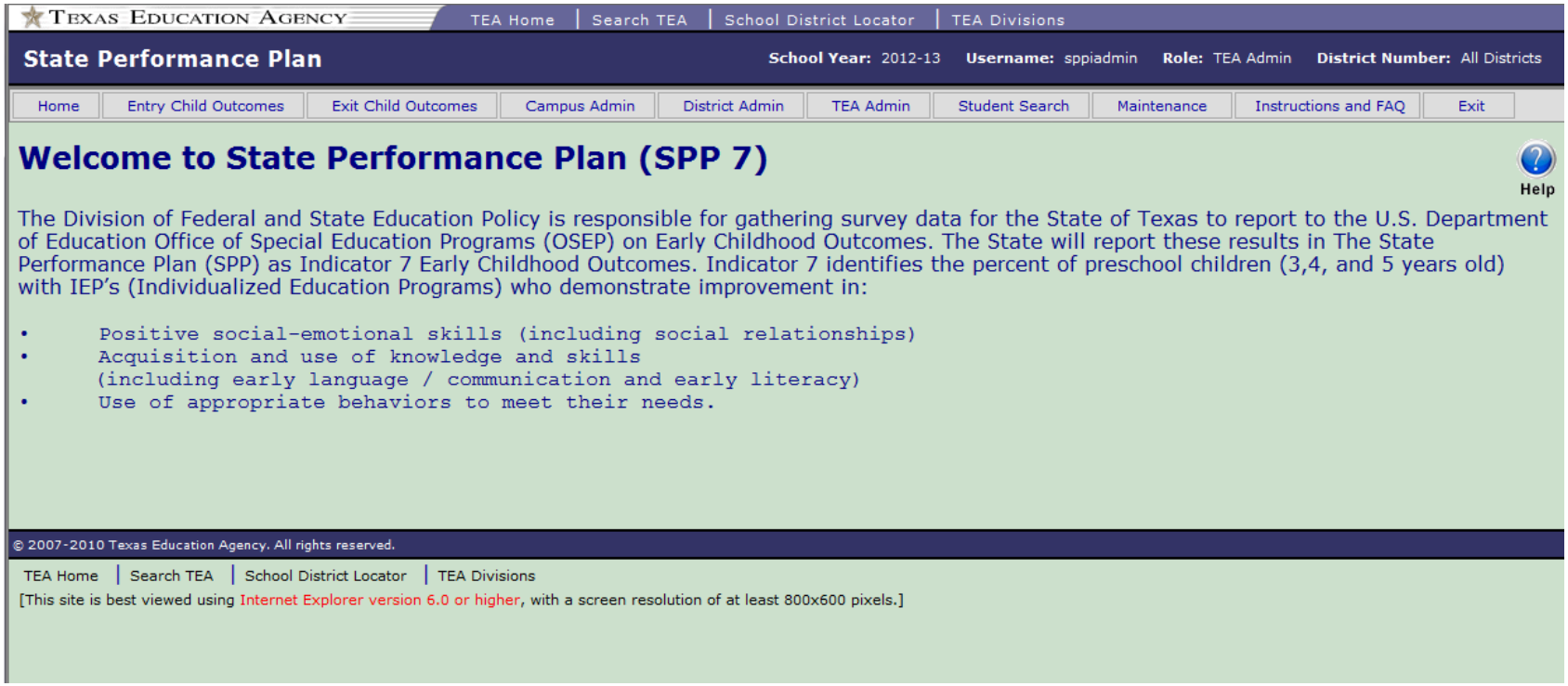


To open a specific application, click on the menu option for that indicator: **SPP7, SPP11, SPP12, SPP13,** or **SPP14**.

If you click on the **Reports** menu option, the report indicators you have access to will display in the menu.

The **Exit** menu option logs you out of all of the SPP applications and take you back to the TEASE Application List page.

