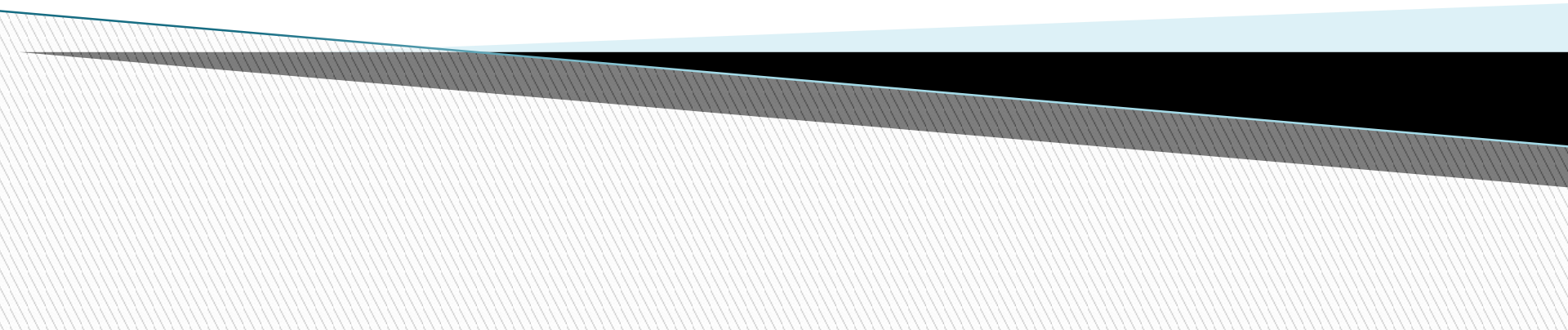


# **CREATING A TEAL ACCOUNT & LINKING YOUR EXISTING TEASE ACCOUNT TO TEAL**




# 1. Open Internet Explorer, and go to

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

You will need your  
TEASE  
Username & Password

# 2. Click on “TEAL Login”.



**Administrators**  
school resources

**Teachers**  
teacher resources

**Funding**  
school finance & grants

**Testing / Accountability**  
student assessment & ratings

**Curriculum**  
standards, college prep & programs

**Reports**  
data, statistics & research

**News & Events**  
communications & calendars

**ARRA/Ed Jobs**  
stimulus, stabilization, & ed jobs

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## TEA Secure Applications Information

Welcome to the TEA secure applications page. This page is for school officials and other users who need to access information and reports that are stored in our secure environment. Users will need to apply for an account to gain access to the applications.

TEA is in the process of migrating to a new secure environment, **TEA Login (TEAL)**, which replaces our older system, **TEA Secure Environment (TEASE)**. To determine which environment an application is in, consult the Application Reference below.

[Overview and Help](#)

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### Users with Accounts:

TEASE

Login

TEAL

Login

← CLICK

### Applications Reference and Information on Applying for Accounts

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

Application Description	Environment	Request Access	Contact Information
<a href="#">Accountability</a>	TEASE	<a href="#">Request Access Form</a> (print and send)	State accountability ratings and federal AYP status: <a href="#">E-mail contact</a> or (512) 463-9704  Performance-Based Monitoring Analysis System (PBMAS) Reports: <a href="#">E-mail contact</a> or (512) 936-6426

# 3. Click on “Request New User Account”.



TEXAS EDUCATION AGENCY

**TEA Login (TEAL)**

**NOTICE:** TEA Web Applications will not be available each Sunday morning from 5:00am to 2:00pm due to routine maintenance. Please do not access your application during this time period. **You could lose data.**

Don't have an account? [Request New User Account](#)

Username:

Password:

TEASE Login 

To log in, type your username and password and then click "Login". Please refer to the [help documentation](#) for more information. For interactive, web-based, end-user instructions, click [here](#).



[Forgot your password?](#)  
[Forgot your username?](#)

**WARNING:** Unauthorized use of this system or its data is prohibited; usage may be subject to security testing and monitoring; misuse is subject to criminal prosecution; and users have no expectation of privacy except as otherwise provided by applicable privacy laws.

[TEA Home Page](#) | [Web Policy and Accessibility](#)

If you have any questions, please send email to Computer Access at [computer.access@tea.state.tx.us](mailto:computer.access@tea.state.tx.us)  
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# 4. Complete “Identity and Access Management” and click “Submit”.



Texas Education Agency  
Identity and Access Management

\* First Name:   
Middle Name:   
\* Last Name:   
Suffix:  Generational, Academic, Professional (Jr, PhD, CPA)

ALL FIELDS WITH AN \*  
ARE REQUIRED.

