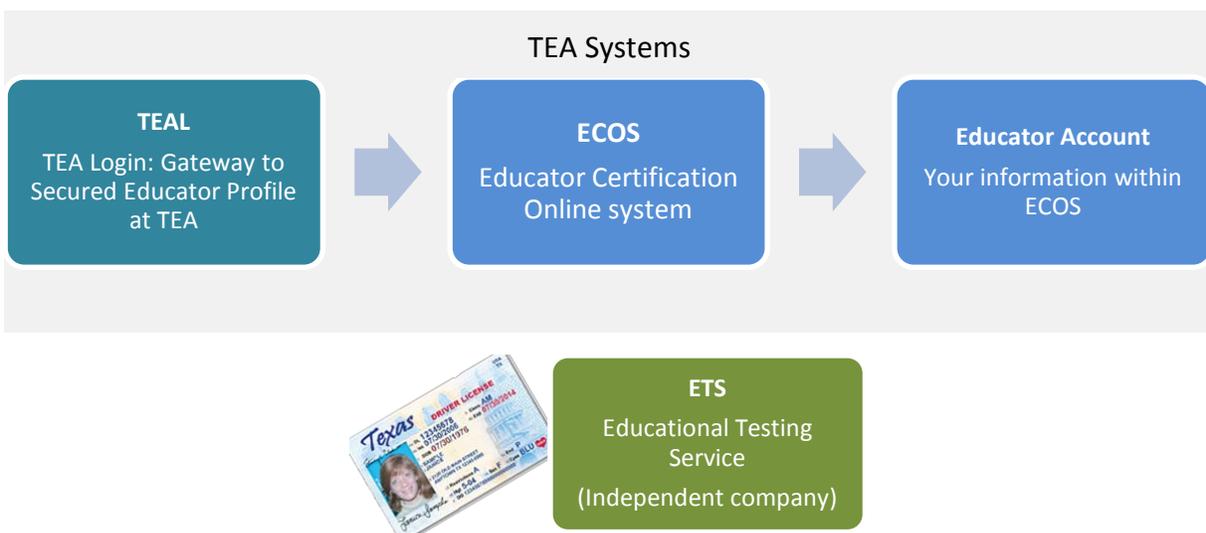


TEAL and ECOS Access Instructions for EPP Candidates

To maintain your educator certification throughout your career, you will need to access your records at the Texas Education Agency (TEA). Follow the instructions below to create a user account online, or access an existing user account already set up for you by your Educator Preparation Program (EPP).

If you are a candidate in an EPP, you need to know:

- You need a TEAL (TEA Login) to access your records and work on certification-related tasks in the Educator Certification Online System (ECOS).
- TEAL is the security gateway to TEA web resources. TEAL helps protect your records.
- Your educator profile and certification records are maintained within the ECOS.
- Keep your email address up-to-date. TEA uses the email address on your educator profile to contact you about testing, certification renewal, and other issues.
- Keep your name up-to-date with TEA. If your name changes, you must submit a name change request to TEA.
- Remember the exact name you used to set up your account. You may change your name over your career due to changes in marital status or for other reasons.
- Your name appears on your educator certificate exactly as it is entered in TEAL. Take care with upper/lower case letters.
- Keep your username and password in a secure location where you will be sure to find them in the future. You may need to log on to TEAL/ECOS rarely, but timely access is crucial when needed in order to access your TEA ID or apply for or renew certification.
- ETS, or the Educational Testing Service, is an independent company that provides testing for Texas educator certification. Information on your educator profile in ECOS is transferred to the ETS system. To update your information in the ETS system, log on to TEAL and update your profile in ECOS.



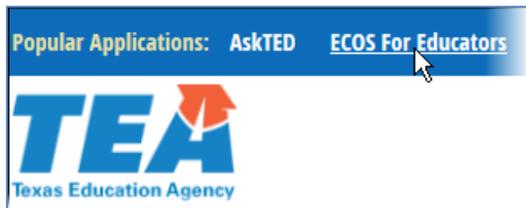
TEAL and ECOS Access Instructions for EPP Candidates

Part 1: TEA Login (TEAL) Access

Check with your EPP to see if they have created a TEAL user account for you. If they have, skip the first section below and start with the section, "Log on to TEAL with the Username and Temporary Password Sent by Email."