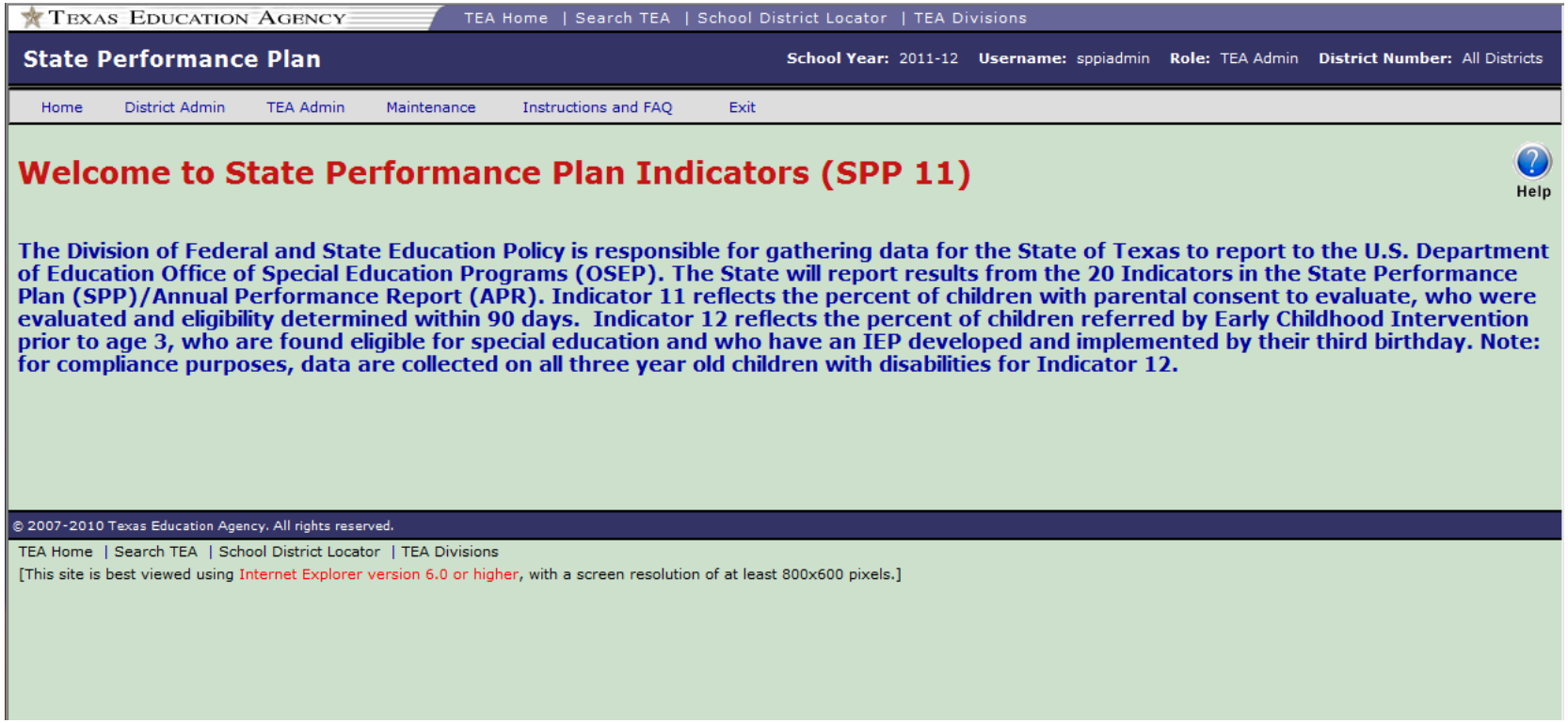
SPP 7



When you click on the SPP7 menu option on the All SPP Applications page, the SPP 7 application home page opens in the same browser window.

To return to the main All SPP Applications page, click the **Exit** menu option.

