

REQUEST ACCESS TO TEXAS LEARNS APPLICATIONS

Texas Learns applications are administered through the Harris County Department of Education (HCDE) and include AEGIS, CREDITS, TEAMS, and TESPIRS (Even Start).

IF YOU HAVE ACCESS TO TEA APPLICATIONS FOR ANOTHER ORGANIZATION

If you use applications on behalf of more than one organization, you need a **separate** TEASE account for each.

For example, if you work for a school district, you may have access to eGrants or another application. Since Texas Learns applications are administered through HCDE, staff there must approve your access to those applications. If you have two accounts, you will have a separate user name for each.

EXAMPLES OF SITUATIONS THAT REQUIRE TWO ACCOUNTS:

- You work for a school district and use eGrants or enter expenditures in Grants ER, AND you enter data in AEGIS, TEAMS, or TESPIRS for Texas Learns programs.
- You have jobs with two organizations that require you to use different applications. For example, one job is with a GED test center and the other is with a Texas Learns program.

To apply for a separate account for Texas Learns applications, see the section below.

IF YOU NEED A NEW ACCOUNT FOR TEXAS LEARNS APPLICATIONS

If you need a new TEASE account (user name and password) to access Texas Learns applications:

1. Open Internet Explorer, and go to the TEASE Applications Reference page on the TEA web site (<http://www.tea.state.tx.us/index2.aspx?id=2684>).
2. Select the application and click **Continue**.
3. Fill in applicant information. For Organization Type, select "Other" and for Organization Number, enter "101000".
4. Click **Continue**. The next screen displays the HCDE organization information.
5. In the Optional Mail Address lines, enter the name and phone number of the program / organization where you work.

Provide and Verify Applicant Information
Review/Enter user's required information. **Bold** fields are required.

Organization Name: Harris County Dept Of Ed

Phone Number: (713) 694-4300 Ext:

Optional Mail Address Line 1: Help Adults Learn Academy

Optional Mail Address Line 2: 713-665-5555

Mailing Address: 2500 Springwood Blvd

City: Houston

State: Texas

Zip Code: 77022 - 5518

6. Click **Continue**.
7. Verify all information. If correct, check the box and click **Continue**.
8. Select the desired role and click **Continue**.
9. Enter additional information, if required. Some information may be entered later in this section by Texas Learns staff.
10. Click **Continue**.
11. Verify the role and additional information and, if correct, click **Send Request**.

Your request is forwarded by the system for two levels of approval. Allow several days for review. If final approval is granted by Texas Learns, you will receive email notifications with a user name and a temporary password.

IF YOU ALREADY HAVE ACCESS TO OTHER TEXAS LEARNS APPLICATIONS

Texas Learns applications include AEGIS, CREDITS, TEAMS, and TESPIRS (Even Start). If you already have access to one or more of these applications, and you need to request access to another one for work for the same program or organization, follow the steps below:

1. Log on to your existing Texas Learns TEASE account.
2. Click the **Add / Modify** button on the upper right.
3. Follow the prompts to select the application and role, and enter any additional information required. Some information may be entered later in this section by Texas Learns staff.
4. Verify the role and additional information and, if correct, click **Send Request**.

Your request is forwarded by the system for two levels of approval. Allow several days for review. You will receive email notification of the approval or denial of access.

If you have any questions about your TEASE account for Texas LEARNS applications, please contact Laura Aguirre toll free at 1-866-696-4233 or via email laguirre@hcde-texas.org.