

## TEAL and ECOS Access Instructions for Entities

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These instructions are for employees of Educational Service Centers (ESCs), Educator Preparation Programs (EPPs), Districts, and Charter Schools that require access to the Educator Certification Online System (ECOS) for Entities.

*Tip: Individuals wishing to access their Educator Account in ECOS may follow the [appropriate instructions to gain access to their Educator Account through TEAL](#).*

TEAL is the security gateway to TEA web resources. To access your ECOS for Entities Account, you will need a TEAL profile that is set up with the correct organization and role(s) for the functionality you handle within ECOS. To review the roles available for ECOS for Entities, there is a reference table at the end of this document.

### What would you like to do?



I do not have a TEAL account and **need to create one**.



I already have a TEAL account but **need to request access to ECOS for Entities**.



I already have a TEAL account and ECOS for Entities but **need to add or remove a role**.



I want to **review Entity roles for ECOS**.

# TEAL and ECOS Access Instructions for Entities

## I Need to Create a TEAL Account

Complete these steps only if you do not already have a TEAL account.

1. Go to the TEAL login page at <https://pryor.tea.state.tx.us/> and click **Request New User Account**.



**TEXAS EDUCATION AGENCY**

**TEA Login (TEAL)**

**NOTICE:** TEA Web Applications will not be available each Sunday morning from 5:00am to 2:00pm due to routine maintenance. Please do not access 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?](#)

## TEAL and ECOS Access Instructions for Entities

- Enter required information on the TEAL profile page. Select the appropriate **Organization Type** and click **Submit**.

The screenshot shows a web form for creating a TEAL profile. It is divided into several sections:

- Personal Information:** Fields for First Name, Middle Name, Last Name, and Suffix (with a dropdown menu showing options like "Generational, Academic, Professional (Jr, PhD, CPA)").
- Contact Information:** Email Address (with a note "All notifications will be sent to this address.") and a Verify Email field.
- Birth Information:** Birth Month (dropdown), Birth Day (dropdown), and Birth Year (YYYY).
- Organization Information:** Organization Type (dropdown menu open showing options: Educator, District, Charter, ESC, Private School Staff, Internal TEA Contractor, Internal TEA Employee, Other) and Job Title.
- Address Information:** Phone Number (with a note "Must include area code."), Street Address, City, Country (dropdown), State (dropdown), and Zip or Postal Code.

At the bottom of the form, the **Submit** button is circled in red, along with the **Cancel** button.

- On the next screen, click **Done**. This finalizes your submission.

The screenshot shows a confirmation page with the following text:

**Confirmation Page**

Your request has been submitted. When your request is processed, you will be notified using the e-mail address you provided.  
If you do not receive notification within five days, please submit a request at <https://txeduagency.zendesk.com> for assistance.

At the bottom center of the page, the **Done** button is circled in red.

## TEAL and ECOS Access Instructions for Entities

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4. Wait for a system-generated email that will be sent to the email address you provided. The email is sent from a TEAL Admin address.
5. When the email arrives, read it carefully and follow the instructions to access TEAL. From there, you will be able to request access to ECOS for Entities.

A request for your user account to access TEA online applications has been processed. TEAL is a gateway application used to provide secure access for TEA applications. Examples of TEA applications include TSDS, ECOS, and TREx.

### **Read First!**

When you first log on, you will be prompted to:

1. Change the generated password supplied in this notification. (This password expires on the first logon.)
2. Accept the TEA Assurance Agreement.
3. Complete your security questions. These questions are used to validate your identity if you forget or lose your password.

Select questions that you can answer easily in the future. The answers are confidential and will not be used for any other purpose.

### **Login Information**

User name: Mary.Texan

(Note: If other TEAL users have the same first and last name, your user name may contain a number.)

Temporary password: **8banker5+**

To access a TEAL application, log on at <https://pryor.tea.state.tx.us/>

### **Password Rules**

\* Your password MUST:

- 1) Be 8-30 characters long
- 2) Contain all the following:
  - Letters - At least one letter
  - Numbers - At least one number
  - Special Characters - At least one special character i.e. #, \*, \$, or @
- 3) Be different from your previous ten passwords
- 4) Not contain variations of the word "password"
- 5) Not repeat a character more than 2 times
- 6) Not include your username

\* Do not save your password in any browser. If a box comes up asking if you want to save your password, check NO. You are responsible for any use of your account.