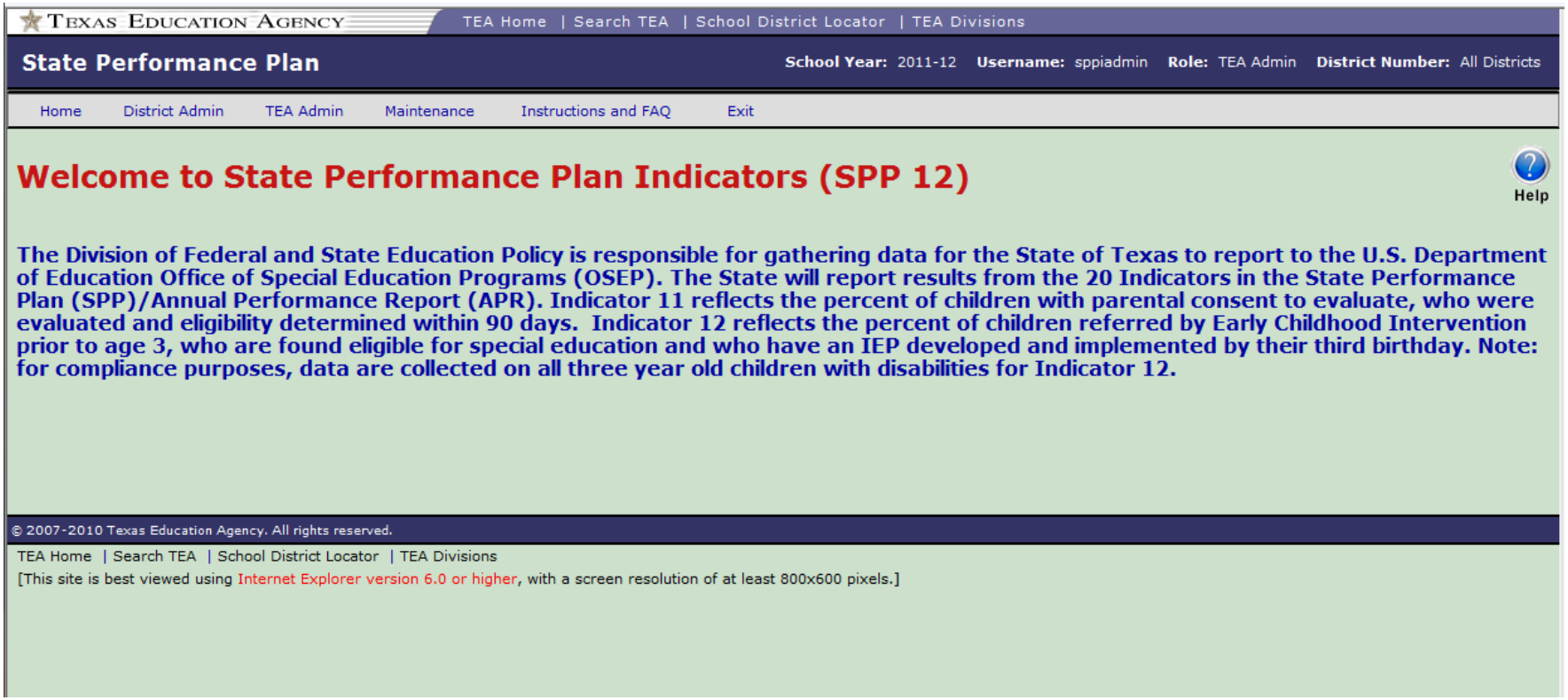
SPP 11



When you click on the SPP11 menu option on the All SPP Applications page, the SPP 11 application home page opens in the same browser window.

To return to the main All SPP Applications page, click the **Exit** menu option.

