

1. Attention GFFC Users,

TEA is in the process of migrating 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 and TEASE, go to <http://www.tea.state.tx.us/webappaccess/overview.htm>.

This message has everything you need to begin using TEAL (TEA Login) to access GFFC. Your primary takeaways / action items from the detail below are: Become familiar with TEAL and **Register for a TEAL account** if you don't already have one

2. **Link** your TEASE account(s) to your TEAL account
3. Use TEAL going forward to access your TEA applications
4. Once you have linked a TEASE account to TEAL, you will no longer be able to login to TEASE directly, you must go through TEAL.

**If you already have a TEAL account and have linked the TEASE account you use to access GFFC, you can safely ignore this message. You must have a valid TEAL account and link your TEASE account to continue using GFFC after Nov 14, 2017.**

**Register for a TEAL account: (Identity)**

Go to <https://tealprod.tea.state.tx.us/>

5. Click "Request New User Account" near the top of the page
6. Enter the requested information in the required fields
7. Click "Submit"
8. **Link your TEASE account(s):** Log in to TEAL using the account created above: <https://tealprod.tea.state.tx.us/>
9. Select "Link TEASE Accounts" from the Self-Service Menu
10. Now click the "Link a TEASE account" button
11. You will be prompted to enter your TEASE username, password, and an optional description
12. Click "Submit" and wait for a message that the request was successfully submitted
13. Now click on "Access Applications" under the Self-Service Menu
14. Click the "Refresh Links" button near the top right of the page
15. You should now see your linked TEASE account on the right under the "TEASE User Accounts" heading -- **Please use this link to access TEASE going forward**
16. You may repeat steps 3 through 8 for as many TEASE accounts as you would like to link to TEAL
17. **Note:** Once you have linked a TEASE account to TEAL, you will no longer be able to login to TEASE directly, you must go through TEAL.

**Accessing your TEA Applications:** Log in to TEAL using your TEAL account: <https://tealprod.tea.state.tx.us/>

Hint: You may want to add this URL to your favorites list.

18. Until **Nov 14th**, your old TEASE account which you linked to TEAL will be listed on the right-hand side of the TEAL menu page. Click on that link and it will take you to the normal TEASE page where you will select the application you want to access.
19. After **Nov 14th**, when you log into TEAL, the GFFC application will move to the left side of the TEAL menu page under Application. If you had other applications you accessed using the same TEASE account (EDIT+ for example) you will still use the TEASE link on the right-hand side of the page to access those applications.

• If you have any questions, please submit a request at <https://txeduagency.zendesk.com> for assistance.