### **For Additional TEAL Help and Contact Information**

Frequently Asked Questions: click [here](#)

Help: click [here](#)

Training (flash format): click [here](#)

Training (text version): click [here](#)

If you are having an issue accessing your account, please go to the TEA Help Desk at <https://txeduagency.zendesk.com> and click "Submit a Request".

## TEAL and ECOS Access Instructions for Entities

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- Return to the TEAL login page at <https://pryor.tea.state.tx.us/> and enter the username and temporary password sent in the email and click **Login**.

*Tip: Copy and paste the username and temporary password from the email, rather than typing them in.*



**TEXAS EDUCATION AGENCY**

**TEA Login (TEAL)**

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

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

Username:

Password:

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

- The first time you log in, you will be prompted immediately to change the temporary password and set up answers to three security questions. Enter the temporary password and the new password you want to use. (It must meet the TEAL security requirements listed on that page.) Click **Submit**.



## TEXAS EDUCATION AGENCY

### Set Your Password

Please create a new password.

Username: mary.texan

Current Password:  Show Password

New Password:  Show Password

Confirm New Password:  Show Password

**Note:** Passwords are case-sensitive, so ensure that your CAPS Lock is not set to On.

Your new password must adhere to the following guidelines:

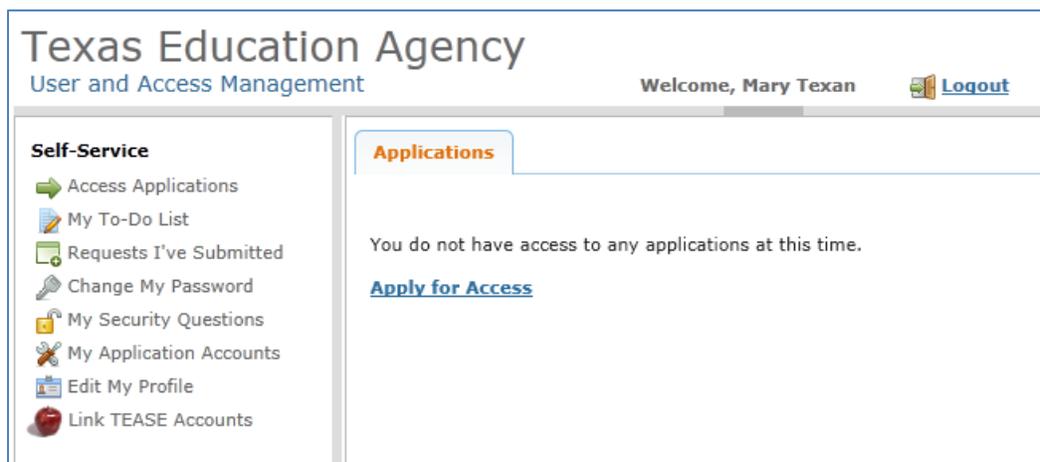
Make sure the password conforms to the TEAL password rules. Your password MUST:

- Be 8-30 characters long
- Contain all the following:
  - Letters - At least one letter
  - Numbers - At least one number
  - Special characters - At least one special character i.e. #, \*, \$, or @
- Be different from your previous ten passwords
- Not contain variations of the word "password"
- Not repeat a character more than 2 times
- Not include your user name

**Note:** Current Password is either the last password you set, or a temporary password that was most recently emailed to you. Passwords are case-sensitive, so ensure that your CAPS Lock is not set to On.

## TEAL and ECOS Access Instructions for Entities

- From the Applications tab, you will be able to [request access to ECOS for Entities](#).