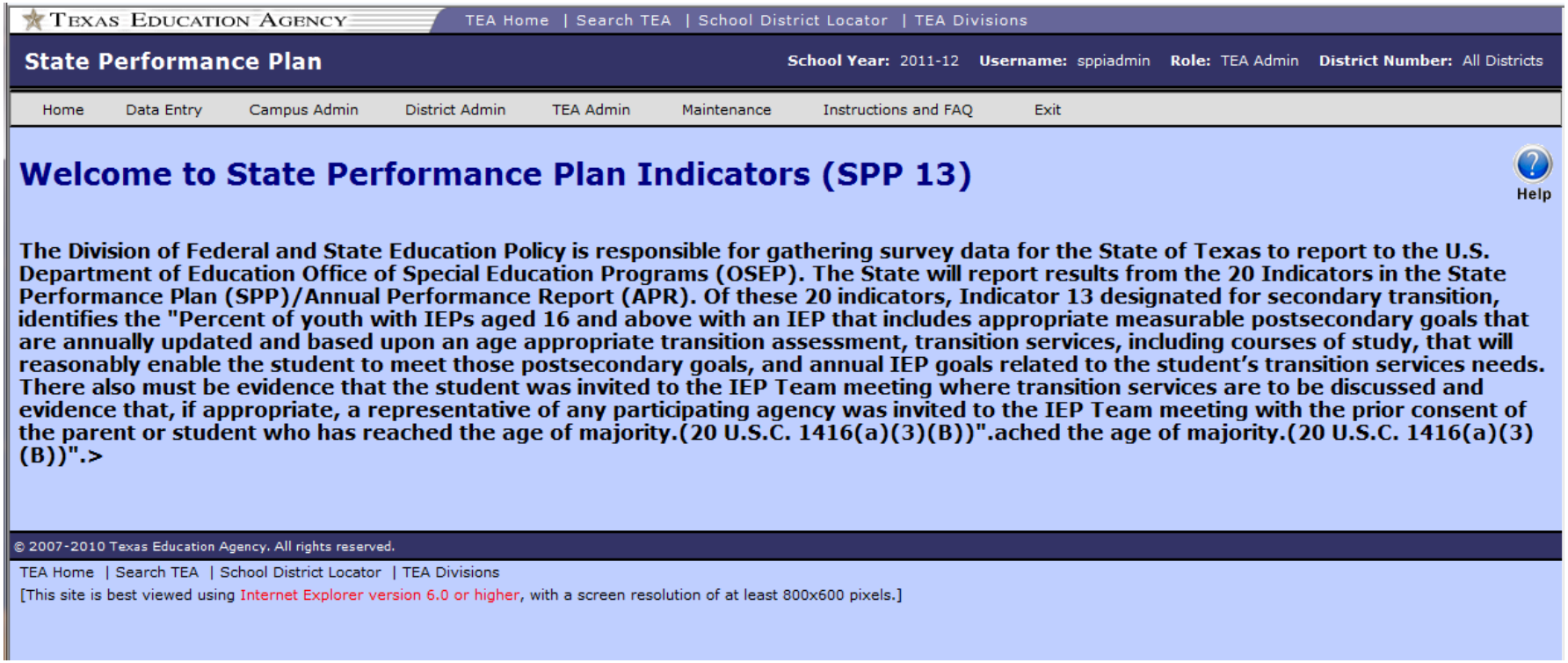
SPP 12



When you click on the SPP12 menu option on the All SPP Applications page, the SPP 12 application home page opens in the same browser window.

To return to the main All SPP Applications page, click the **Exit** menu option.