\* Email Address:  All notifications will be sent to this address.  
\* Verify Email:   
\* Birth Month:  The month of birth (1-12)  
\* Birth Day:  The day of the month of birth (1-31)

\* Organization Type:  Select One...  
Job Title:  Select One...  
Phone Number:   
Street Address:   
City:   
State or Province:   
Country:   
Zip or Postal Code:

School District  
Charter School  
Educator  
Education Prep Program  
Educational Service Center  
Communities in Schools  
GED Test Center  
Higher Education  
Non Profit Organization  
Other Texas State Agency  
Private School  
DCS Contractor  
TEA Contractor  
TEA Employee  
Vendor  
None of the Above

Click on drop down and select  
“School District”, “Charter School” or  
“Education Service Center” as  
appropriate”

CLICK

Submit Cancel

[TEA Home Page](#) | [Web Policy and Accessibility](#)

If you have any questions, please send email to TEA Computer Access at [computer.access@tea.state.tx.us](mailto:computer.access@tea.state.tx.us).

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5. Once submitted, you will receive a message on the top of your screen, then scroll down and click “Done”.



Texas Education Agency

Identity and Access Management

✓ Your request has been submitted. When your request is processed, you will be notified using the e-mail address you provided. If you do not receive notification within three days, please send email to TEA Computer Access at [computer.access@tea.state.tx.us](mailto:computer.access@tea.state.tx.us) for assistance.



**Read message and  
copy email address  
for future reference!**

# 6. You will receive an email from [TEAL.Admin@tea.state.tx](mailto:TEAL.Admin@tea.state.tx) with your username and password. Click on link to “Log on”.

From: TEAL.Admin@tea.state.tx.us Sent: Thu 2/16/2012 12:29  
To: [REDACTED]  
Cc: [REDACTED]  
Subject: TEAL - User Account Request Approved

\*\*\*PLEASE READ CAREFULLY\*\*\*

### TEAL Access

Your request for a user account to access TEA online applications has been processed. You must use the username and password provided below to log on to TEAL. You will also receive additional email message(s) when access is provided to the specific TEA application(s) you request.

After entering the password for the first time, the system will prompt you to change it.

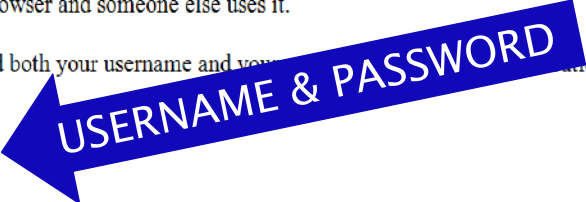
\* Your password must be a minimum of 8 characters long and contain letters, numbers, and special characters (for example, #, \*, \$, or @). Please don't use your name, the word "password", or any variations on these.

\* The system will prompt you to complete your Challenge and Response selection. You must select three security questions and provide answers. These questions are required and will be used to recover your password if you forget or lose it. The answers are confidential and will not be used for any other purpose. Later, if you forget your password, click the 'Forgot your password?' link on the TEAL Login page. The system will allow you to reset your password when you correctly answer the challenge questions that you previously set up. Remember: The answers to your challenge questions are also case sensitive.

\* Do not save your password in any browser. If a box comes up asking if you want to save your password, check NO. You are responsible for any use of your login and password, even if it has been saved in your browser and someone else uses it.

NOTE: You will need both your username and your password to log on to TEAL. Do not delete this email without committing your username to memory.

Your username is:



Your password is:

\$2H=Hu



Log on at: <https://pryor.tea.state.tx.us/>

If you have questions about this change, please send email to TEA Computer Access at [computer.access@tea.state.tx.us](mailto:computer.access@tea.state.tx.us).

# 7. Log on with your TEAL username and password and click “Login”.

**TEXAS EDUCATION AGENCY**

### TEA Login (TEAL)

**NOTICE:** TEA Web Applications will not be available each Sunday morning from 5:00am to 2:00pm due to routine maintenance. Please do not access your application during this time period. **You could lose data.**

Don't have an account? [Request New User Account](#)

Username:

Password:


To log in, type your username and password and then click "Login". Please refer to the [help documentation](#) for more information. For interactive, web-based, end-user instructions, click [here](#).

[Forgot your password?](#)  
[Forgot your username?](#)

**WARNING:** Unauthorized use of this system or its data is prohibited; usage may be subject to security testing and monitoring; misuse is subject to criminal prosecution; and users have no expectation of privacy except as otherwise provided by applicable privacy laws.