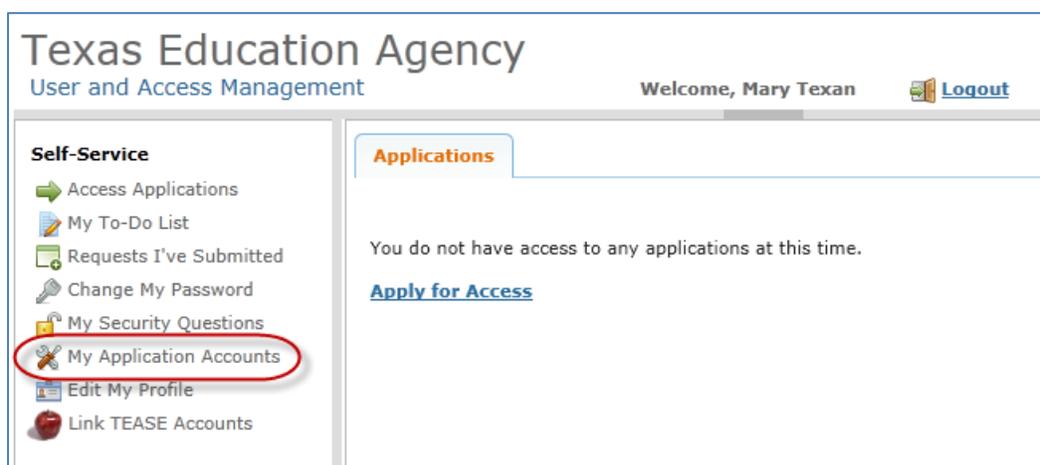


### I Need to Request Access to ECOS for Entities

Complete these steps only if you already have a TEAL account.

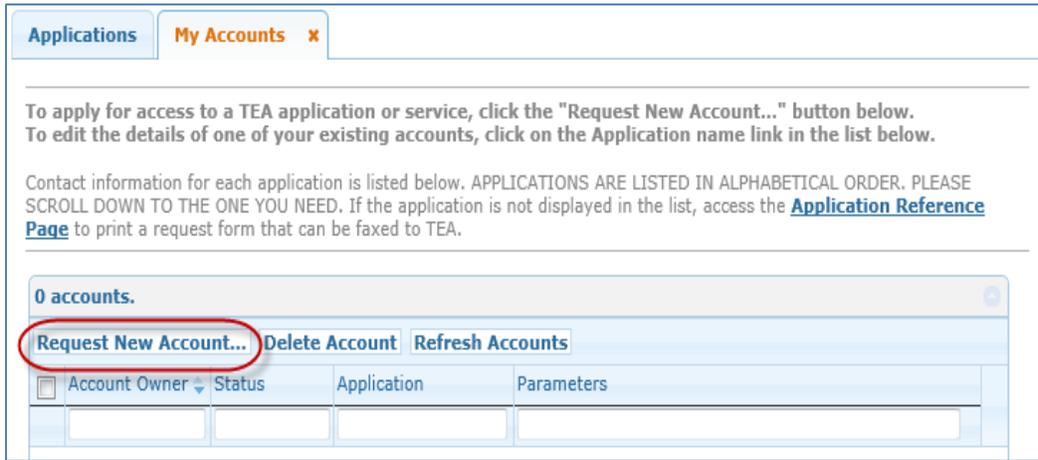
- Once you log in to TEAL, you will see the Self-Service menu on the left and the Applications tab to the right. From the Self-Service menu, click **My Application Accounts**.

**Tip:** If you already have a link for your organization that appears under the *Educator Certification Online System for Entities* header, you may want to proceed to [instructions for adding or removing an Entity role](#).