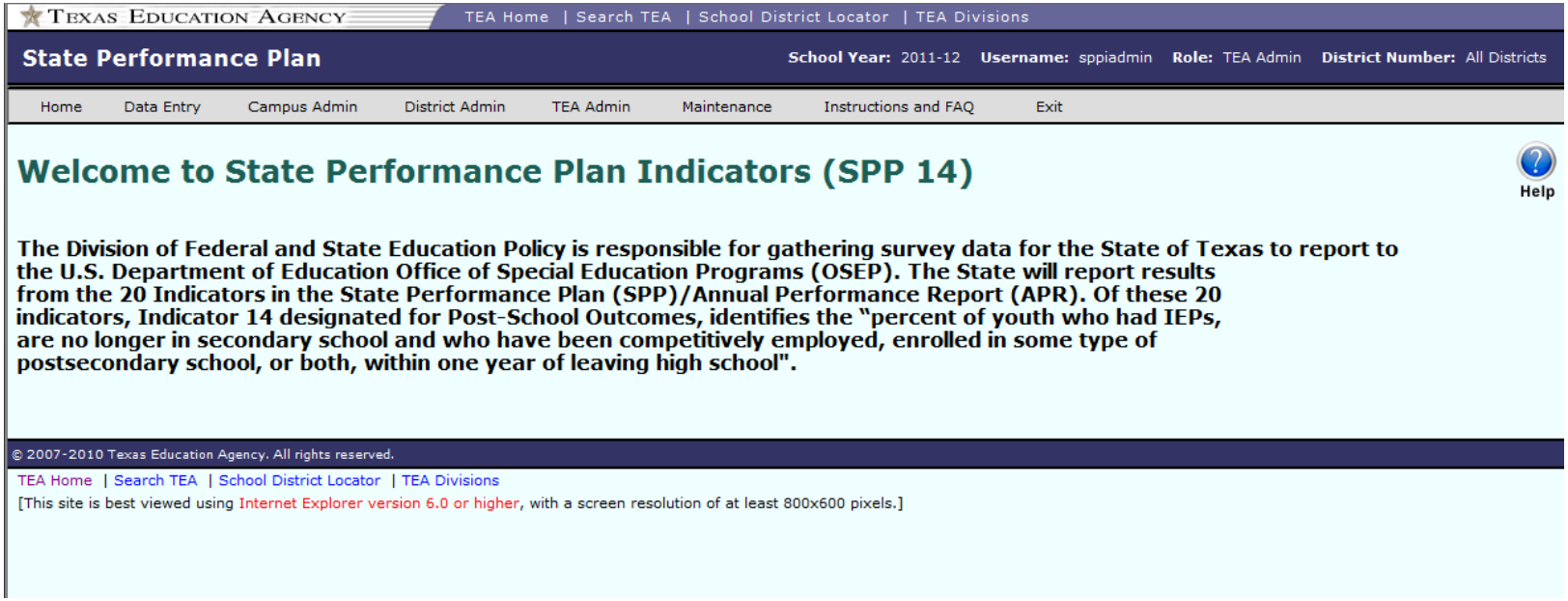
SPP 13



When you click on the SPP13 menu option on the All SPP Applications page, the SPP 13 application home page opens in the same browser window.

To return to the main All SPP Applications page, click the **Exit** menu option.

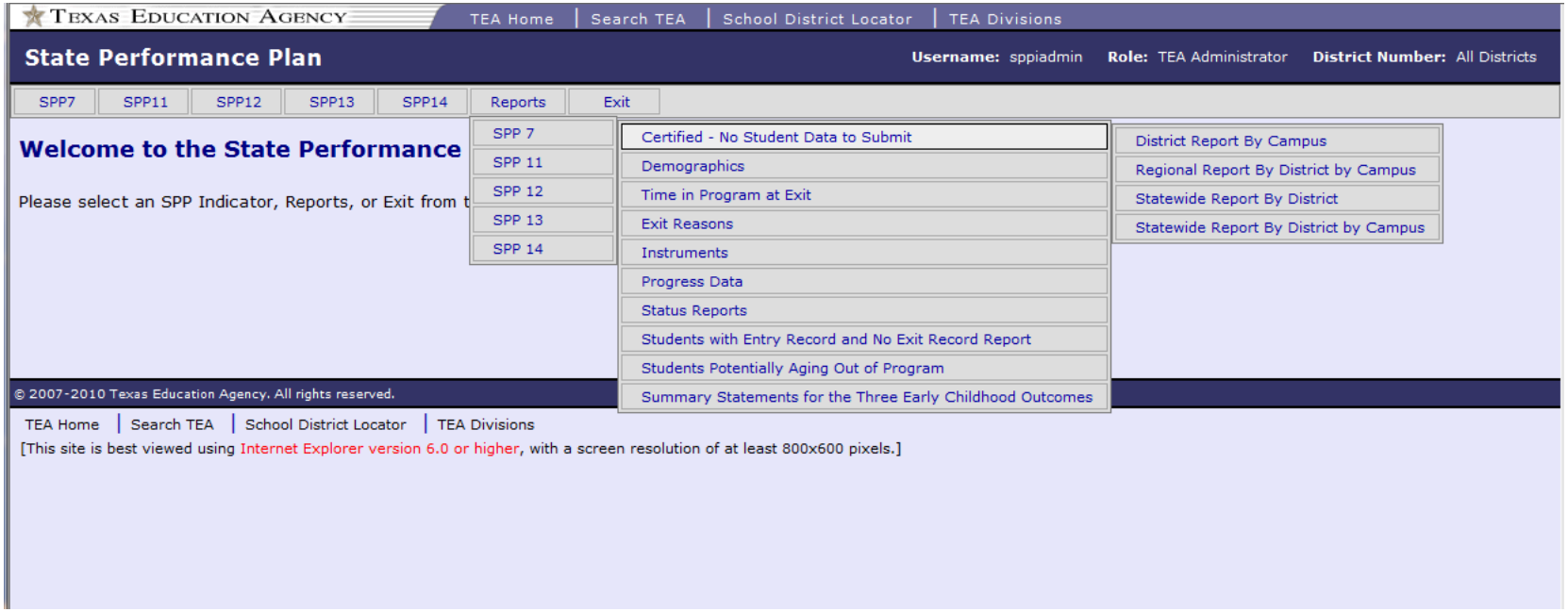
SPP 14



When you click on the SPP14 menu option on the All SPP Applications page, the SPP 14 application home page opens in the same browser window.

