

Instructions for EMAT Access

Instructions for Assigning New Roles or Changing Roles:

In order for district personnel to access the EMAT system, they must first ask for a TEASE account.

To receive access to TEASE:

Go to the TEA homepage and click on the box that says "TEA Secure Applications".

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- Alternative Schooling
- About TEA
- Commissioner
- Complaints
- Copyrights/Royalties
- Dropout Information
- Early Childhood Education
- Education Laws and Rules
- Educator Certification
- Educator Login/Account

Agency Info | District Information | A - Z Index | Help

Search | Advanced Search

Educator Login
(Internet Explorer required)

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- Enroll my child in school?
- Become a teacher?
- Find graduation requirements?
- Find how my school is doing?
- Find AIES Reports?
- Find Preliminary Criminal History Evaluation?
- Find Released Tests

Student Art (click image for full view)
Beck
Sara Beck Sowell, Clear Springs High School, Clear Creek ISD

Welcome to the Texas Education Agency

The mission of the Texas Education Agency is to provide leadership, guidance and resources to help schools meet the educational needs of all students. ([read more about the agency](#))

Agency News

February 13, 2012
[Pflugerville teacher receives \\$25,000 Valentine surprise](#)
Kristina Carsow's love of teaching produced a big reward for her this Valentine's Day. During a packed school assembly this morning, she was showered with an outpouring of love from students and faculty as she learned that she will receive a \$25,000 teaching prize. This educator from the Pflugerville Independent School District is the recipient of the 2011-2012 Milken Educator Award. Carsow is the only Texas educator to receive the award this year.

February 07, 2012
[Correction period opens for ARRA Section 1512 reports](#)
On Tuesday, Feb. 7, the Texas Education Agency opened the Expenditure Reporting (ER) system to

Scroll down until you find the EMAT/EVI box and click on "Request Access Online".

Screenshot of the Texas Education Agency (TEA) website showing a list of applications and services. The browser address bar shows <http://www.tea.state.tx.us/index2.aspx?id=2684>.

The left sidebar contains a menu with the following items:

- Set Up
- Educator Preparation
- Enroll Your Child
- Fingerprinting
- GED
- Health and Safety
- No Child Left Behind
- State Board for Educator Certification
- State Board of Education State Initiatives
- Weather Information

The main content area displays a table of services:

Rates	CPA request form (print and send) Guest User request form (print and send)	(512) 475-2228
CIS Communities In Schools	Request Access Online	Communities in Schools E-mail contact
CREDITS Credential Information Tracking System	Instructions for Texas Learns Applications Request Access Online	Texas LEARNS 6005 Westview Dr. Houston, Texas 77055 Phones: 713-696-0700, 866-696-4233 Fax # 713-696-0797 E-mail contact
CTER Career and Technology Education Reports	Request Access Online	Career and Technical Education E-mail contact
eGrants Electronic Grants	Request Access Online (Districts, ESCs, Charters only) or Request Form (print and send)	TEA Grant Opportunities E-mail contact (512) 463-7025
ER Expenditure Reports	Request Access Online or Request form (print and send)	Grant Expenditure Reporting (ER) System Information E-mail contact (512) 463-7025
EMAT/EVI Educational Materials Online	Instructions for JJAPs Request Access Online	Division of Instructional Materials and Educational Technology E-mail contact
Even Start Same as TESPIRS Application	Instructions for Texas Learns Applications Request Access Online	Texas LEARNS 6005 Westview Dr. Houston, Texas 77055 Phones: 713-696-0700, 866-696-4233 Fax # 713-696-0797 E-mail contact
FIRST-School FIRST School Financial Integrity and Rating System of Texas	Request Access Online	Division of Financial Audits E-mail contact
FSP Financial School Program Foundation School Program Payment System	Request Access Online	FSP Payment System E-mail contact (512) 463-9238

Two red arrows point to the **EMAT/EVI** row, highlighting the "Request Access Online" link.

Agency Info | District Information | A - Z Index | Help

TEASE - Request Access Online

If you do not yet have a TEASE user name and password, click [Request New Account](#) to apply online for the user account as well as for access to the desired application.

If you do have a TEASE user name and password, but you need access for work you do for a different organization, you will need a new account. Click [Request New Account](#) to apply online for the new user account as well as for access to the desired application.

If you already have a valid TEASE user name and password for at least one other TEA application, and you need access to another application for work for the same organization, log on as usual at [the TEASE login page](#). Click **Add/Modify Application Access**. Select the application you want.