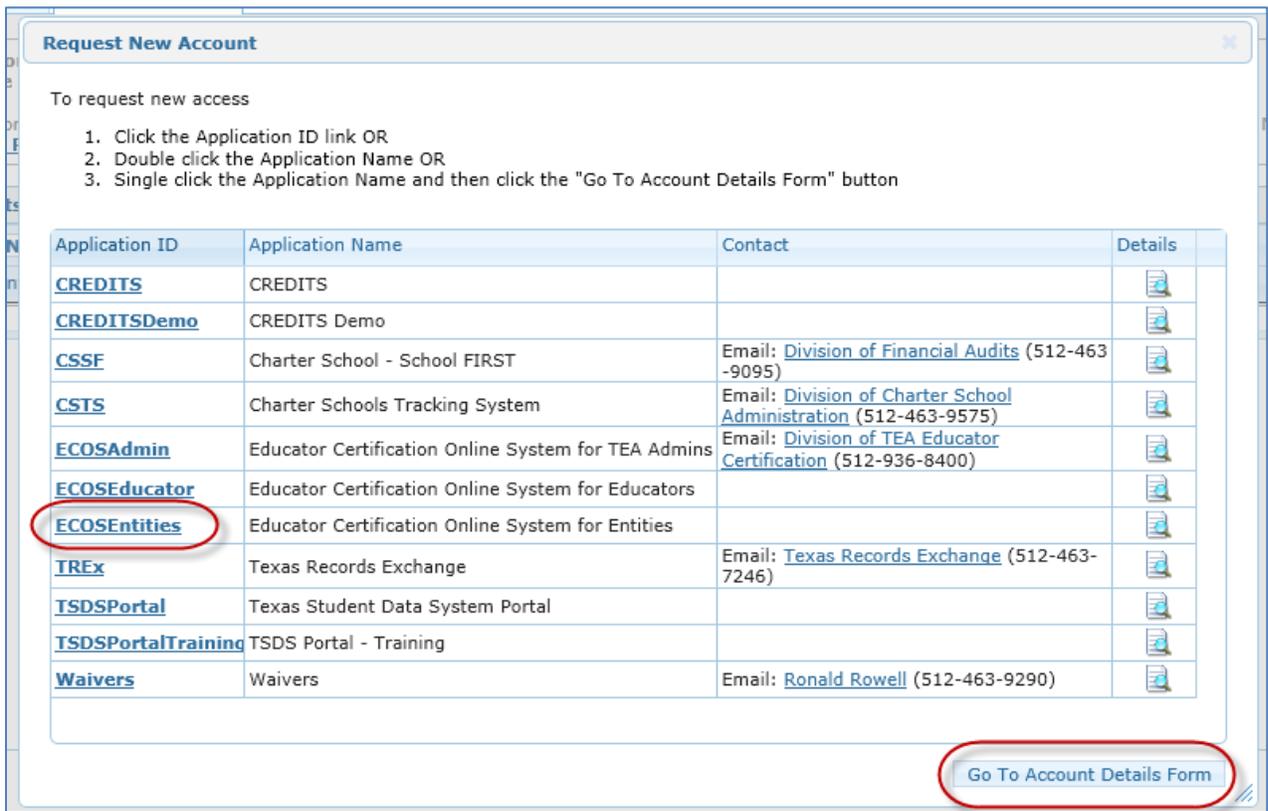


# TEAL and ECOS Access Instructions for Entities

2. Then click **Request New Account**.



3. Click on **ECOSEntities** and then click **Go To Account Details Form** at the bottom of the page.



## TEAL and ECOS Access Instructions for Entities

- Click on **Add Access** on the My Accounts tab.

The screenshot shows the 'My Accounts' tab with a list of applications. The application 'Educator Certification Online System for Entities' is selected. The user ID is 'mary.texan'. Under the 'Accesses' section, the 'Add Access' button is circled in red. Below it, there are fields for 'Access Status', 'Employing Organization', and 'Access Rights'. A 'Done' button is at the bottom.

- Enter your **Employing Organization** name or county/district number in the Application access details page. This should be the organization you work for.

**Tip:** As you begin typing a name or county/district number, the system will display a list for you. The more characters or numbers you provide, the more specific the list will be.

The screenshot shows the 'Application access details' popup window. It contains instructions for adding access and a form for the 'Employing Organization' field. The 'Organization' field is circled in red. The instructions are:

- Enter your Employing Organization (name or organization number).
- Click the checkbox/radio button for the role(s) that you are applying for.
- If there are parameters for the role(s) selected, enter that information.
- Click the "Done" button to **queue** your request. This does not submit your request to TEAL.
- Click the "Save Changes" button. This will then submit your access request to TEAL.

## TEAL and ECOS Access Instructions for Entities

- Under the Roles & Parameters section, you can select the Entity roles you need for the required functionality in ECOS.

*Tip: You can [review a list of roles and descriptions](#) at the end of the document.*

Roles & Parameters

<input type="checkbox"/>	District_Educator Aide
<input type="checkbox"/>	District_Fingerprint Update
<input type="checkbox"/>	District_Permits Data Entry
<input type="checkbox"/>	District_Principal Survey
<input type="checkbox"/>	District_Submit Permits
<input type="checkbox"/>	EPP_ASEP Update
<input type="checkbox"/>	EPP_ASEP Read Only
<input type="checkbox"/>	EPP_Certification Officer
<input type="checkbox"/>	EPP_Test Approval
<input type="checkbox"/>	General Access

Clear Roles

Done Cancel

## TEAL and ECOS Access Instructions for Entities

7. Check the box(es) of the appropriate role(s). For each selected role, you will need to enter the **Authorizing Organization**. Once you have selected your desired role(s), select **Done** at the bottom of the page.

