

Reminders Regarding the New EMAT System

Link to access TEASE application screen where you choose the new EMAT application: <https://sequin.tea.state.tx.us/apps/logon.asp>. After logging into the TEASE application screen, click the link labeled: EMAT_EVI - Educational Materials/Educational Materials for the Visually Impaired. This system is for EMAT (Educational Materials) and EVI (Educational Materials for the Visually Impaired).

Reminder about Entering Enrollments: The enrollment screen displays a tab for each elementary grade level, subject area tabs for high school and a Summary tab. The Summary tab displays the name and number of the district, as well as the Save button and the Go back to Start Page link. The grade level/subject area tabs do not have a Save button, so always remember that you must return to the Summary tab to save any data. If you do not return to the Summary tab and click on the Save button before leaving the Enter EMAT Enrollment page, you will lose any data entered.

Reminder about Entering Requisitions: After confirming contacts, confirming addresses, and entering ship dates, the first requisition to become active will be the EMAT Subscription Renewal Requisition. After entering data on this requisition, go back to the Requisition Summary tab and click the Save button. When you are ready to send the requisition to TEA, click the Submit to TEA button. The next requisition to become available will be the EMAT Annual Continuing Adoptions Requisition. The requisition screen has a tab for each grade level for elementary grades, subject area tabs for high school and a Requisition Summary tab. Note that the Save Work and Submit to TEA buttons are located on the Summary tab. If you do not return to the Summary tab and click on the Save button or Submit to TEA button, you will lose any data entered.