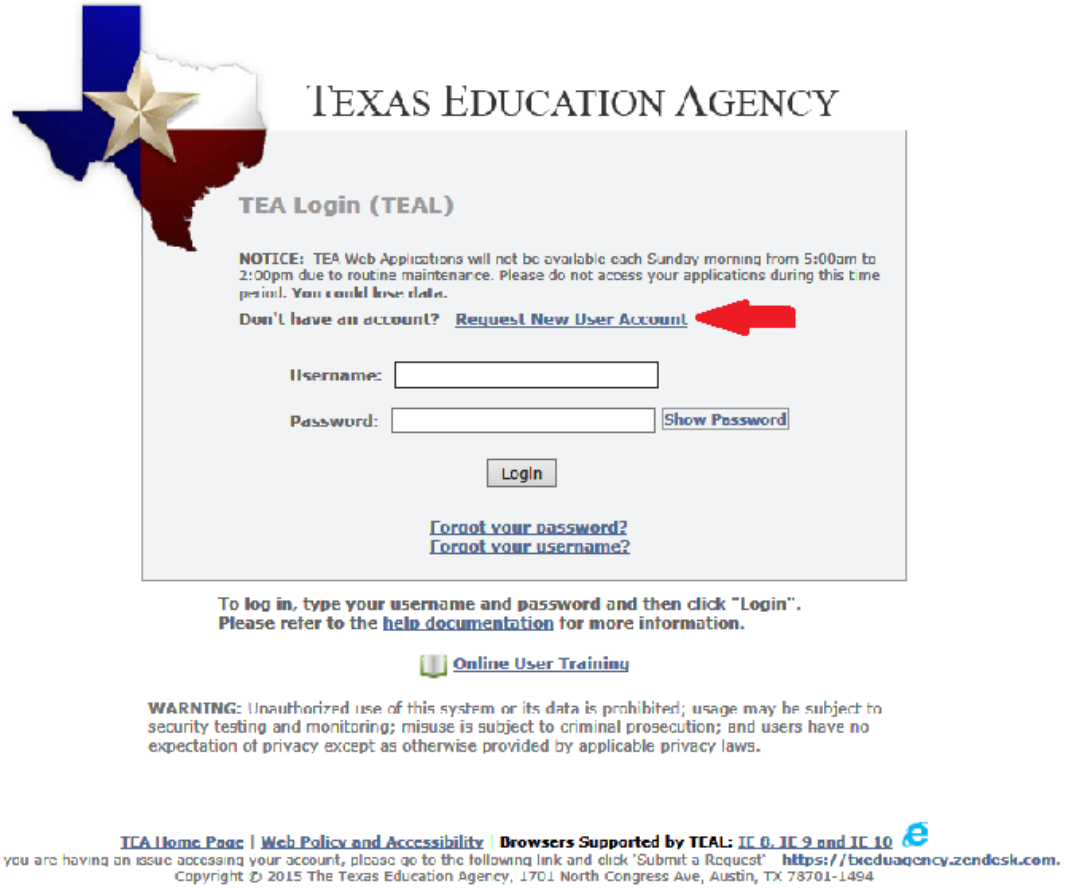
TEAL and ECOS Access Instructions for School District HR Resource Users

Step 1: TEA Login (TEAL) Access

A. Go to the TEA website, tea.texas.gov , select "TEAL Login" for **NEW** TEAL accounts. If you already have a TEAL account and other ECOS for Entity access but not principal survey, go to page 14, Step 4, to add a new role.

B. Select "Request New User Account"



C. Enter your information EXACTLY as it appears on your driver's license/state id.

a. *Tip: Make sure you capitalize the first letter of your first and last name and make the rest lower case. For example: Jane Doe; Not JANE DOE or jane doe.*

b. *Your email address should be all lowercase.*

First Name: Ed

Middle Name:

Last Name: Texan

Suffix: Generational, Academic, Professional (Jr, PhD, CPA)

Email Address: edtexan@gmail.com All notifications will be sent to this address.

Verify Email: edtexan@gmail.com

Birth Month: 01 The month of birth (1-12)

Birth Day: 01 The day of the month of birth (1-31)

Organization Type: School District The user's organization type.

