



Requesting Access to the Foundation School Program (FSP) System



Introduction

- About the FSP System
- Requesting FSP System Access Through the TEAL (Texas Education Agency Login) Online System
- Logging On
- Navigation
- Helpful Web and Email Addresses



About the FSP System

- The FSP System is the online system through which the Texas Education Agency (TEA) gathers certain FSP information (such as transportation and staff salary information) needed to determine school district monetary allotments and allocations.
- District users access the FSP System application through TEA Login (TEAL).



About the FSP System

- To enter or view information in the FSP System, you must apply for access and have your application approved.
- You apply for access to the FSP System through the TEAL online request system.



About the FSP System

- During the application process, you will request the FSP System access and roles to be associated with your TEAL user name.
- The access and roles associated with your user name determine the data you may view, enter, and submit in specific subsystems within the FSP System.



About the FSP System

Request Access and Roles

*It may take 5 to 10 days from your initial request to receive your email confirmation; if you have not received notification of approval or rejection after 10 days, first contact your superintendent.

Request access and roles through the TEAL online system.



Your organization approver or alternate approver reviews your request.



If the request is appropriate, the service approver for the FSP System program subsystem approves your request.



You receive email confirmation that the application access and requested roles have been attached to your user name.*



About the FSP System

- Once you are logged on to the FSP System in TEAL (after successfully applying for the application), specific role(s) are assigned to you based on your requested application and roles requested.



About the FSP System: User Name-Associated Roles and Privileges

The following table describes the privileges allowed by each FSP System role available* to external FSP System users (users outside of the TEA). The table continues on the following slide.

If You Need To:	Then Check the Box Next To:
view, enter, edit, and save data in any program subsystem, as well as submit these data to the TEA Note: This set of privileges is typically reserved for the district superintendent.	District Approver
enter, edit, save, and send Chapter 41 program subsystem data, as well as view data in all other program subsystems	Chapter 41 User
enter, edit, save, and send charter school program subsystem data, as well as view data in all other program subsystems	Charter Schools User
enter, edit, save, and send data for information survey program subsystems, as well as view data in all other program subsystems	Data Survey User
enter, edit, save, and send NIFA program subsystem data, as well as view data in all other program subsystems	NIFA User

*The table shows the roles available at the time this presentation was prepared. Additional roles will be made available as new program subsystems are released.



About the FSP System: User Name-Associated Roles and Privileges (Cont.)

The following table, continued from the last slide, describes the privileges allowed by each FSP System role available* to external FSP System users (users outside of the TEA).

If You Need To:	Then Check the Box Next To:
enter, edit, save, and send pupil projections program subsystem data, as well as view data in all other program subsystems	Pupil Projections User
enter, edit, save, and send staff salary program subsystem data, as well as view data in all other program subsystems	Staff Salary User
enter, edit, save, and send transportation program subsystem data, as well as view data in all other program subsystems	Transportation User
have only read-only access in all program subsystems (and do not need to enter or edit information in any subsystem)	View Only All Districts

*The table shows the roles available at the time this presentation was prepared. Additional roles will be made available as new program subsystems are released.

**** If you need assistance in selecting a role, first contact your superintendent or alternate approver. Selecting "Unsure" will not complete your request for FSP System access. For further assistance, email sfinance@tea.state.tx.us.**



Requesting FSP Access Through TEAL:

New TEAL Users Who Do Not Have TEAL User Names

New TEAL users who do not have TEAL user names: Go to the **TEAL Applications Reference** page on the TEA website at http://tea.texas.gov/About_TEA/Other_Services/Secure_Applications/TEA_Secure_Applications_Information/. Scroll down to the FSP listing, and click the **Request Access Online** link there.

TEA Secure Applications Information

The Texas Education Agency is committed to protecting confidential and sensitive data. Access to data in TEA secure web applications is protected by at least one of TEA's security gateways, the [Texas Education Agency Security Environment \(TEASE\)](#) or by the [Texas Education Agency Login \(TEAL\)](#). See the list below for information about how to request access to a specific TEA web application.

FSP	TEAL	
Foundation School Program Payment System	Request Access Online	Find contact information at Foundation School Program Payment System sfinance@tea.texas.gov (512) 463-9238



You will also find links to the Foundation School Program Payment System and an email address where you can email State Funding with specific questions.