If You Need To Create Your Own TEAL Account -

1. Go to the TEA website, tea.texas.gov, and click **ECOS for Educators** at the top of the main page.



2. On the next screen, click **Create new TEAL account**.
3. Enter required information on the TEAL profile page. You must enter the name in your TEAL profile as it exists on your Texas Driver's License/State ID card and on your Educator Certification. Do not use nicknames (example: "Bill" vs. "William") or other variations.

IMPORTANT!!! Your name is used to connect all your records and is transmitted to ETS. If your name does not match **EXACTLY** on your Texas Driver's License/State ID card and on your Educator Certification profile, you will not be able to log in to your Educator account or register for tests at ETS. If your name has changed or differs between these sources, **STOP**, and follow the Name Change Information on the last page of this document.

Make sure you capitalize the first letters of your first and last name appropriately. For example: Jane Doe; Not JANE DOE or jane doe.

Enter your email address in lower case, and use an email address that you will have access to after you leave the EPP. All future communication about your account and certification will be sent to this email address.

* First Name:	<input type="text" value="Edward"/>
Middle Name:	<input type="text"/>
* Last Name:	<input type="text" value="Texan"/>
Suffix:	<input type="text"/> Generational, Academic, Professional (Jr, PhD, CPA)
Uniq-ID: 8416498474	
* Email Address:	<input type="text" value="edtexas@gmail.com"/> All notifications will be sent to this address.
* Verify Email:	<input type="text" value="edtexas@gmail.com"/>
* Birth Month:	<input type="text" value="01"/> The month of birth (1-12)
* Birth Day:	<input type="text" value="01"/> The day of the month of birth (1-31)
Birth Year:	<input type="text" value="1975"/> YYYY

TEAL and ECOS Access Instructions for EPP Candidates

4. Select "**Educator**" for the Organization Type and enter the required information.

* Organization Type: **Educator** The user's organization type.
Job Title: _____

Please enter the following information in order to search for an existing Educator account that belongs to you.

When setting up a TEAL account, you must use the name that appears on your Texas educator certificate. If the first and last name does not match exactly in TEAL with the name in your educator account, you will not be able to access your educator account.

SSN must be nine (9) numeric characters only. Spaces, alphabetic characters, hyphens, slashes or any other special characters are not allowed.

If you do not have a social security number, please email [Educator Certification](#) and indicate in the subject line "Request a temporary file and TEA ID number." In the body of the email please confirm that you do not have a social security number, and include a daytime telephone number. You will also need to attach a copy of your state issued ID and passport. (please do not select this option if you have been previously assigned a temporary file number in the Educator Certification Online System)

SSN or P number: _____
Confirm SSN or P number: _____ Please type the SSN or P number to confirm. Copy and Paste is not allowed.

OR

TEA ID: _____
Confirm TEA ID: _____ Please type the TEA ID to confirm. Copy and Paste is not allowed.

AND

* Birth Year: 1975 YYYY
Confirm Birth Year: 1975 YYYY Please type the Birth Year to confirm. Copy and Paste is not allowed.

* Phone Number: 512-555-1212 Must include area code.
* Street Address: 1701 Congress Ave
* City: Austin
* Country: United States
* State: Texas
* Zip or Postal Code: 78701

Submit Cancel

5. Click **Submit**.
6. On the next screen, click **Done**. This is required to finalize your submission.

contractors please note: Your request must be approved by HR or your manager and this will add to the process

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 three days, please go to the following link and click "Submit a Request" - <https://txeduagency.zendesk.com> for assistance.

Done

DIRTY MONTH: 10 The month of birth (1-12)