Job Title:

Phone Number: 512-555-1212 May include area codes and extensions

Street Address: 1701 Congress

City: Austin

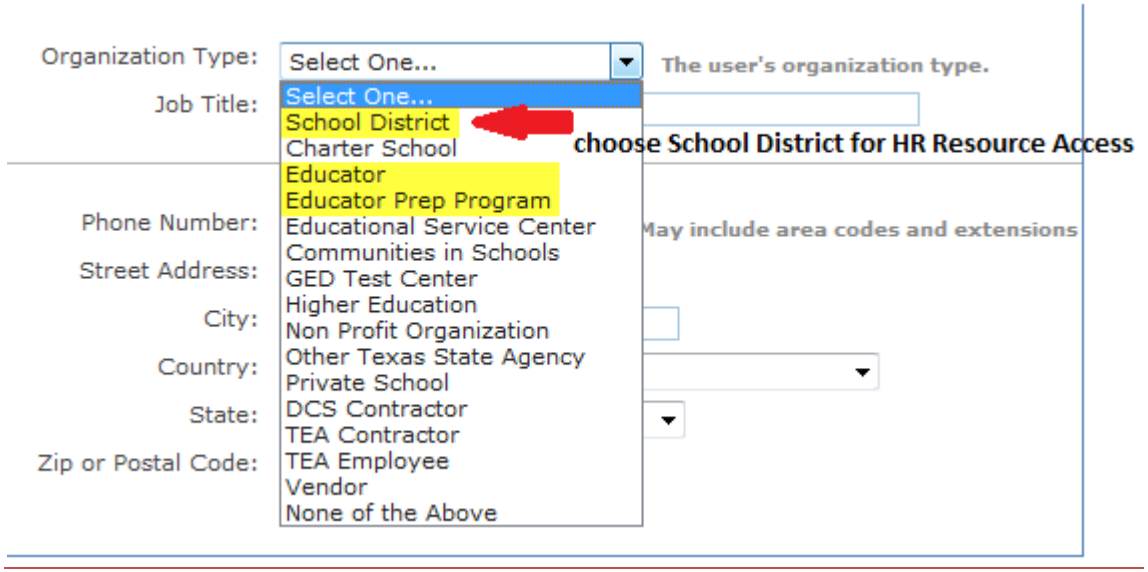
Country: United States

State: Texas

Zip or Postal Code: 78701

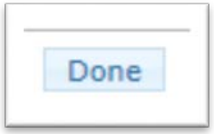
Submit Cancel

D. Select “School District” for the organization type.



E. Select “Submit” to submit the request.

F. Select “Done”.



G. Wait for a system-generated email.

PLEASE READ CAREFULLY

TEAL Access

Your request for a user account to access TEA online applications has been processed. You must use the username and password provided below to log on to TEAL. You will also receive additional email message(s) when access is provided to the specific TEA application(s) you request.

After entering the password for the first time, the system will prompt you to change it.

* Your password must be 8-30 characters; must contain the following character types: letters, numbers, and special characters (for example - #, *, $, or @); must not include your name or your username; must not contain variations of the word "password"; must not contain a character repeated more than 2 times; and must not be the same as your previous ten passwords.

* The system will prompt you to complete your Challenge and Response selection. You must select three security questions and provide answers. These questions are required and will be used to recover your password if you forget or lose it. The answers are confidential and will not be used for any other purpose. Later, if you forget your password, click the 'Forgot your password?' link on the TEAL Login page. The system will allow you to reset your password when you correctly answer the challenge questions that you previously set up. Remember: The answers to your challenge questions are also case sensitive.

* 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 login and password, even if it has been saved in your browser and someone else uses it.

NOTE: You will need both your username and your password to access any applications. Do not delete this email without committing your username to memory.

Your username is: Ed.Texan

Your password is:

