

## TEAL Quick Reference for Organization Approvers

The Texas Education Agency Login (TEAL) provides a secure gateway to log in to TEA web applications. Only one account (user name/password) is needed to access numerous TEA applications. TEAL also provides functionality so that organizations can manage user application accounts. Currently many TEA web applications are using the older login environment, TEASE, but over time most TEA applications will migrate to TEAL.

### Setting up Approvers

Each organization (district, charter school, ESC, TEA division) must have at least one user set up with approver rights in TEAL. These users, known as Approvers, can review and approve requests submitted by other users in the organization for access to TEA applications. Each organization must have one Primary Approver but may also have multiple Alternate Approvers and Limited Approvers.

**Primary Approver:** the Superintendent or Executive Director listed in the AskTed database, with authority to approve requests for all TEAL applications for the organization.

**Alternate Approver:** persons acting on behalf of the Primary Approver with the same approver rights to all applications. (Requires board approval.)

**Limited Approver:** persons who approve requests for access to only specific TEA applications for an organization.

### Request Rights to Approve

To request to become an approver, log in to TEAL and follow steps below:

1. On the left, select **Edit My Profile**.
2. Scroll down and click the link **Manage Approver Status**.
3. Select **Request Approver Status**.
4. From the dropdown, select the type of approver role needed. (The Superintendent or Executive Director must first be set up as Primary Approver before Alternate or Limited Approvers can be set up with approval authority.)
5. In the field for Organizations whose user requests you will approve, enter the organization name or numeric ID. (As you type, matching organizations appear. Select your organization from the list, then click **Add**.)  
**Note:** If you select Limited Approver authority, a third dropdown box appears where you must select the specific application for which you need Approver authority. To request multiple applications, select each individually and click **Submit** after each selection.
6. When you finish entering information, click **Submit**.

A message is displayed indicating your request was successfully submitted. Requests for Primary Approvers are processed by TEAL Administrators and the Information Security Officer at TEA. Requests for Alternate and Limited Approvers must first be approved by the Primary Approver and then by TEA.

### Approver Responsibilities

When you approve a request for access to a TEA application, you confirm that:

- You know the identity of the requestor.
- You agree this person needs access to the application and its data (including confidential data).
- You agree that the role requested is appropriate.

- You have reviewed the information (including email address, name, county-district or ESC number, etc.) and believe it to be accurate and appropriate.

### The Request Process

When an online request is submitted, TEAL automatically forwards the request to the appropriate approver. You may approve the request as is, reject and resubmit it with a change, or reject it. An email notification is sent to the person for whom access was requested, at the email address entered on the user's TEAL account, informing them of the status. If the request for access is approved or if it is rejected and resubmitted by the organization approver, it is then forwarded to the TEA Service Approver to be processed.

### Approve, Reject or Reject and Resubmit the Request

To review requests:

1. Log on to TEAL.
2. Click **Pending Activities** or select My To-Do List.
3. Click on any item to see activity details (displayed on the right.)
4. Carefully review the request displayed:
  - Since all correspondence, including user name and password information, is sent to the email address on the form, review it for accuracy.
  - Verify the user is the appropriate person to work with this application.
  - Verify the role selected is appropriate.
  - Verify the person has entered any additional information needed (often a county district number, campus number, or other information).
5. To approve the request, click **Approve Request**. To reject the request, enter a comment and click **Reject**.
6. If the request needs a change, you can reject and resubmit a it; enter a comment, select **Reject and Resubmit**, and then do the following:
  - a. Click **OK** on the popup.
  - b. Click **Add Access**.
  - c. Enter the organization in the Employing Organization textbox.
  - d. Select the appropriate role and enter any other information requested for the user.
  - e. Click **Done** and then click **Save Changes**.

A message indicates the request was successfully submitted. It is then be forwarded to the TEA Service Approver.

### Manage Others' Application Accounts

Approvers can manage other user accounts within their organization. (Limited Approvers can only manage user access to applications to which they can grant access.) After logging in:

1. Click **Manage Others Accounts**.
2. Select from the filtering options and select **Search Accounts**.
3. Select which users access you want to revise and the action to be taken.
4. After processing, TEAL displays the new account status.

### Security Assurance

If your role in a TEA application involves viewing confidential data, TEAL prompts you every 30 days to affirm that you understand and will adhere to laws and policies designed to protect this data.