TEA Login (TEAL)

TEAL will be unavailable Tuesday, 2/13/2018 from 6:00PM CST to 7:00PM due to scheduled maintenance. TEAL and all applications secured by TEAL will be unavailable during this time. TEASE accounts linked to a TEAL identity will not have access to their TEASE applications.

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

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

Username:

Password: [Show Password](#)

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

Click the **Request New User Account** link on the TEA Login (TEAL) page to request a new TEAL user account. You are then directed to the page.





Requesting FSP Access Through TEAL:

New TEAL users, before applying for a new account on the FSP System application, please note:

You must fill out the form and apply for a new TEAL user account. Applying for access to the FSP System application is part of the new TEAL user account application process.

During the account set up, you may select access to the FSP Application and select specific FSP roles for your new TEAL account.

Once you've selected specific role(s) for FSP, ensure the selected (CDN) county district number matches your organization number. Charters Schools may now choose multiple school specific CDN's under the same organization number (Charter).



Requesting FSP Access Through TEAL: Filling Out the New Account Form

Texas Education Agency
User and Access Management

NOTICE:

If you completed this form previously and have a TEAL Login (TEAL) user account, requesting an additional account can cause a denial of access or delay in account setup.

If you need assistance with access to an existing user account, please go to <https://txeduagency.zendesk.com> and click **Submit a Request**.

First Name:

Middle Name:

Last Name:

Suffix: Generational, Academic, Professional (Jr, PhD, CPA)

* 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)

Birth Year: YYYY

* Organization Type: The user's organization type.
[Click here for Organization Type descriptions](#)

Job Title:

Phone Number: Must include area code.

Street Address:

City:

Country:

State:

Zip or Postal Code:



FSP (TEAL) – Role(s)

District Approver – usually superintendent; work in all programs and send to TEA

Charter Schools User – enter and send charter school data, view others' data

Chapter 41 User – work in Chapter 41 program module, view other programs data

IFA User – district employee who creates and edits IFA applications

NIFA User – enter and send NIFA data, view other programs' data

Pupil Projections User – enter and send pupil projections data, view others data

State Comp Ed User – enter and send Comp Ed data, view others' data

Data Survey User – Work with information survey data, view other programs data

Staff Salary User – enter and send staff salary data, view other programs data

Transportation User – enter and send transportation data, view others' data

TEA Visitor – View Only All Districts, allows read-only access to programs.



My FSP Account(s) in TEAL

Applications My Accounts x

To apply for access to a TEA application or service, click the "Request New Account..." button below.
 To edit the details of one of your existing accounts, click on the Application name link in the list below.

Contact information for each application is listed below. APPLICATIONS ARE LISTED IN ALPHABETICAL ORDER. PLEASE SCROLL DOWN TO THE ONE YOU NEED. 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.

1 account.			
Account Owner	Status	Application	Parameters
Pablo.ReyesAdmin	active	Foundation School Program	Role(s) Granted: TEA Viewer - View data in all program modules, Staff Salary Admin - Review and approve submitted staff salary data, SOF Admin, Data Admin, Payment Admin - enters or generates payment data for review Employing Org: 701420 - TEA - State Funding Role(s) Granted: State Comp Ed User - enter and send Comp Ed data, view others' data, NIFA User - enter and send NIFA data, view other programs' data, District Approver - usually superintendent; work in all programs and send to TEA, Transportation User - enter and send transportation data, view others' data, Staff Salary User - enter and send staff salary data, view other programs data, Charter Schools User - enter and send charter school data, view others' data, Pupil Projections User - enter and send pupil projections data, view others data, IFA User - district employee who creates and edits IFA applications, Data Survey User - Work with information survey data, view other programs data Authorized Org: 246802 - GOODWATER MONTESSORI SCHOOL Employing Org: 246802 - GOODWATER MONTESSORI SCHOOL Role(s) Granted: State Comp Ed User - enter and send Comp Ed data, view others' data, NIFA User - enter and send NIFA data, view other programs' data, District Approver - usually superintendent; work in all programs and send to TEA, Transportation User - enter and send transportation data, view others' data, Staff Salary User - enter and send staff salary data, view other programs data, Pupil Projections User - enter and send pupil projections data, view others data, IFA User - district employee who creates and edits IFA applications, Data Survey User - Work with information survey data, view other programs data Authorized Org: 071909 - SOCORRO ISD Employing Org: 071909 - SOCORRO ISD