%JypPj8+

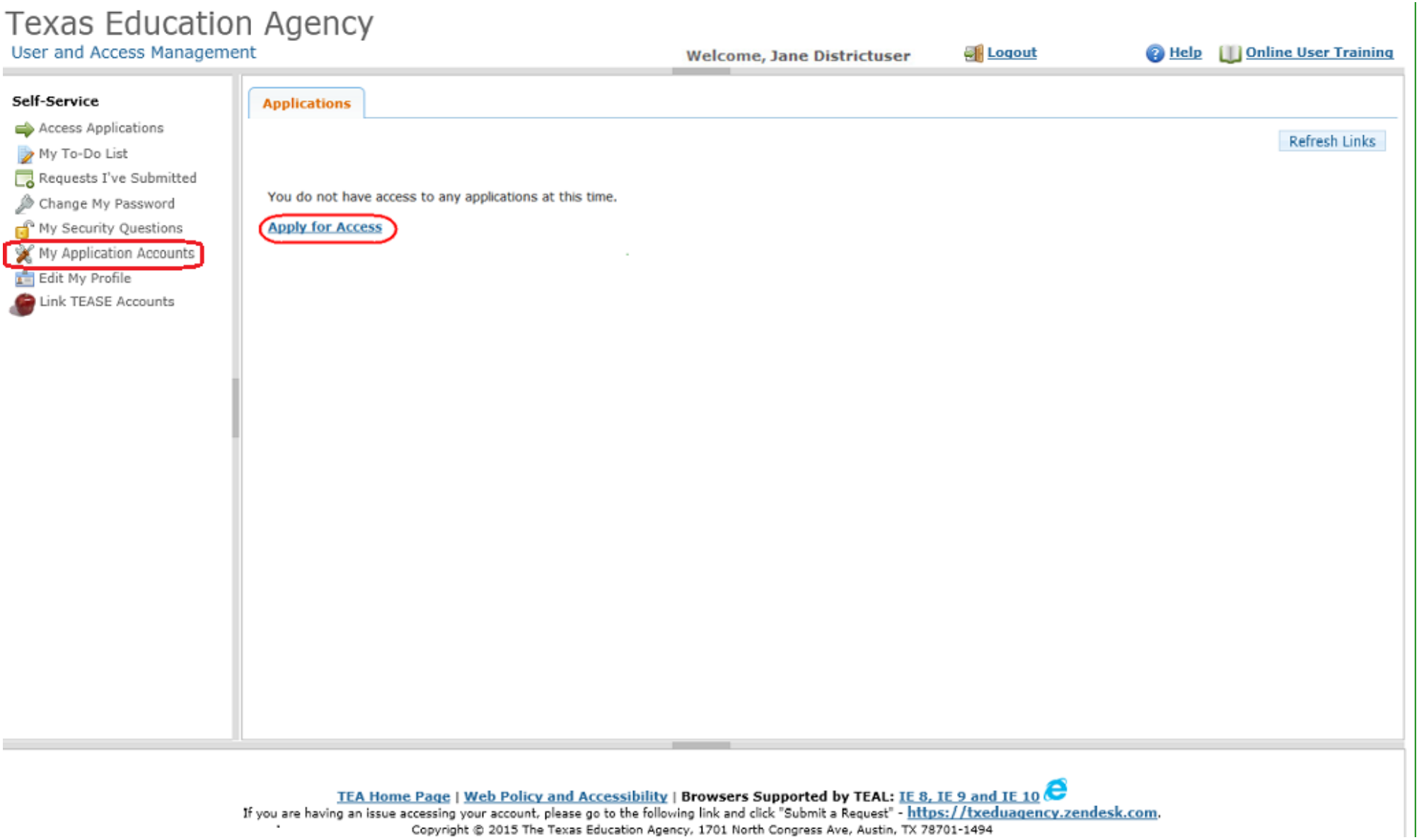
H. Read the email carefully and follow the TEAL access instructions.

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

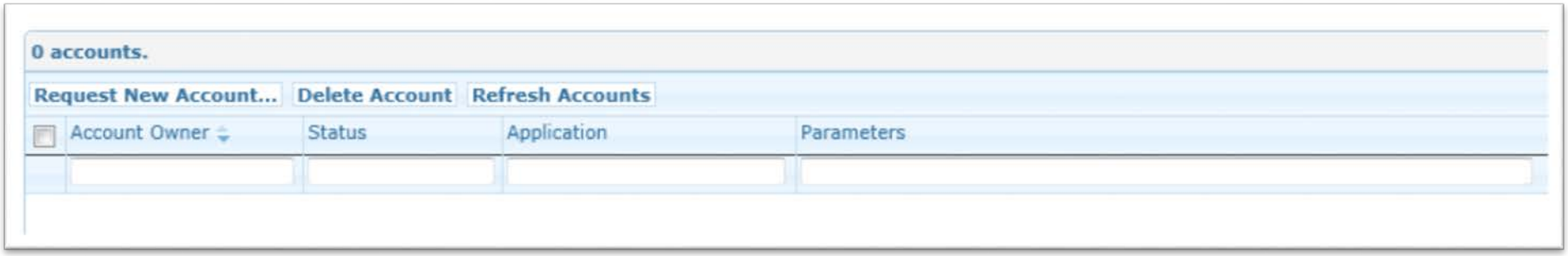
d. *You will be prompted to immediately change the temporary password and answer three security questions.*

