

Important Information for Users of the Online Foundation School Program (FSP) System

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1

If you don't have an account in TEAL, Create a new user account in TEAL

For your school district or charter school to be able to submit information through the [FSP System](#) to the Texas Education Agency (TEA), the district or Charter must link all FSP users to TEAL (Texas Education Agency Login).

Attention Foundation School Program Users,

TEA has migrated to a new secure environment, TEA Login (TEAL), which replaces our older system, TEASE. TEAL provides greater, more flexible, secure access to TEA applications. Eventually, all TEA applications will use TEAL. For an overview of TEAL go to:

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

1. Become familiar with TEAL and Register for a TEAL account if you don't already have one
2. Use TEAL going forward to access your FSP application

If you already have a TEAL account and have linked the TEASE account you use to access FSP, you can safely ignore these instructions. If you do not have a TEAL account, please continue with these instructions below.

Register for a TEAL account: (Identity)

1. Go to <https://tealprod.tea.state.tx.us/>
2. Click "Request New User Account" near the top of the page
3. Enter the requested information in the required fields
4. Click "Submit"

Apply for Access:

Request New Account

To request new access

1. Click the Application ID link OR
2. Double click the Application Name OR
3. Single click the Application Name and then click the "Go To Account Details Form" button

Application ID	Application Name	Contact	Details
CEMS	Management System	Email: TEA Dev Team	
CEMS	Consolidated Entitlements Management System		
CISTMS	Communities In Schools		
CSTS	Charter Schools Tracking System	Email: Division of Charter School Administration (512-463-9575)	
CTER	Career and Technical Education Reports		
CharterFirst	Charter FIRST	Email: Division of Financial Audits (512-463-9095)	
ECOSEducator	Educator Certification Online System for Educators		
ECOSEntities	Educator Certification Online System for Entities		
ETSAdmin	ECOS Testing Svcs (Test)	Email: Division of TEA Educator Certification (512-936-8400)	
EssaReports	Every Student Succeeds Act Reports		
FIRST	School FIRST		
FSP	Foundation School Program		
GFFC	GFFC Reports and Data Collections		

[Go To Account Details Form](#)

Submit a [helpdesk](#) ticket if you need assistance with this process.

1

Ensure Your District Has Users Approved to Perform Critical Roles

For your school district or charter school to be able to submit information through the [FSP System](#) to the Texas Education Agency (TEA), the district or school must have —

- an active, approved **Primary Approver** [**Superintendents must be Primary Approvers in TEAL to approve user access to applications and roles in FSP**] For instructions on how to set up a **Primary Approver**, please submit a request to the [helpdesk](#) for support, instructions and/or additional information.
- at least one active, approved **District Approver role in FSP**, and
- an active, approved [**Program Name**] **User** for each FSP System sub-program applicable to your district or charter school.

Program Name = Chapter 41, Charter Schools, NIFA, Pupil Projections, Staff Salary, Tax Information Survey, Transportation, or another program listed in the **Program** menu of the online FSP System.

1

User Administration

Contact the [helpdesk](#) for help with setting up a Primary Approver, Alternate Approver, or Limited Approver profile(s).

2

FSP District Approver

District Approver is a role within the online FSP Program Application itself. The District Approver is responsible for approving information submitted to him or her by other users of the FSP System within the district or charter school and for sending the approved information to the TEA.

A request to serve as a District Approver (or to serve as any other type of user within the FSP System) must be approved by the district's or charter school's Primary Approver

A district or charter school may have just one District Approver or multiple District Approvers. If a district or school has only one District Approver, the person serving in that role should be the superintendent. If a district or school has multiple District Approvers, the superintendent should be among those with that role.

For detailed information about how to request District Approver rights, please see the presentation on requesting access to the FSP System that is available on the [FSP System](#) page or the training module on that topic that is available on the [FSP System Online Training](#) page.

3

[Program Name] User

In addition to having at least one User Admin and District Approver, your district or charter school should also have a [Program Name] User for each FSP System program for which the district or school is required to provide information to the TEA (e.g., Chapter 41, Charter Schools, NIFA, Pupil Projections, Staff Salary, Transportation, etc.).

For example, if your district provides transportation for which it receives state funding, the district should have an approved Transportation User who is responsible for entering transportation data in the FSP System's Transportation subsystem.

Like the role of District Approver, [Program Name] User is a role within the FSP System itself, and a request to serve as a [Program Name] User must be approved by the district's or charter school's User Admin.

A single person may have user rights (serve as the [Program Name] User) for more than one FSP System program, and a district or charter school may have more than one person approved as a user for a particular program. To be able to submit information related to a particular program to the TEA, your district or school must have at least one approved user for that program.

For detailed information about how to request [Program Name] User rights, please see the presentation on requesting access to the FSP System that is available on the [FSP System](#) page or the training module on that topic that is available on the [FSP System Online Training](#) page.

3

Ensure Your Contact Information Is up to date in each sub-system

If you are an FSP System user, please regularly check the accuracy of your contact information to ensure that you continue to receive important information regarding the system.

Check that your contact information is current in each of the following TEA systems:

- each FSP System subsystem (program) to which you have access (e.g., Staff Salary, Chapter 41, Charter, Transportation)
- AskTED If your contact information is incorrect, contact your district's or charter school's AskTED administrator, and ask for the information to be updated.
- TEAL To check the email address currently on file for your user ID, do the following:
 - o Go to the [TEAL logon page](#), and log on.
 - o On the **Application List** page, click the **Change Info** button in the upper right part of the page.
 - o On the **Change Information** page, verify whether the email address listed is correct. If it is, click **Cancel**. If it is not, change the email address, and click **Continue**.

4

Access the TEAL at Least Once Every 18 Months

If you are an FSP System user, log on to the TEAL at least once every 18 months.

If between 18 and 24 months have passed since you last logged on to the TEAL, you will be required to follow special instructions to regain access to your TEAL applications, including the FSP System.

If 24 months have passed since you last logged on to the TEAL, you will not be able to access any TEAL applications and will be required to reapply for access as if you were a new user.

If you are a new TEAL user who has just applied for access to the FSP System and have received an email message from the TEA approving your request for access, you must log on to the TEAL within 30 days of receiving the message. If you do not log on within 30 days, you will be required to reapply for access.

4

Helpful Links

- [FSP System Online Training](#) page
- [FSP System](#) page