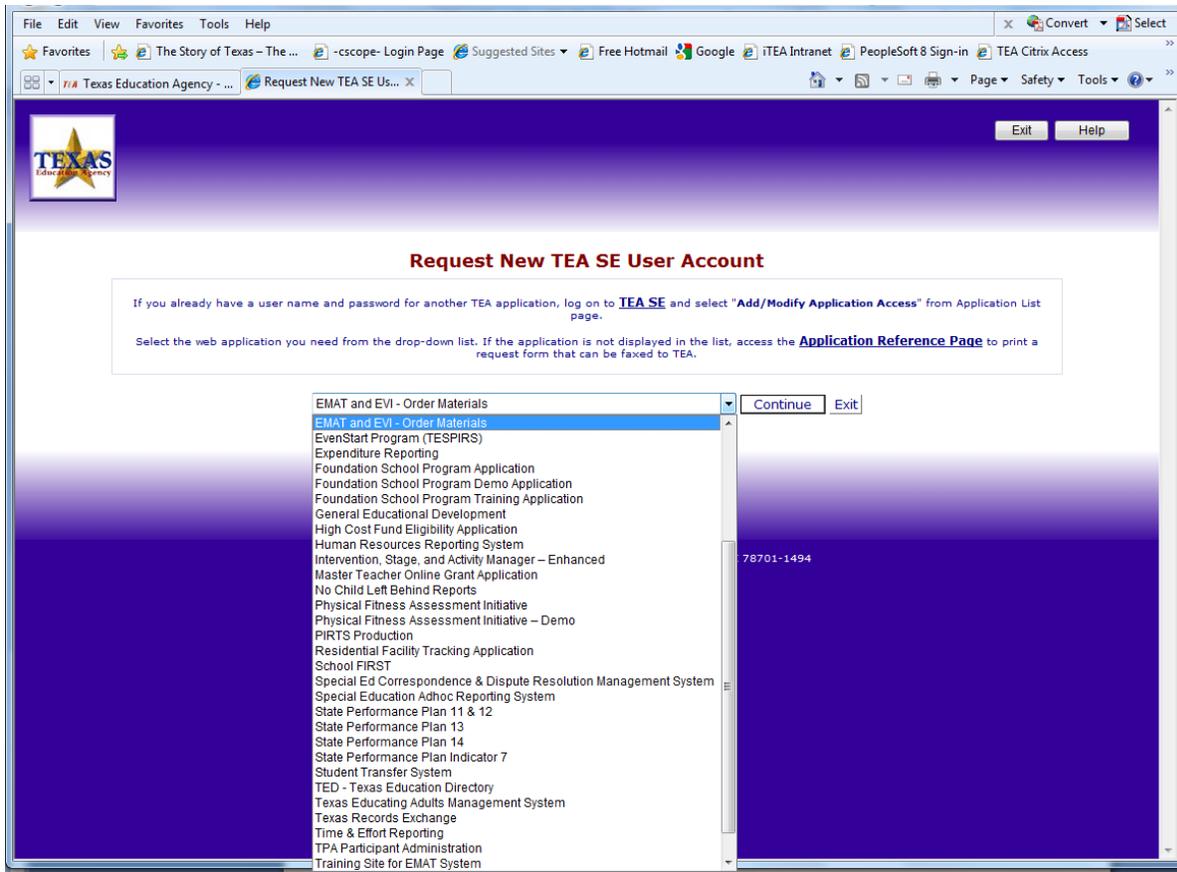
If the application is not listed in the drop-down list, it means that the application must be requested by a paper form. Return to the [TEASE Application Reference page](#) and click the link to the form in the middle column. Fill in, print, and send the form to TEA.

Page last modified on 4/26/2010.

If you do not yet have a TEASE user name and password, click [Request New Account](#) to apply online for the user account as well as for access to the desired application.

If you already have a valid TEASE user name and password for at least one other TEA application, and you need access to another application, log on as usual at the [TEASE login page](#). Click **Add/Modify Application Access**. Select the application you want.

Next, click on the drop down box and select EMAT and EVI-Order Materials. Click Continue.



You will then fill out all the required information. Please notice that the organization number will be asked for at the bottom of the page and then you will see this notice:

Please enter a six-digit county district number.
Your request will be reviewed and submitted to TEA
by the superintendent of the school district you specify
below.



Cancel

Help

EMAT and EVI - Order Materials Select Role(s)

- Roles:**
- Depository
 - District Staff View Only
 - EMAT/EVI Ordering Access
 - ESC Viewer
 - EVI Vendor
 - Freight Vendor
 - Multi-District EMAT/EVI Ordering Access
 - Publisher
 - Statewide View Only
 - STRC Representative
 - TEA Staff
 - Unsure

On the continued application screen you will have to select what type of EMAT Access are you applying for. For example: EMAT/EVI Ordering Access or District View Only Access.

The Superintendent of the school district will then receive a notice that someone from his district has applied for TEASE access and he must approve the role you have asked for in order for your access to go through.

If you are already have EMAT access, and the superintendent wants to continue to grant you the EMAT/EVI Ordering Access role, you should already be in the system.

User Administration Main Menu

 Request new account	
 Submit requests for approval	Type: <input type="text" value="Any"/> From: Select Date To: Select Date Organizations: <input type="text" value="701610"/> Applications: <input type="text" value="Any"/> User Name: <input type="text"/>
 View list of active users	Organizations: <input type="text" value="701610"/> Applications: <input type="text" value="Any"/> Roles: <input type="text" value="Any"/>
 Look up users	
 Exit to the TEASE application List	



The superintendent may check the roles currently assigned by logging in to TEASE and viewing the list of active users. If changes need to be made, each district representative that will be accessing TEASE will have to apply for TEASE and EMAT Access and the Superintendent will have to approve the type of access this personnel will have.

Once the access has been approved by the superintendent, TEA will review and change the roles in the EMAT system.