Step 2: Access to Educator Certification Online System (ECOS)

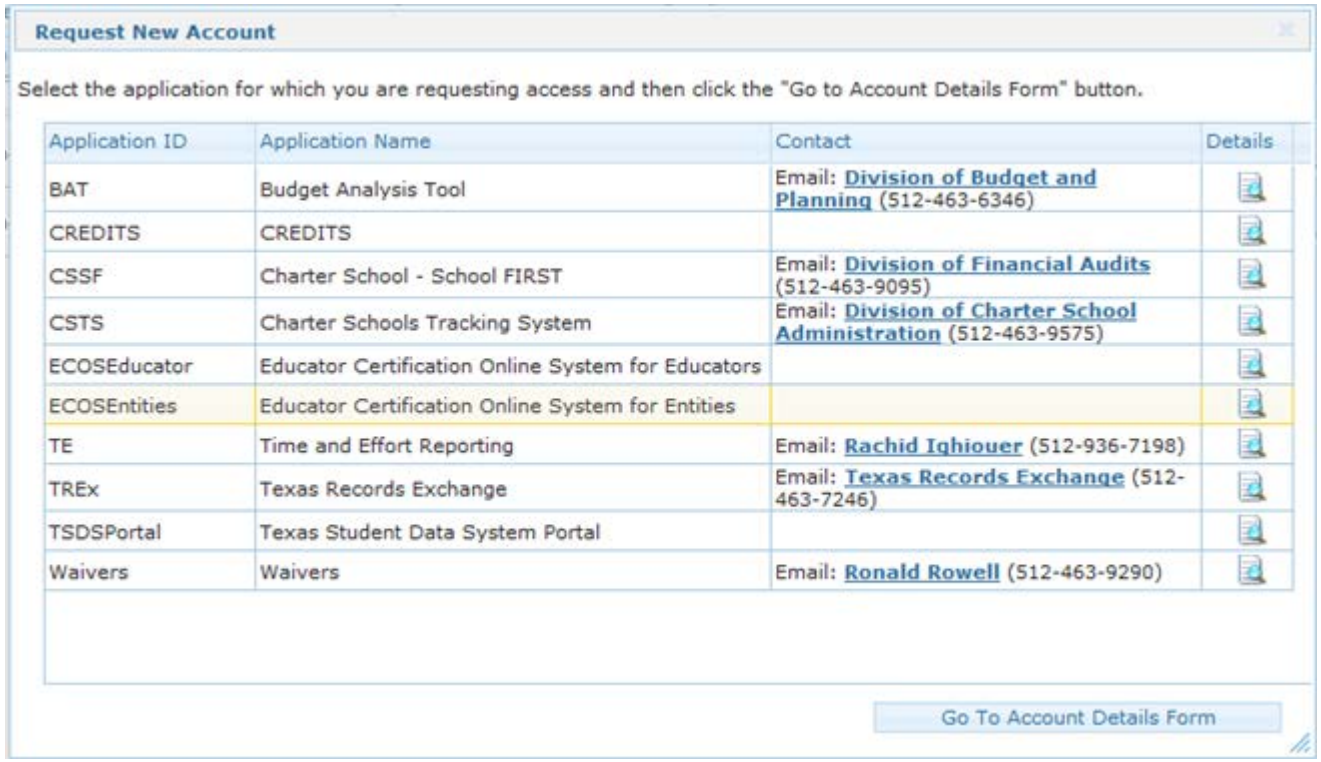
A. Once logged in, select “Apply for Access” link or select “My Application Accounts” in the Self Service section in the upper left column of the page.



B. Select “Request New Account.”



C. Double-click on “ECOSEntities” or highlight ECOSEntities and select the “Go To Account Details Form” in the bottom right hand corner.