- Account Owner – Name on the Account
- Status – Active/Inactive
- Application – Foundation School Program
- Parameters – Granted Roles



FSP Add/Modify Access

To add or modify an existing (current) role in TEAL

Texas Education Agency
User and Access Management

Welcome, Pablo Reyes [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 User Information
- Link TEASE Accounts
- View Requests
- Reports

Administration

- Manage Others' Accounts

Applications [Refresh Links](#)

i You have **pending activities.** [x](#)

Foundation School Program	TEASE User Accounts
Foundation School Program TEA - State Funding Roles: Data Admin, Payment Admin - enters or generates payment data for review, SOF Admin, Staff Salary Admin - Review and approve submitted staff salary data	Single sign-on to TEASE Use ID: preyes0610

[Add/Modify Access](#)

Select Add/Modify Access

FSP – Edit Account - Add/Modify Applications

Agency

Welcome, Pablo Reyes

Logout

Applications

Edit Account ✕

To modify existing access

1. Select the access that you would like to modify and click the "Modify Access" button.
2. If you have more than one role associated with an organization, please select the specific role that you would like to modify.
3. Follow the instructions on the Application access details popup.
4. Click the "Save Changes" button. This will submit your modify request to TEAL.
5. Note: You cannot modify an "Inactive" role.

Application Name: **Foundation School Program**

User ID: **pablo.reves**

* Accesses: Add Access Modify Access Remove Selected Refresh Access

Access Status	Employing Organization	Access Rights
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Please note that the Organization Approver or Alternate Approver must approve all additional changes to any current roles in TEAL.



Requesting FSP Access Through TEAL: All Users: Assigning Roles to Your TEAL User Name

Review of

Process:

Request application access and appropriate roles through the TEAL online system.

Your Organization Approver or Alternate Approver may review/deny the request for approval.

If the request is appropriate, the TEA Application Approver would approve your request.

You receive email confirmation that the requested application access and roles have been attached to your user name.*

*It may take 5 to 10 days from your initial request confirmation; if you have not received notification of approval or rejection after 10 days, first contact your Superintendent or Alternate Approver.



Logging On to TEAL and Using the FSP System

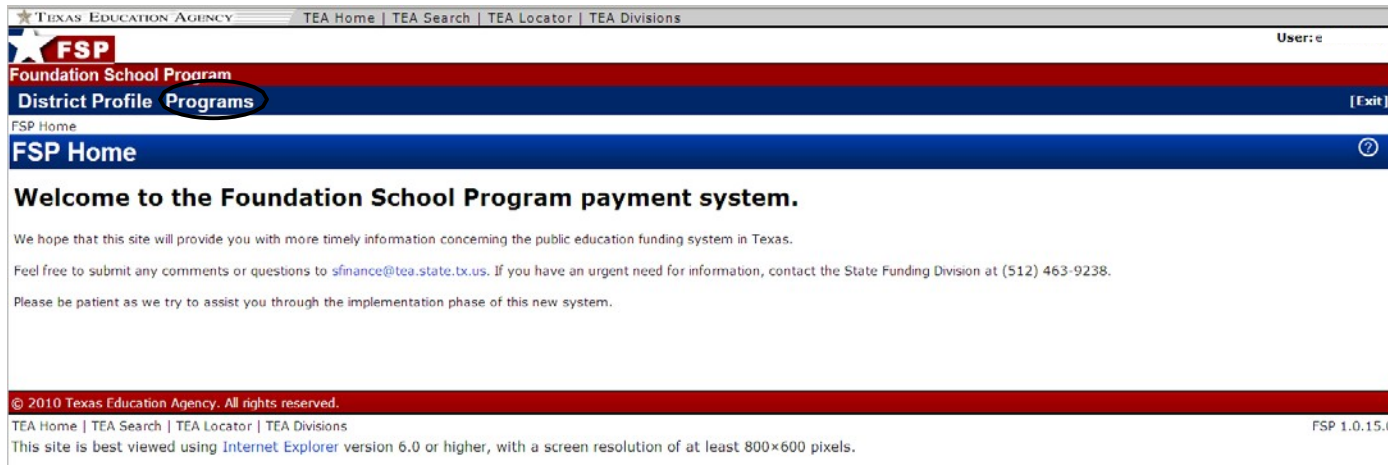
Once the correct application access and roles have been requested, approved, and assigned to your user name, and a notification email has been received, you can log in to TEAL to access the FSP System.