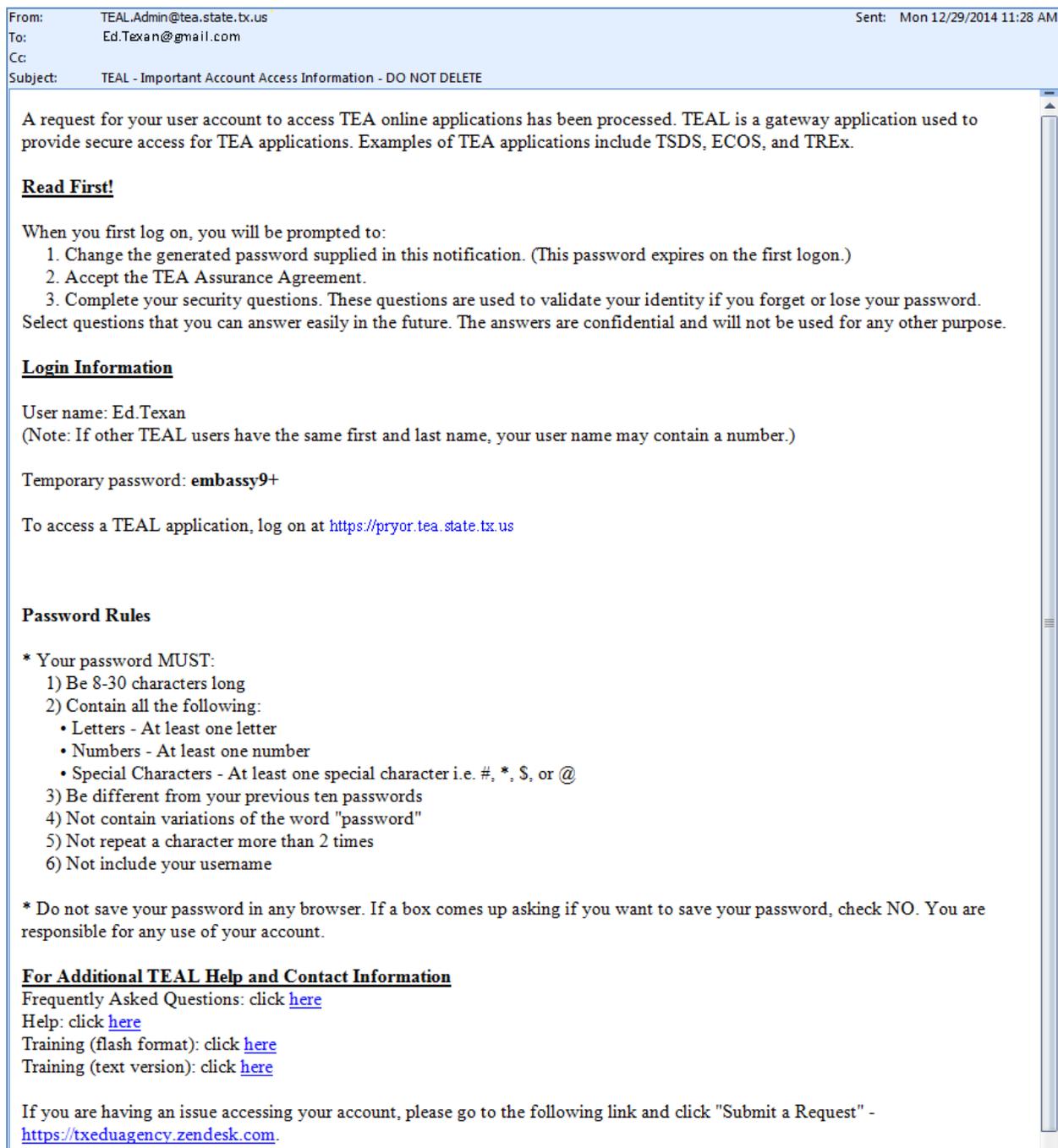
7. Wait for a system-generated email from TEAL Admin to be sent to the email address you provided.

TEAL and ECOS Access Instructions for EPP Candidates

Log on to TEAL with the Username and Temporary Password Sent by Email

Whether you created your own TEAL user account or it was created for you by an EPP, you should have received an email message from TEAL Admin with your username and password.

1. When the email arrives, read it carefully and follow instructions to access TEAL. From there, you will be able to access your Educator Account in ECOS.



The image is a screenshot of an email interface. At the top, the header shows the sender as 'TEAL.Admin@tea.state.tx.us', the recipient as 'Ed.Texan@gmail.com', and the date as 'Mon 12/29/2014 11:28 AM'. The subject line is 'TEAL - Important Account Access Information - DO NOT DELETE'. The main body of the email contains the following text:

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

Temporary password: **embassy9+**

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

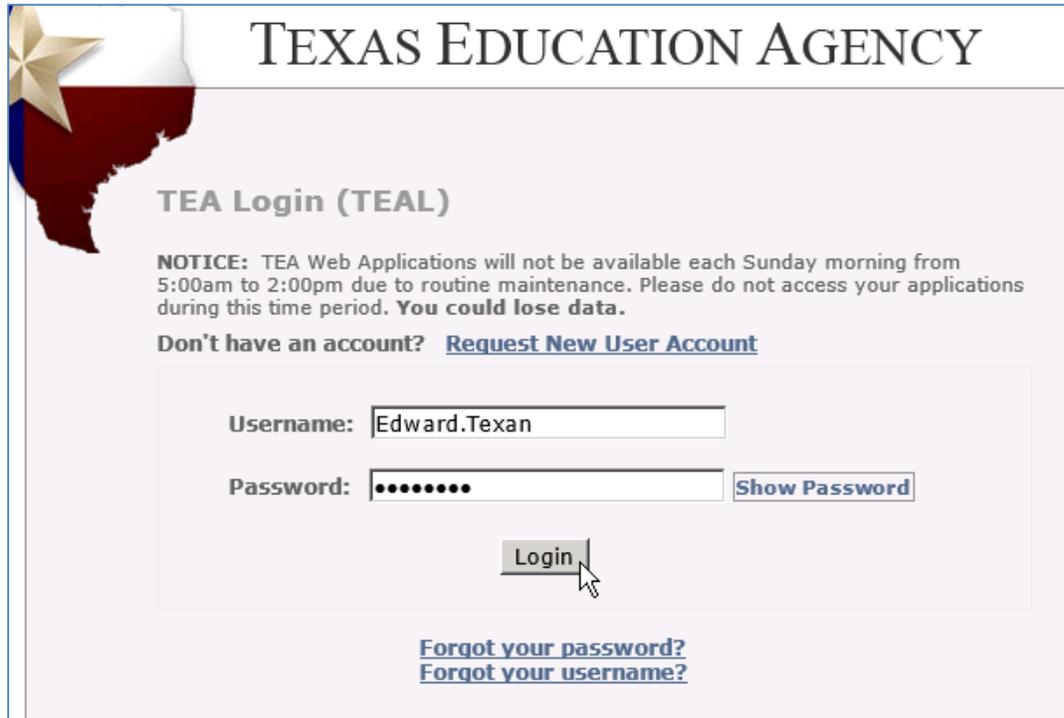
Frequently Asked Questions: click [here](#)
Help: click [here](#)
Training (flash format): click [here](#)
Training (text version): click [here](#)

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

TEAL and ECOS Access Instructions for EPP Candidates

2. Go to the TEAL login page at <https://pryor.tea.state.tx.us/> and enter the username and temporary password sent in the email.

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



The screenshot shows the TEAL login interface. At the top left is the Texas state flag. The header reads "TEXAS EDUCATION AGENCY". Below this is the title "TEA Login (TEAL)". A notice states: "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.**". Below the notice is a link: "Don't have an account? [Request New User Account](#)". The login form contains a "Username:" field with the text "Edward.Texan", a "Password:" field with seven dots, and a "Show Password" button. A "Login" button is centered below the fields, with a mouse cursor hovering over it. At the bottom of the form are two links: "[Forgot your password?](#)" and "[Forgot your username?](#)".

TEAL and ECOS Access Instructions for EPP Candidates

- 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 as your “Current Password”, and then enter the new password you want to use.

Your password must meet the TEAL security requirements listed on the Set Your Password page.

If you need to reset your password in the future, you will be prompted to answer one of these questions. For the system to recognize your answers in the future, you will need to enter them exactly as you enter them during account setup.

TEXAS EDUCATION AGENCY

Set Your Password

Please create a new password.

Username: edward.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:
 - o Letters - At least one letter
 - o Numbers - At least one number
 - o Special characters - At least one special character 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 the password that was most recently emailed to you. Passwords are case-sensitive, so ensure that your CAPS Lock is not set to On.

Submit Cancel

Your security questions need to be set up or updated.

Please choose three security questions from below and provide answers. These questions are required if you forget or lose it. These answers are confidential and will not be used for any other purpose.

Please be sure to note the exact answer, including punctuation, because the system needs the exact answer.

* Question 1: What year did you graduate high school?

* Question 1 Answer:

* Question 2: Select from list below...

* Question 2 Answer:

* Question 3: Select from list below...

* Question 3 Answer:

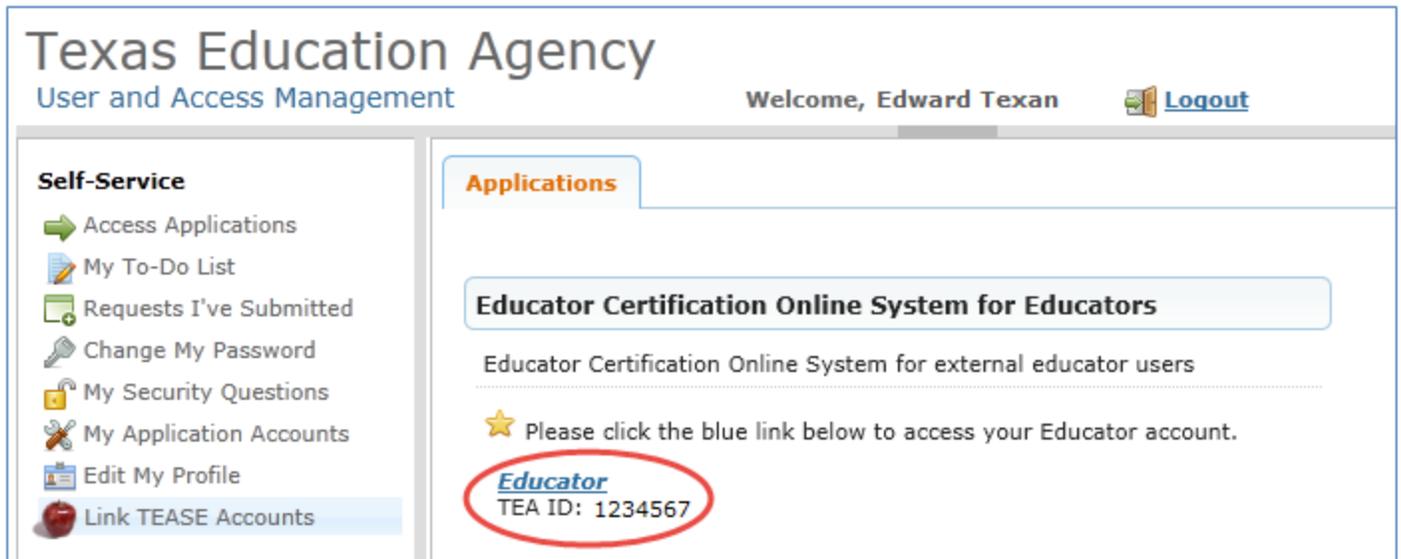
Save Changes Cancel

TEAL and ECOS Access Instructions for EPP Candidates

After you log in to TEAL, you will see the Self-Service menu on the left and the Applications tab to the right.

On the tab, you should see the blue [Educator](#) link with your TEA ID number below it. Clicking this link will take you to your educator records in ECOS.

If you do see the [Educator](#) link, click to access your Educator account in the ECOS application.



The screenshot shows the Texas Education Agency (TEA) User and Access Management interface. The header includes the TEA logo and the text "Texas Education Agency User and Access Management". The user is logged in as "Edward Texan" and has a "Logout" button. The main content area is divided into two sections: "Self-Service" and "Applications".

Self-Service menu items:

- Access Applications
- My To-Do List
- Requests I've Submitted
- Change My Password
- My Security Questions
- My Application Accounts
- Edit My Profile
- Link TEASE Accounts

Applications section:

Educator Certification Online System for Educators

Educator Certification Online System for external educator users

★ Please click the blue link below to access your Educator account.

[Educator](#)
TEA ID: 1234567

If you do not see this link, there may be a mismatch between your name or other demographic information as entered in TEAL and ECOS. You may still be able to link your accounts manually, so skip to the next section - [Special Instructions](#) - and complete the steps to manually link your TEAL and ECOS accounts.

TEAL and ECOS Access Instructions for EPP Candidates

Special Instructions: Manually Link Your TEAL and ECOS Accounts

Complete these steps only if you see the **Apply for Access** link instead of the **Educator** link after logging on to TEAL.

1. From the Self-Service menu, click **My Application Accounts**.

Texas Education Agency
User and Access Management

Welcome, Edward Texan Logout

Self-Service

- Access Applications
- My To-Do List
- Requests I've Submitted
- Change My Password
- My Security Questions
- My Application Accounts**
- Edit My Profile
- Link TEASE Accounts

Applications

You do not have access to any applications at this time.

[Apply for Access](#)

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

Applications **My Accounts** ✕

To apply for access to a TEA application or service, click the "Request New Account..." button below.
To edit the details of one of your existing accounts, click on the Application name link in the list below.

Contact information for each application is listed below. APPLICATIONS ARE LISTED IN ALPHABETICAL ORDER. PLEASE SCROLL DOWN TO THE ONE YOU NEED. If the application is not displayed in the list, access the [Application Reference Page](#) to print a request form that can be faxed to TEA.

0 accounts.