# 8. Create your password using the guidelines and click "Submit".

 **Password Guidelines**

---

- Must be 8-30 characters
- Must contain the following character types: letters, numbers, and special characters (for example - #, \*, \$, or @)
- Must not include your username
- Must not contain variations of the word "password"
- Must not contain a character repeated more than 2 times
- Must not be the same as your previous ten passwords



## TEXAS EDUCATION AGENCY

### Expired Password

Your password has expired. Please set a new password to continue.

In order to change your password, you must type your existing password and then type the new password twice. The new password must be typed correctly both times for the change to be successful. When you have finished, click the "Submit" button.

#### Password Guidelines

Username:

Old Password:

New Password:

Confirm New Password:

**CLICK** 

Your old password is the one emailed to you from [TEAL.Admin@tea.state.tx.us](mailto:TEAL.Admin@tea.state.tx.us) with your username.

Input your new password here.

# 9. Read the “TEA Assurance Agreement” and click “I Agree” to continue.



Texas Education Agency  
Identity and Access Management

[Logout](#)

An assurance is required every 30 days.

In order to enter the TEA Portal, you must first agree to the security provisions detailed below.  
Please click on the “I Agree” button to indicate that you consent and wish to proceed or the “Cancel” button to return to the login page.

- A. The user understands that any user name and password assigned by TEA is to be considered private and confidential and that sharing usernames and/or passwords is prohibited.
- B. The user is responsible for any computer transactions performed as a result of access authorized through his username(s) and password(s).
- C. The user is responsible for changing his password if he suspects that it has been compromised.
- D. The user will not knowingly or intentionally enter any unauthorized data, or change any data without authorization.
- E. The user agrees to notify the TEA Computer Access Control when their job responsibilities no longer require access to the requested information, or they terminate employment with their current entity.
- F. The user understands that confidential information is any information that has the potential to identify a student, including aggregates with fewer than five members; social security numbers for students or staff; and e-mail addresses of members of the public.
- G. The user agrees that access to confidential data will be limited to the purpose intended by the application, and agrees to limit the data viewed to that necessary for that purpose.
- H. The user agrees to have procedures in place to monitor and protect confidential information.
- I. The user understands that any unauthorized disclosure of confidential student information is illegal as provided in the Family Educational Rights and Privacy Act of 1974 (FERPA) and implementing federal regulations found in 34 CFR, Part 99. FERPA is specially incorporated into the Texas Open Records Act as an exception to records that are subject to disclosures to the public (Government Code, Section 552.026).
- J. The user understands that any data sets or output reports that he, or his authorized representative, may generate using confidential data are to be protected. The user will not distribute to any unauthorized person any data sets or reports that he has access to or may generate containing confidential data.
- K. The user understands that release of confidential student information is prohibited by the Texas Government Code, Section 552.352, and that such an offense constitutes a Class A misdemeanor.
- L. The user certifies that the information contained in the registration form is, to the best of his knowledge, correct and that the education agency for which he works has authorized him as a representative. He further certifies that any ensuing program and activity will be conducted in accordance with all applicable Federal and State laws and regulations.
- M. The eGrants ESC Viewer user agrees to access and use the contents of eGrants applications for the sole purpose of providing technical assistance, program improvement, and sharing best practices and promising ideas to schools and school districts within the ESC to assist in implementing the respective grant program. The user agrees to notify the TEA should they discover that any eGrants applications or attachments contain any confidential data.

**CLICK** 

# 10. Select and answer security questions and click “Save Changes”.

The screenshot shows the Texas Education Agency Identity and Access Management interface. At the top left is the agency logo and name. Below it is a horizontal separator. A message reads: "Please choose three security questions from below and provide answers. These questions are required and will be used to recover your password if you forget or lose it. These answers are confidential and will not be used for any other purpose." The form contains three identical sections, each with a dropdown menu labeled "Select from list below..." and a text input field for the answer. At the bottom left, a blue arrow labeled "CLICK" points to the "Save Changes" button. At the bottom right, there is a confirmation message: "Your challenge/response answers have been updated. You will be redirected to the IAM portal main page in 5 seconds." The Texas Education Agency logo and name are repeated at the bottom right of the page.

Texas Education Agency  
Identity and Access Management

Please choose three security questions from below and provide answers. These questions are required and will be used to recover your password if you forget or lose it. These answers are confidential and will not be used for any other purpose.

Question 1:

Question 1 Answer:

Question 2:

Question 2 Answer:

Question 3:

Question 3 Answer:

**CLICK**

Texas Education Agency  
Identity and Access Management

✓ Your challenge/response answers have been updated.  
You will be redirected to the IAM portal main page in 5 seconds.