The TEASE logon page is located at: <https://tealprod.tea.state.tx.us>

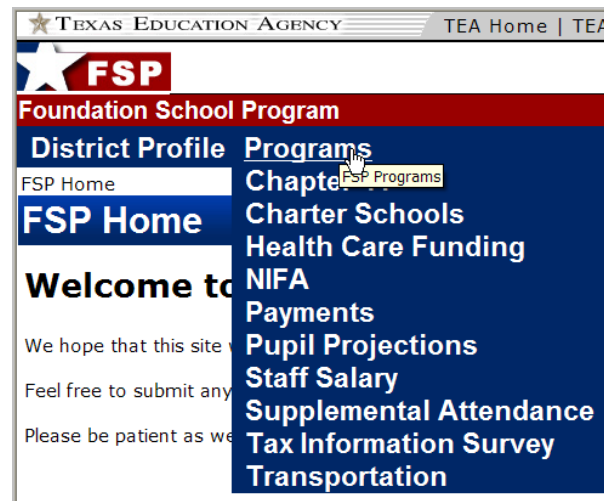
A screenshot of the TEASE User and Access Management interface. The page title is 'Texas Education Agency User and Access Management'. The user is logged in as 'Pablo Reyes'. The interface shows a 'Self-Service' sidebar with options like 'Access Applications', 'My To-Do List', 'Requests I've Submitted', 'Change My Password', 'My Security Questions', 'My Application Accounts', 'Edit My User Information', 'Link TEASE Accounts', 'View Requests', and 'Reports'. The main content area is titled 'Applications' and shows a list of applications. A blue circle highlights the 'TEA - State Funding' application. Below the application name, it lists roles: 'Data Admin, Payment Admin - enters or generates payment data for review, SOF Admin, Staff Salary Admin - Review and approve submitted staff salary data'. There is also a 'TEASE User Accounts' section showing 'Single sign-on to TEASE' and 'User ID: preyes0610'. A 'Refresh Links' button is visible in the top right of the application list.