**Tip:** The Authorizing Organization is usually the same as your employing organization. For those that need to access another organization's certification data (i.e. - ESCs assisting districts), this would be the name or county/district number of the other organization as they will have to authorize your access to their certification data.

General Access

**Description:**  
Allows entity access to the User Profile menu.

**\* Authorizing Organization:**  
(Whose data do you need to see? In other words, which organization's data do you need access to view or work with?)

**Comments:**

Clear Roles

Done Cancel

## TEAL and ECOS Access Instructions for Entities

8. Click **Save Changes** at the bottom of the page to submit your request for access.

The screenshot shows the 'My Accounts' tab selected. The application name is 'Educator Certification Online System for Entities' and the user ID is 'mary.texan'. A warning message states: 'A change has been requested but has not been submitted. To submit your request, click on the Save button located on the bottom of the screen.' Below this is a table of access rights for 'BIG TEXAS ISD (123456)' with a role of 'General Access'. At the bottom, the 'Save Changes' button is circled in red.

Access Stat	Employing Organization	Access Rights
New	BIG TEXAS ISD (123456)	Role: <b>General Access</b> Authorizing Organization: <b>123456</b>

9. A statement will display at the top of the page confirming the successful submission of your request.

The screenshot shows the 'My Accounts' tab selected. A green checkmark and message confirm the successful submission: 'Add request was successfully submitted with request ID 3787761226784645007.'

10. Your request will be routed for approval by the Authorizing Organization as well as the ECOS application owner at TEA. Once it is approved, it will display on your applications tab.

**Tip:** The authorizing organization name will display as a blue link. Click this link to access your ECOS entity account. The approved entity roles are displayed underneath.

The screenshot shows the 'Applications' tab selected. It displays the application name 'Educator Certification Online System for Entities' and the entity name 'BIG TEXAS ISD' as a blue link. Below the link, the roles are listed as 'Roles: General Access'. A link labeled 'Add/Modify Access' is also visible.

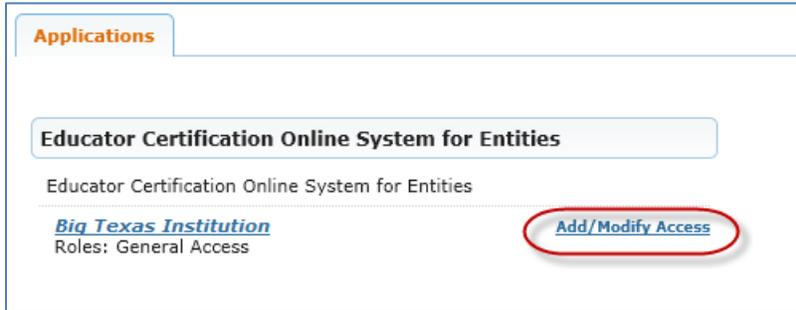
# TEAL and ECOS Access Instructions for Entities

## I Need to Add or Remove a Role for My ECOS for Entities Account

Complete these steps only if you need to add or remove any Entity role to your existing ECOS for Entities access.

### ADDING A ROLE

1. From your Applications tab, click on the **Add/Modify Access** link to the right of your Entity ECOS link



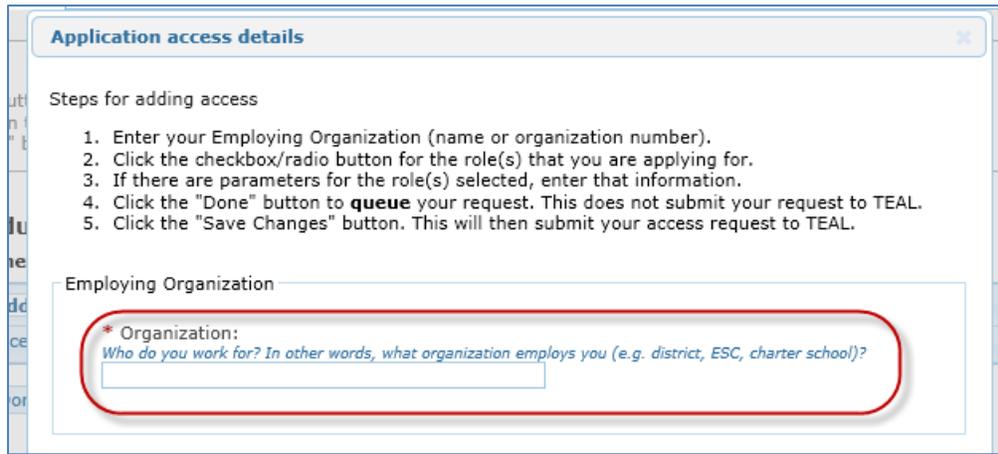
2. Click on **Add Access** on the Edit Account tab.