To return to the main All SPP Applications page, click the **Exit** menu option.

SPP Reports



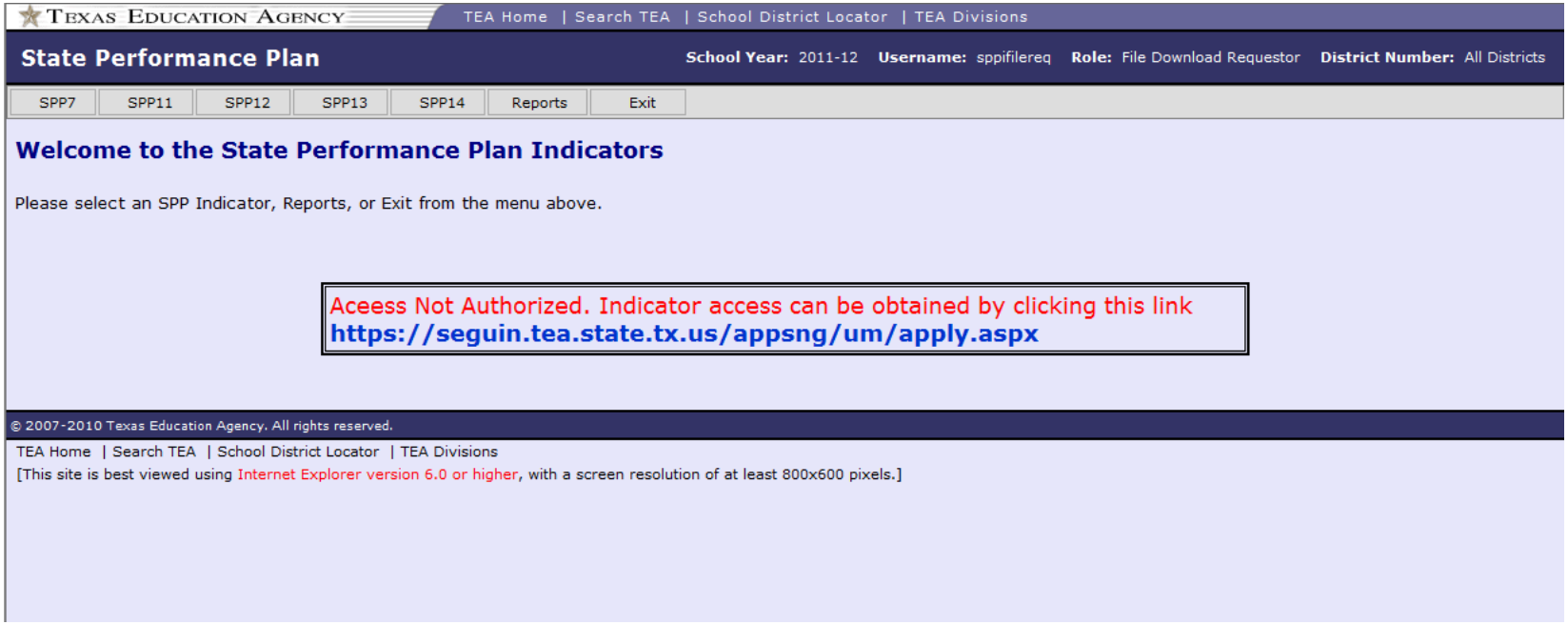
The Reports for each Indicator are now centrally located on the All SPP Applications page. If you have access to a report, it displays in the menu options under the **Report** menu.

Only those indicator reports you have access to will be displayed in this menu.

Once you select a report, the report parameter selection page will be displayed.

Each report page has an **Exit** menu option to close that report and take you back to the All SPP Applications page.

No Access to Indicator



When you click on the menu option for an indicator that you do not have access to, the Access Not Authorized message displays.

If you need access to this indicator, you must request access through TEASE (see slide 4 in this presentation). Keep in mind that your Superintendent and the TEA SPPI Program Area must approve your request.