[Click on TEA – State Funding](#) to access the FSP Application

Navigation: Revealing the Programs List

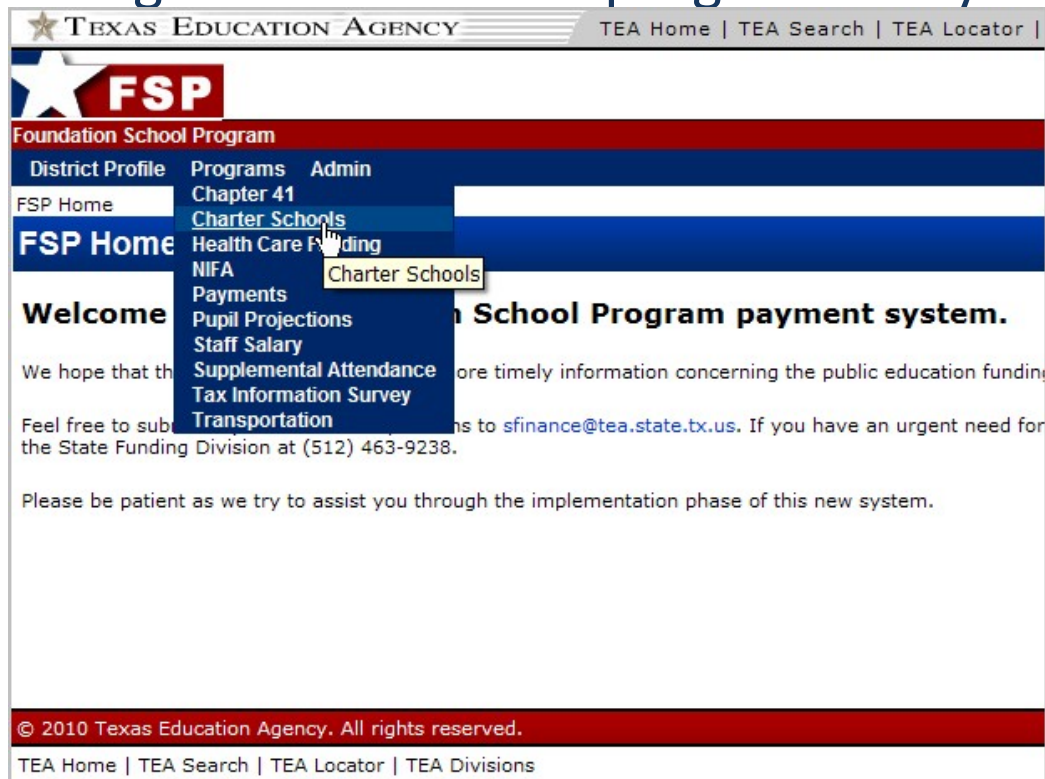


- To reveal the drop-down list of program subsystem names, place your cursor over **Programs** in the menu bar at the top of the screen.



Navigation: Opening a Program Subsystem

- Once you place your cursor over **Programs** and the program subsystems list drops down, select a program subsystem to enter by clicking the name of the program subsystem.



The screenshot shows the Texas Education Agency (TEA) website's Foundation School Program (FSP) page. At the top, there is a navigation bar with links for "TEA Home", "TEA Search", and "TEA Locator". Below this is the FSP logo and a main navigation menu. The "Programs" link is highlighted, and a dropdown menu is visible, listing various program subsystems: "Chapter 41", "Charter Schools", "Health Care Funding", "NIFA", "Payments", "Pupil Projections", "Staff Salary", "Supplemental Attendance", "Tax Information Survey", and "Transportation". A mouse cursor is positioned over the "Charter Schools" option in the dropdown menu. The main content area of the page includes a "Welcome" message and contact information for the State Funding Division.



Navigation: Program Subsystem Layout

- Selecting a program subsystem from the drop-down list opens that program subsystem.
- A navigation menu is on the left side of the program subsystem screen.
- A **County-District Number** box and a **School Year** box are in the red FSP System menu bar near the top of the screen.

The screenshot shows the Texas Education Agency (TEA) website interface for the Foundation School Program (FSP) Charter Schools subsystem. The top navigation bar includes links for TEA Home, TEA Search, TEA Locator, and TEA Divisions. The user is identified as 'User: eadavis012'. The main header features the FSP logo and the text 'Foundation School Program'. Below this, there is a red bar containing a 'County-District Number' input field, a 'School Year' dropdown menu set to '2009-2010', and an 'Update' button. A navigation menu on the left side lists various options: Charter Schools (selected), CS Maintenance, Estimate Check List, Estimate, Calendar Track(s), Comp Ed Check List, Six Week Reports, Track Projections, Submitted Only, and Saved and Submitted. Below the navigation menu are sections for Notices, Reports, Help, and Contact Info. The main content area displays 'Charter Schools Welcome' and 'Instructions' for users, which include: (1) Fill in the checklist to indicate which reports are to be submitted, (2) Key the reports, and (3) Send your information in. Below the instructions is an 'Announcements' section with a table of posted messages:

Posted	Message
7/1/2009	YOU MUST DISABLE POP-UP BLOCKER IN ORDER TO ENTER YOUR SCHOOL CALENDAR
7/1/2009	2009-10 FSP CALENDAR DUE MONDAY, AUGUST 3, 2009



Navigation:

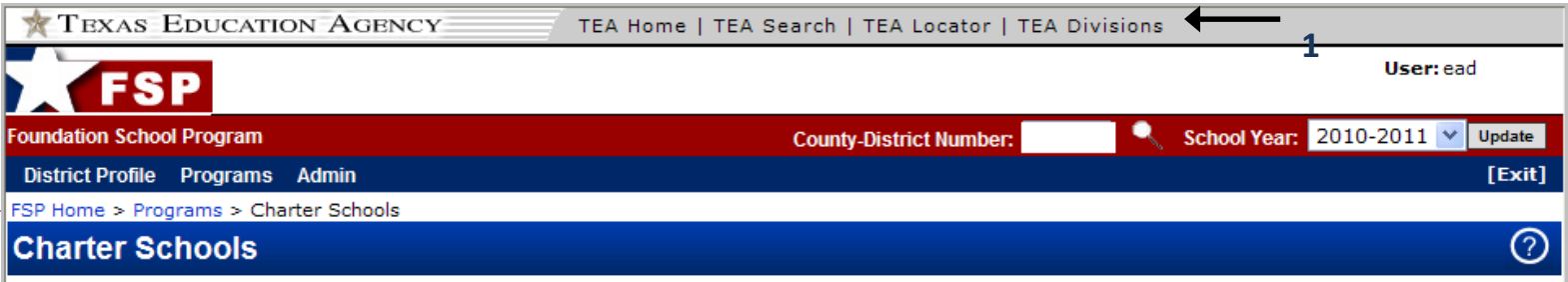
Changing the County-District Number and/or School Year

- Change the county-district number by entering a number in the **County-District Number** box , or by clicking the magnifying glass icon and searching for a district.
- Change the school year by choosing a year from the drop-down list in the **School Year** box.
- You must click the **Update** button to the right of the **School Year** box for the program to update with the selected changes.

The screenshot shows the Texas Education Agency (TEA) website interface for the Foundation School Program (FSP). The header includes the TEA logo and navigation links: TEA Home | TEA Search | TEA Locator | TEA Divisions. The user is identified as 'User: ead'. The main navigation bar features the FSP logo and the text 'Foundation School Program'. Below this, there are links for 'District Profile', 'Programs', and 'Admin'. The 'Programs' link is active, leading to 'Charter Schools'. The main content area shows the 'Charter Schools' page with a search bar for 'County-District Number' and a dropdown menu for 'School Year' (currently set to '2010-2011'). An 'Update' button is located to the right of the 'School Year' dropdown. The 'County-District Number' field and the 'School Year' dropdown are both circled in red in the image. A help icon (?) is visible in the bottom right corner.

Navigation: FSP System Features

1. Links to the TEA public website, TEA search function, TEA school district locator, and TEA divisions are located in the uppermost portion of the FSP System screen.
2. Bread crumbs, located in the upper left corner of the screen, just below the FSP System menu bar, show exactly where you are in the system.
3. The user currently logged on is named in the upper right corner of the screen.
4. An **Update** button appears to the right of the **School Year** box; you must click this button to update the program after changing the county-district number and/or school year.
5. An **[Exit]** button on the right side of the FSP System menu bar allows you to leave the FSP System without logging out. (You are “timed out” of the system after 20 minutes.)
6. The **Help** button on each screen provides information about that screen’s content and navigation, as well as overall system features.



The screenshot shows the FSP System interface with the following features highlighted by numbered callouts:

- 1:** Links to the TEA public website, TEA search function, TEA school district locator, and TEA divisions.
- 2:** Bread crumbs showing the current location: [FSP Home](#) > [Programs](#) > [Charter Schools](#).
- 3:** User name: **User: ead**.
- 4:** **Update** button next to the **School Year** dropdown menu.
- 5:** **[Exit]** button on the right side of the FSP System menu bar.
- 6:** **Help** button (represented by a question mark icon) on the bottom right of the screen.



Helpful Web and Email Addresses

- **TEAL login page:**
<https://tealprod.tea.state.tx.us/>
- **TEAL - Request Access Online page: Click on the Request New User Account Link from the main TEAL Login page:** <http://pryor.tea.state.tx.us>
- **TEA Foundation School Program (FSP) System page:**
http://tea.texas.gov/Finance_and_Grants/State_Funding/Foundation_School_Program/Foundation_School_Program_System/
- **TEA FSP System Online Training page:**
http://tea.texas.gov/Finance_and_Grants/State_Funding/Foundation_School_Program/Foundation_School_Program_System_Online_Training/
- **TEA Helpdesk:** <https://txeduagency.zendesk.com/hc/en-us>
- **Office of School Finance email address and telephone number**
(for assistance in selecting a role after you have consulted your superintendent):
sfinance@tea.state.tx.us
(512) 463-9238