## TEAL and ECOS Access Instructions for Entities

3. Enter your **Employing Organization** name or county/district number in the Application access details page. This should be the organization you work for.

**Tip:** As you begin typing a name or county/district number, the system will display a list for you. The more characters or numbers you provide, the more specific the list will be.



The screenshot shows a window titled "Application access details" with a close button in the top right corner. Below the title bar, the text "Steps for adding access" is followed by a numbered list of five steps. Below the list, there is a section labeled "Employing Organization" with a text input field. A red rounded rectangle highlights the input field, which contains the text: "\* Organization: Who do you work for? In other words, what organization employs you (e.g. district, ESC, charter school)?".

Application access details

Steps for adding access

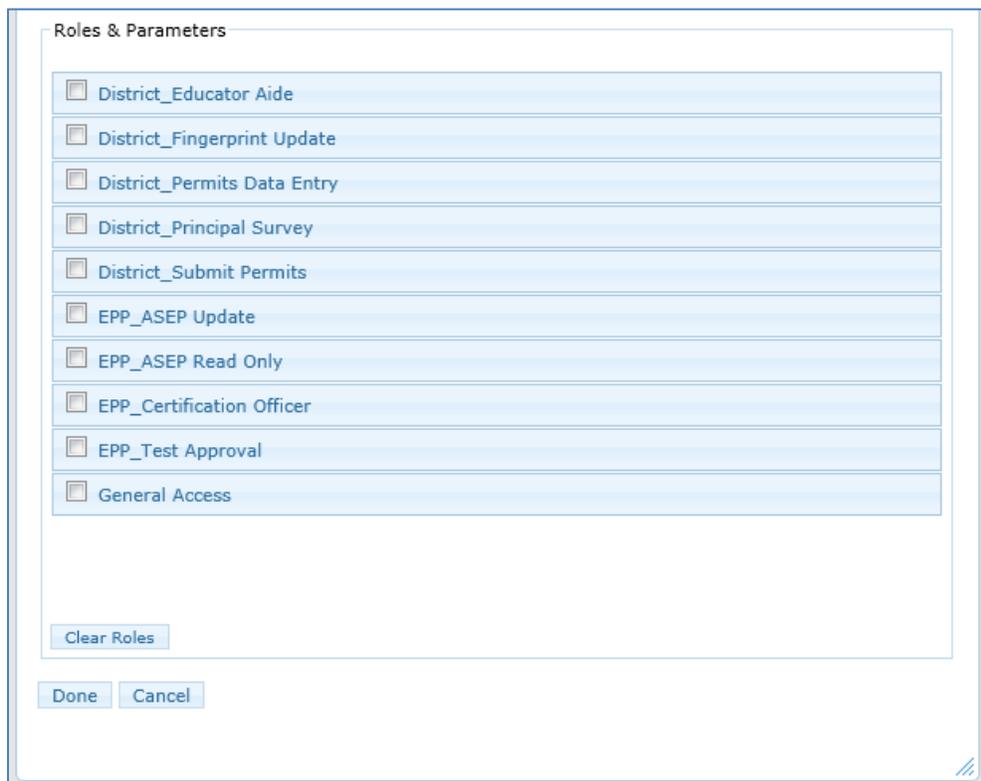
1. Enter your Employing Organization (name or organization number).
2. Click the checkbox/radio button for the role(s) that you are applying for.
3. If there are parameters for the role(s) selected, enter that information.
4. Click the "Done" button to **queue** your request. This does not submit your request to TEAL.
5. Click the "Save Changes" button. This will then submit your access request to TEAL.