Request New Account... Delete Account Refresh Accounts

<input type="checkbox"/> Account Owner	Status	Application	Parameters

TEAL and ECOS Access Instructions for EPP Candidates

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

Request New Account

To request new access

- Click the Application ID link OR
- Double click the Application Name OR
- Single click the Application Name and then click the "Go To Account Details Form" button

Application ID	Application Name	Contact	Details
CSSF	Charter School - School FIRST	Email: Division of Financial Audits (512-463-9095)	
CSTS	Charter Schools Tracking System	Email: Division of Charter School Administration (512-463-9575)	
ECOSAdmin	Educator Certification Online System for TEA Admins	Email: Division of TEA Educator Certification (512-936-8400)	
ECOSEducator	Educator Certification Online System for Educators		
ECOSEntities	Educator Certification Online System for Entities		
TREx	Texas Records Exchange	Email: Texas Records Exchange (512-463-7246)	
TSDSPortal	Texas Student Data System Portal		
Waivers	Waivers	Email: Ronald Rowell (512-463-9290)	

[Go To Account Details Form](#)

- Enter the required information (so that TEAL can verify your Educator Certification in ECOS), and click **Submit**.

* Organization Type: The user's organization type.
Job Title:

Please enter the following information in order to search for an existing Educator account that belongs to you.

When setting up a TEAL account, you must use the name that appears on your Texas educator certificate. If the first and last name does not match exactly in TEAL with the name in your educator account, you will not be able to access your educator account.

SSN must be nine (9) numeric characters only. Spaces, alphabetic characters, hyphens, slashes or any other special characters are not allowed.

If you do not have a social security number, please email [Educator Certification](#) and indicate in the subject line "Request a temporary file and TEA ID number." In the body of the email please confirm that you do not have a social security number, and include a daytime telephone number. You will also need to attach a copy of your state issued ID and passport. (please do not select this option if you have been previously assigned a temporary file number in the Educator Certification Online System)

SSN or P number:
Confirm SSN or P number: Please type the SSN or P number to confirm. Copy and Paste is not allowed.

OR

TEA ID:
Confirm TEA ID: Please type the TEA ID to confirm. Copy and Paste is not allowed.

AND

* Birth Year: YYYY
Confirm Birth Year: YYYY Please type the Birth Year to confirm. Copy and Paste is not allowed.

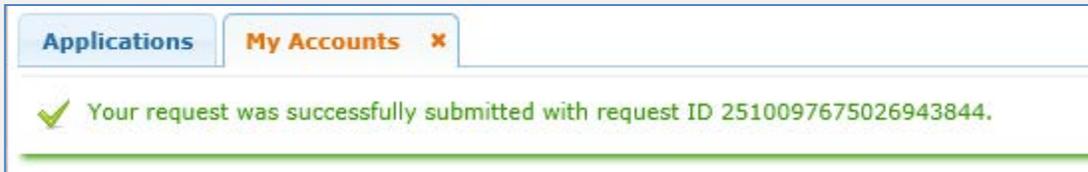
* Phone Number: Must include area code.
* Street Address:
* City:
* Country:
* State:
* Zip or Postal Code:

[Submit](#) [Cancel](#)

TEAL and ECOS Access Instructions for EPP Candidates

The system displays confirmation in green.

(If the linking effort is unsuccessful and an error message is displayed, there may be a name, birthdate, or social security number mismatch between the information you are entering and the information on your ECOS records. Please review the Name Change Information at the end of this document and send required documentation to correct the problem. Your TEAL access name and the name on your certification/ECOS account and Texas Driver's License/State ID must match exactly.)



5. Click the "x" to close the confirmation message, and then click **Done** at the bottom of the page.

Applications **My Accounts** x

✓ Your request was successfully submitted with request ID 338306225596291410. x

Please enter the following information in order to search for an existing Educator account that belongs to you.

In order to proceed, the name on your Texas educator certificate must match the name of your TEAL identity account. If they do not match, please submit a name change request with a copy of your state issued identification at namechange@tea.texas.gov.

SSN must be nine (9) numeric characters only. Spaces, alphabetic characters, hyphens, slashes or any other special characters are not allowed.

If you do not have a social security number, please email [Educator Certification](#) and indicate in the subject line "Request a temporary file and TEA ID number." In the body of the email please confirm that you do not have a social security number, and include a daytime telephone number. You will also need to attach a copy of your state issued ID and passport. (please do not select this option if you have been previously assigned a temporary file number in the Educator Certification Online System)

SSN or P number:

Confirm SSN or P number: Please type the SSN or P number to confirm. Copy and Paste is not allowed.