# 11. Click “Link TEASE Accounts”.

## Texas Education Agency User and Access Management

### Self-Service

- Access Applications
- My To-Do List
- Requests I've Submitted
- Change My Password
- My Security Questions
- My Application Accounts
- Edit My Profile
- Link TEASE Accounts**

### Applications

You do not have access to any applications at this time.

[Apply for Access](#)

**CLICK**

# 12. Click “Link a TEASE Account”.

## Texas Education Agency User and Access Management

The screenshot displays the 'Self-Service' menu on the left and the main content area on the right. The main content area has a tab labeled 'Applications' and a sub-tab 'Link TEASE Account'. Below the tabs, there is a message: 'TEASE accounts that are currently linked to your IAM user identity are listed below.' An information icon (i) is followed by the text: 'You currently do not have any linked accounts. Click on the 'Link a TEASE account' button to link an account.'

Below the message is a section titled 'Currently linked TEASE accounts'. Inside this section, there are two buttons: 'Link a TEASE account' and 'Refresh account list'. The 'Link a TEASE account' button is circled in red, and a blue arrow points to it with the word 'CLICK' written in white on a blue background.

Below the buttons is a table header 'TEASE User ID' with a dropdown arrow, but the table content is empty.

# 13. Enter your username and password from your OLD TEASE account and click “Submit”.

Before completing this step;

Log out of any TEASE account before you try to link it to your new TEAL account, otherwise you'll get an error.

Make sure all the TEASE accounts you are going to link have active passwords (are not expired). It may be a good idea to log into each of them to make sure their passwords are active before you try to link them.

Texas Education Agency

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Refresh account list

TEASE User ID

Link TEASE account

TEASE User ID:

TEASE Password:

Confirm Password:

**CLICK**

Submit

Cancel

14. You will receive a message. Click “Refresh Account List” and your OLD TEASE username will appear. If you receive an error message, please make note of it, logout, and email the error message to [Computer.Access@tea.state.tx.us](mailto:Computer.Access@tea.state.tx.us).

Texas Education Agency  
User and Access Management

Logout Help

Self-Service

- Access Applications
- My To-Do List
- Requests I've Submitted
- Change My Password
- My Security Questions
- My Application Accounts
- Edit My Profile
- Link TEASE Accounts

Applications **Link TEASE Account**

✓ Add request was successfully submitted with request ID 837396895931098564. Clear

TEASE accounts that are currently linked to your IAM user identity are listed below.

Currently linked TEASE accounts

Link a TEASE account
<b>Refresh account list</b>
TEASE User ID
e101502jwer

**CLICK**

**TEASE USERNAME**

If your TEASE username doesn't appear, click “Refresh Account List” again.

15.
  1. Click on “Applications” tab.
  2. Click on “Refresh Links”.
  3. Click on your “TEASE User ID” to gain access to your applications.



Applications will be listed as they are migrated to TEAL.  
Credits will be listed after March 26, 2012  
TReX will be Listed after July 15, 2012

If you have more than one TEASE account, please repeat steps 11–15.



Once your TEAL account has been set-up, your TEASE account will no longer be available. You must login through TEAL to access all your TEA applications.

If you have any questions or need assistance, please contact;

TREx Support at;

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

or

[Computer.Access@tea.state.tx.us](mailto:Computer.Access@tea.state.tx.us)



During the transition period before July 15<sup>th</sup>, you will be presented with the familiar TEASE logon screen where you will select your application (1).

When you Exit your application and come back to this screen, click the “Exit TEASE “ button to return to the TEAL logon page (2).

The screenshot shows the TEASE logon interface. At the top left is the Texas Education Agency logo. At the top right are buttons for 'Help' and 'Exit TEASE'. Below these are buttons for 'Change Password', 'Change Info', 'Add/Modify App', and 'Access'. The main content area is titled 'Application List' and contains a section 'Your Applications'. Under 'Your Applications', there is a dropdown menu showing 'TREx - Texas Records Exchange' and a 'Launch' button. Below this is a red apple icon and the text 'TREx - Texas Records Exchange' and 'Texas Records Exchange Application'. A blue arrow labeled '1. Click' points to the 'Launch' button. Another blue arrow labeled '2. Click' points to the 'Exit TEASE' button at the top right. At the bottom of the screen, there is a footer with the text: 'The Texas Education Agency Security Environment', 'The Texas Education Agency, 1701 North Congress Ave, Austin, TX 78701-1494', and 'Thanks for using the system.'