Employing Organization

\* Organization:  
Who do you work for? In other words, what organization employs you (e.g. district, ESC, charter school)?

4. Under the Roles & Parameters section, you can select the Entity roles you need for the required functionality in ECOS.

**Tip:** You can [review a list of roles and descriptions at the end of the document](#).



The screenshot shows a window titled "Roles & Parameters" with a list of roles, each with a checkbox. Below the list, there are buttons for "Clear Roles", "Done", and "Cancel".

Roles & Parameters

- District\_Educator Aide
- District\_Fingerprint Update
- District\_Permits Data Entry
- District\_Principal Survey
- District\_Submit Permits
- EPP\_ASEP Update
- EPP\_ASEP Read Only
- EPP\_Certification Officer
- EPP\_Test Approval
- General Access

Clear Roles

Done Cancel

## TEAL and ECOS Access Instructions for Entities

5. Check the box(es) of the appropriate role(s) that you wish to add to your Entity access. For each selected role, you will need to enter the **Authorizing Organization**. Once you have selected your desired role(s), select **Done** at the bottom of the page.

**Tip:** The Authorizing Organization is usually the same as your employing organization. For those that need to access another organization's certification data (i.e. - ESCs assisting districts), this would be the name or county/district number of the other organization as they will have to authorize your access to their certification data.

General Access

**Description:**  
Allows entity access to the User Profile menu.

**\* Authorizing Organization:**  
(Whose data do you need to see? In other words, which organization's data do you need access to view or work with?)

**Comments:**

Clear Roles

Done Cancel

6. The Edit Account tab will display the new role(s) you requested. Click **Save Changes** at the bottom of the page to complete the submission of your request.

Applications Edit Account x

Application Name:  
**Educator Certification Online System for Entities**

User ID: **mary.texan**

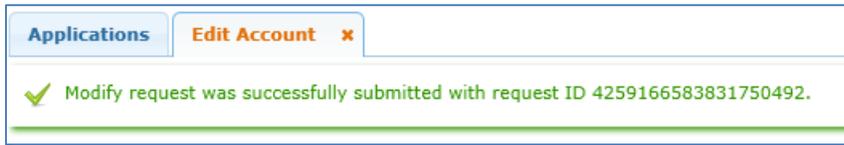
\* Accesses: Add Access Modify Access Remove Selected Refresh Access

Access Stat	Employing Organization	Access Rights
Granted	Big Texas Institution	Role: <b>General Access</b> Authorizing Organization: <b>123456</b>
New	Big Texas Institution	Role: <b>EPP_ASEP Update</b> Authorizing Organization: <b>123456</b>

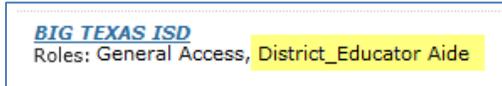
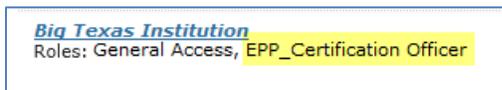
Save Changes Discard Changes and Return

## TEAL and ECOS Access Instructions for Entities

7. A statement will display at the top of the page confirming the successful submission of your request.

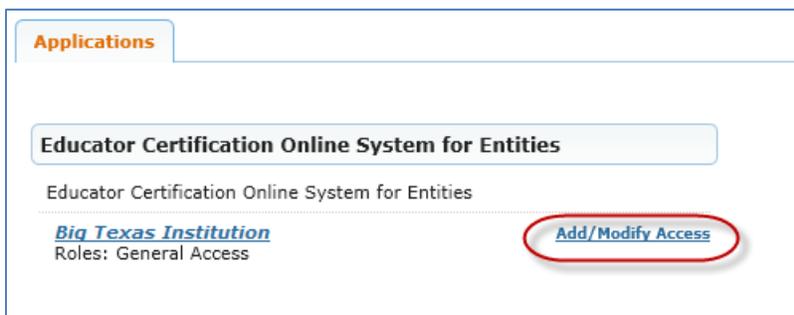


8. Your request will be routed for approval by the Authorizing Organization as well as the ECOS application owner at TEA. Once it is approved, the new role will display under your organization name Entity link on your Applications tab.