OR

TEA ID:

Confirm TEA ID: Please type the TEA ID to confirm. Copy and Paste is not allowed.

AND

* Birth Year: YYYY

Confirm Birth Year: YYYY Please type the Birth Year to confirm. Copy and Paste is not allowed.

Done

TEAL and ECOS Access Instructions for EPP Candidates

- On the Applications tab, you should now see the Educator link with your TEA ID number underneath.

Applications

Educator Certification Online System for Educators

Educator Certification Online System for external educator users

★ Please click the blue link below to access your Educator account.

[Educator](#)
TEA ID: 1234567

TEAL and ECOS Access Instructions for EPP Candidates

Part 2: Accessing your Personal Educator Account in ECOS

1. After your TEAL user account is successfully linked to ECOS, you will always be able to access your educator profile by clicking on the [Educator](#) link.

Note that there is an **Edit My Profile** link under Self-Service. This is your security profile and is NOT your Educator profile.

To access your Educator profile, click the blue Educator link.

The screenshot displays the Texas Education Agency's User and Access Management portal. At the top, it says 'Texas Education Agency User and Access Management' and 'Welcome, Edward Texan' with a 'Logout' button. On the left, a 'Self-Service' sidebar lists various options, with 'Link TEASE Accounts' highlighted. The main 'Applications' section contains a box for the 'Educator Certification Online System for Educators', which includes a blue link for 'Educator' and the user's TEA ID: 1234567. A star icon and a note instruct the user to click the blue link to access their account.

This logs you into ECOS and brings up your educator profile page. Make any necessary changes and click **Continue** at the bottom to save the changes.

SEE EXAMPLE NEXT PAGE

TEAL and ECOS Access Instructions for EPP Candidates

TIP: The ETS pulls your profile information from this page. Any changes must be made here to be reflected in your account with ETS at www.texas.ets.org.

TO SAVE CHANGES TO YOUR PROFILE, YOU MUST CLICK **CONTINUE** AT THE BOTTOM OF THE PAGE.

Educator Certification Online System

Welcome, Edward Texan
TEA ID Number: 1234567

Exit ECOS

Make any changes needed to your Educator Profile and click **Continue** to save.

Educator Profile Setup

TEA ID: 1234567

*First Name: Edward *Gender: [Dropdown]
Middle Name: [Text] *Date of Birth: Month 10 Day 20 Year 1965
*Last Name: Texan *Phone Number: 512-555-1212
Maiden Name: [Text] *Ethnicity/Race: [Dropdown] [Select/Update Ethnicity](#)
Suffix: [Dropdown] *Driver License #: [Text]
*DL State: [Dropdown]

Your name must appear exactly as it appears on your valid state ID. The way your name appears in your profile is how your certificate will read.

To submit a change or correction of name, gender, or date of birth, please email the required information and documents:

1. Copy of your state Drivers License or State ID
2. The last four digits of your social security number
3. Previous name in ECOS educator account
4. If changing a first name, you must also submit a copy of your birth certificate or court name change document
5. If you are an out-of-country educator who does not hold a social security card, you may submit a copy of a current passport instead
6. A current email address and valid daytime phone number

Please scan and email documents to: namechange@tea.state.tx.us Or mail to:
Texas Education Agency
5th Floor
1701 North Congress Ave
Austin, TX 78701

Please allow 7 to 10 business days for processing. You will receive a confirmation email after your information has been updated.

*Mailing :

United States and other US Territories Foreign Address

*Address: Main St *Address: [Text]
Include your apartment, suite number OR PO Box, if applicable [Text]
*City: Austin *City or Locale: [Text]
*State: Texas Province Abbreviation: [Text] (If applicable)
*Zip Code: 78701 - [Text] (12345-1234) *Postal Code: [Text]
Country: UNITED STATES *Country: [Dropdown]

*Billing: Check here if same as mailing

United States and other US Territories Foreign Address

*Address: [Text] *Address: [Text]
Include your apartment, suite number OR PO Box, if applicable [Text]
*City: [Text] *City or Locale: [Text]
*State: Texas Province Abbreviation: [Text] (If applicable)
*Zip Code: [Text] - [Text] (12345-1234) *Postal Code: [Text]
Country: UNITED STATES *Country: [Dropdown]

Email and contact information is required. We use email as the primary method to communicate with you. Status changes, reminders and other actions pertaining to your credentials will be communicated to you with this email address.

You can update your email address in TEAL by selecting the "Exit ECOS" option at the top of this page, then selecting "Edit My Profile" on the left side of the TEAL page.

*Email: edtexan@gmail.com

Continue

*Required Fields

TEAL and ECOS Access Instructions for Educators

After you click **Continue**, click options in the left menu to perform tasks such as renewing certification, or viewing or printing certificates.



MAIN MENU brings you to the home page where you can select an option on the far left side below the tab.

APPLICATION/FEE STATUS allows you to make the online payment if you previously submitted an application, but did not pay OR were not directed to the secure payment screens after submitting the online application to SBEC/TEA; this tab also allows you to view all previous E-commerce transactions and print payment confirmation receipts if needed.

FINGERPRINT STATUS allows you to verify whether or not your fingerprint status is complete.

APPLICATIONS contains all of the online Texas applications in the dropdown menu selection:

Standard Certificate Texas Program – application used by candidates in Texas educator preparation programs seeking initial certification, certification in Trade and Industrial Education or Health Science, and additional certification for Principal, Superintendent, School Counselor, School Librarian, Reading Specialist, Educational Diagnostician, and Master Teacher (Reading, Mathematics, Science, and Technology).

Renew a Standard Certificate – application used by all Texas educators needing to renew their five-year standard certificates (includes all areas of certification).

Additional Certification by Examination – application used by Texas educators already issued a lifetime provisional certificate in a classroom teaching area or five-year standard certificate holders with classroom teaching certificates.

Probationary Certificate Texas Program – application used by candidates enrolled in Texas approved educator preparation programs (majority of applications submitted by alternative certification program candidates, but some traditional program candidates also eligible to apply with program approval and recommendation).

Out-of-State Certified Applicants – application used by educators with standard certificates in another state. Certified educators from other states can use this tab to apply for the review of credentials, one-year certificate, and five-year standard certificate.

Out-of-Country Certified Applicants – application used by educators certified in another country. Certified educators from other countries can use this tab to apply for the review of credentials, one-year certificate, and five-year standard certificate.

TEAL and ECOS Access Instructions for Educators

Temporary Teacher Certificate – application currently not used because there are no active participating school districts to assist with completion of this certification process.

Educational Aide Certificate – application used by individuals seeking employment with a school district. Individuals should not apply unless directed to do so by employing district. Individuals use this application to apply for the initial educational aide certificate, but must also use this application and pay another fee if being recommended for a higher level of educational aide certificate by the employing district. This certificate can be issued at level I, II, or III.

Renew a Standard Aide Certificate – application used by individuals to renew their educational aide certificate for another five-year period. Important to note that moving to a higher level of educational aide certificate does not renew the lower level educational aide certificate already issued.

Statement of Qualifications – document used by individuals seeking one of the Career and Technical Education Certificates requiring verification of work experience. The completed form should be taken to an approved Texas educator preparation program or in some instances, the employing school district.

VIEW CERTIFICATES allows you to view your online Texas certificate record.

Official Certificate – provides the full history of your certificate record. All certificates with a current, valid status will appear at the top of the online record. All other certificates with expired timeframes will appear at the bottom half of the online record. This format mirrors the information displayed when using the “Certificate Lookup” function from the main pages of the TEA website. To print the certificate, select **File -> Print** from the browser menu, or right-click on the certificate and select **Print**.

VIEW EXAMINATIONS provides the full testing history and also confirms test approval status under the “Maintain Approved Exams” section.

APPROVED PROGRAMS allows individuals to search for approved Texas educator preparation programs.

CHANGE ADDRESS allows individuals to update the mailing address in their educator profile.

SATISFACTION SURVEY provides individuals an opportunity to comment on services received from TEA.

TEAL and ECOS Access Instructions for Educators

Name Change Information

To submit a request to TEA to change or correct name, gender, and/or date of birth on your Educator Certification, send the information listed below to TEA:

1. Copy of your state Driver's License or State ID
2. The last four digits of your social security number
3. Previous name in ECOS educator account
4. If changing a first name, you must also submit a copy of your birth certificate or court name change document
5. If you are an out-of-country educator who does not hold a social security card, you may submit a copy of a current passport instead
6. A current email address and valid daytime phone number

Please scan and email documents to:

namechange@tea.texas.gov

Or mail to:

Texas Education Agency
5th Floor
1701 North Congress Ave
Austin, TX 78701

Please allow 7 to 10 business days for processing. You will receive a confirmation email after your information has been updated.