### REMOVING A ROLE

1. From your Applications tab, click on the **Add/Modify Access** link to the right of your Entity ECOS link



## TEAL and ECOS Access Instructions for Entities

2. On the Edit Account tab click on the access you want to change to select it. Then click on **Remove Selected**.

Applications | **Edit Account** ✕

Application Name:  
**Educator Certification Online System for Entities**

User ID: **mary.texan**

\* Accesses: **Add Access** **Modify Access** **Remove Selected** **Refresh Access**

Access Stat	Employing Organization	Access Rights
Granted	Big Texas Institution	Role: <b>General Access</b> Authorizing Organization: <b>123456</b>
		Role: <b>EPP_ASEP Update</b> Authorizing Organization: <b>123456</b>

**Save Changes** **Discard Changes and Return**

3. You will be prompted to select the role(s) that you want to remove. Check the box next to the role(s) you want removed. Then click **Remove**.

Which access role(s) do you want to remove?

Role Name
<input checked="" type="checkbox"/> EPP_ASEP Update
<input type="checkbox"/> General Access

**Remove** **Cancel**

4. Click **OK** to confirm that you wish to delete the selected access.

Message from webpage

Are you sure you want to delete this access?

**OK** **Cancel**

## TEAL and ECOS Access Instructions for Entities

- The Edit Account tab will display the removed role(s) you selected. Click **Save Changes** at the bottom of the page to complete the submission of your request.

Applications **Edit Account** ✕

Application Name:  
**Educator Certification Online System for Entities**

User ID: **mary.texan**

\* Accesses: [Add Access](#) [Modify Access](#) [Remove Selected](#) [Refresh Access](#)

Access Stat	Employing Organization	Access Rights
Granted	Big Texas Institution	Role: <b>General Access</b> Authorizing Organization: <b>123456</b>
		Role: <del>EPP_ASEP Update</del> Authorizing Organization: <del>123456</del>

[Save Changes](#) [Discard Changes and Return](#)

- A statement will display at the top of the page confirming the successful submission of your request.

Applications **Edit Account** ✕

✓ Modify request was successfully submitted with request ID 4267847314510951806.

- On the Applications tab, click **Refresh Links** in the upper right corner. The removed role(s) should no longer display under your organization name Entity link.

# TEAL and ECOS Access Instructions for Entities

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## Entity Roles for ECOS

*District\_Educator Aide* - Allows read and write access to the Educational Aide menu which includes "Educational Aide List", "Search for Educator", "Search Add/Edit Applicants". Allows Educator search and view capability.

*District\_Fingerprint Update* - Allows read and write access to the Fingerprinting menu which includes "Certified", "Non-Certified", "Fingerprinting file upload", and "Upload Status". Allows Educator search and view capability.

*District\_Permits Data Entry* - Allows read and write access to the Permits menu which includes "Permit List", "Apply for Emergency Permit", "Apply for Nonrenewable Permit", "Permit Information". Allows Educator search and view capability.

*District\_Principal Survey* - Allows district HR staff to update the Principal Survey information and resources. Allows Educator search and view capability.

*District\_Submit Permits* - Allows read and write access to the Permits menu which includes "Permit List", "Apply for Emergency Permit", "Apply for Nonrenewable Permit", "Permit Information". Allows Educator search and view capability.

*EPP\_ASEP Update\** - Allows read and write access to all items under the ASEP menu. Allows Educator search and view capability.

*EPP\_ASEP Read Only\** - Allows read and write access to the ASEP menu, but removes Save button from "Maintain Finishers" and "Add Finishers". Allows Educator search and view capability.

**\*Tip:** EPPs should only request *EPP\_ASEP Update* **or** *EPP\_ASEP Read Only*. If both roles are approved, the *Read Only* role will override the *Update* role.

*EPP\_Certification Officer* - Allows read and write access to the Standard Certification and Probationary menus which include "Recommendation List" and "Search for Educator". Allows the ability to recommend applications for certification and to search and view Educator information.

*EPP\_Test Approval* - Allows read and write access to the Test Approval menu which includes "Upload New Students/Test Approvals", "Upload Status", "Search Add/Edit Applicants", "Maintain Test List". Allows Educator search and view capability.

*General Access* - Allows entity access to the User Profile menu. Allows Educator search and view capability.