D. The Application Access page appears. Select the “Add Access” button.

Texas Education Agency
User and Access Management

Welcome, Jane Districtuser Logout Help Online User Training

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

Administration

- Manage Other Users
- Manage Others' Accounts

Applications | My Accounts

To modify existing access

1. Select the access that you would like to modify and click the "Modify Access" button.
2. If you have more than one role associated with an organization, please select the specific role that you would like to modify.
3. Follow the instructions on the Application access details popup.
4. Click the "Save Changes" button. This will submit your modify request to TEAL.

Application Name: Educator Certification Online System for Enti

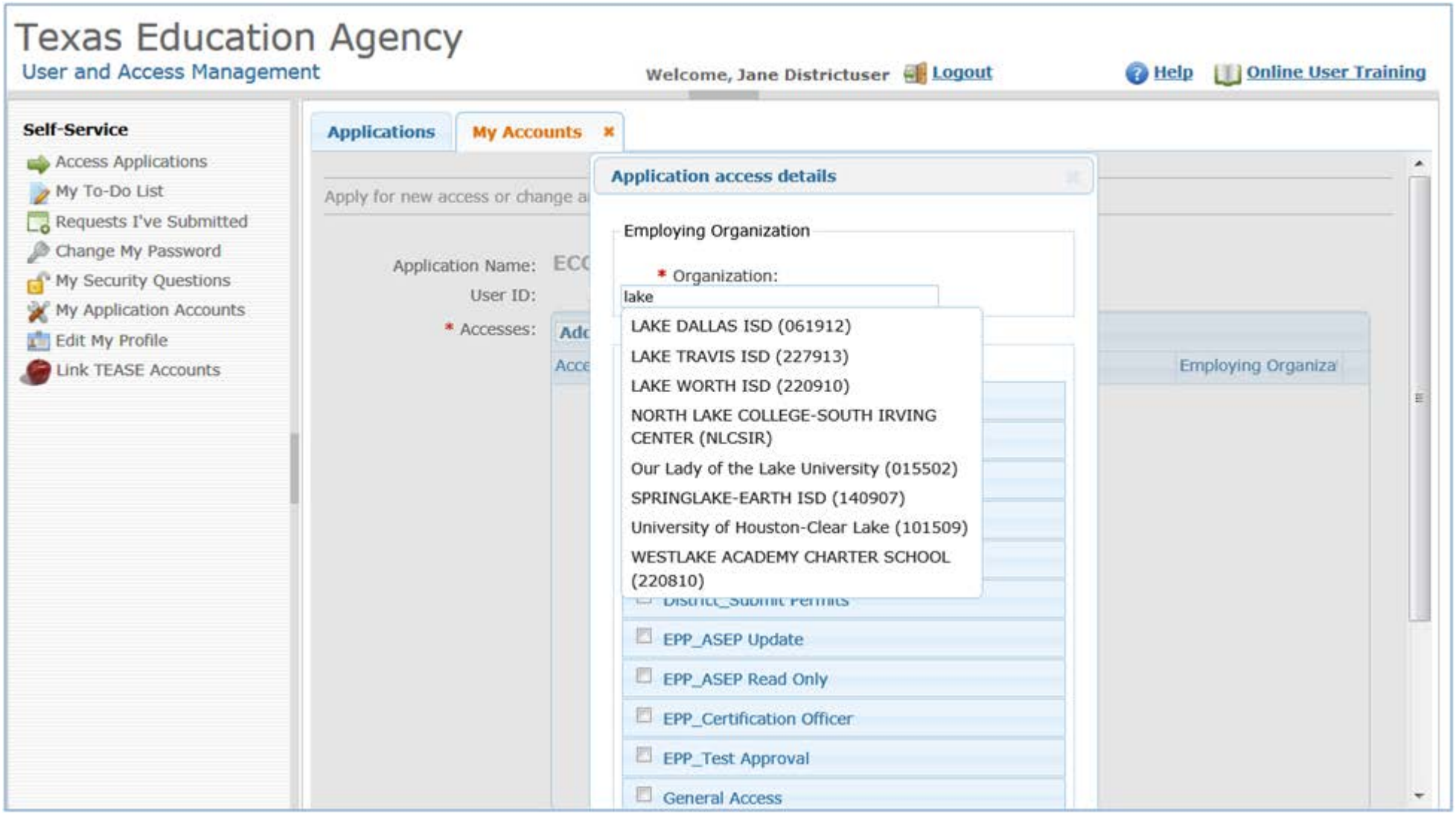
User ID: Jane Districtuser

Accesses: Add Access | Modify Access | Remove Selected | Refresh Access

Access Statu	Employing Organization	Access Rights

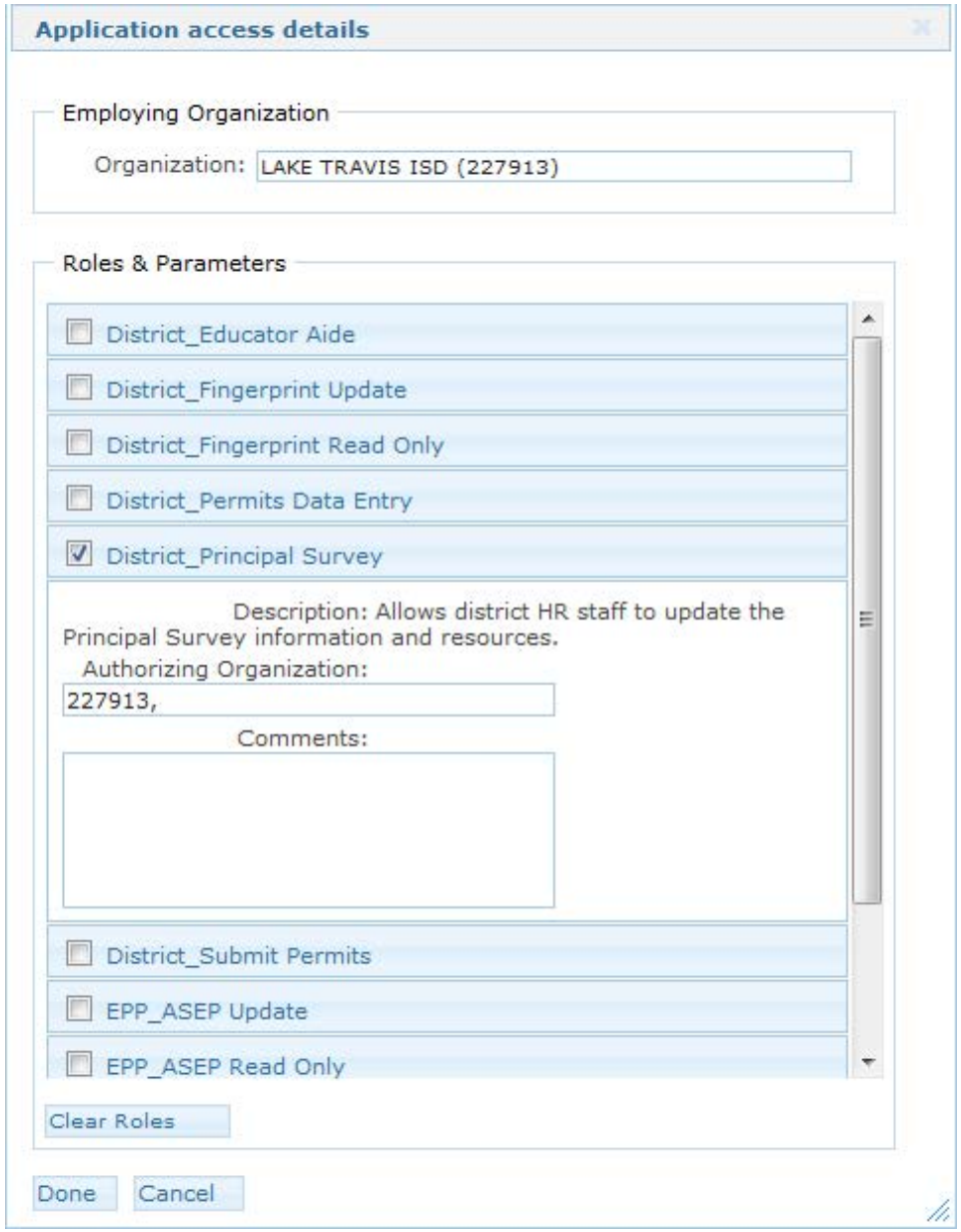
Save Changes | Done

E. Application access details page appears. Select the Employing Organization field at top and enter your employing organization name or county/district number.



F. Under the “Roles & Parameters” section check the box of the District_Principal Survey role.

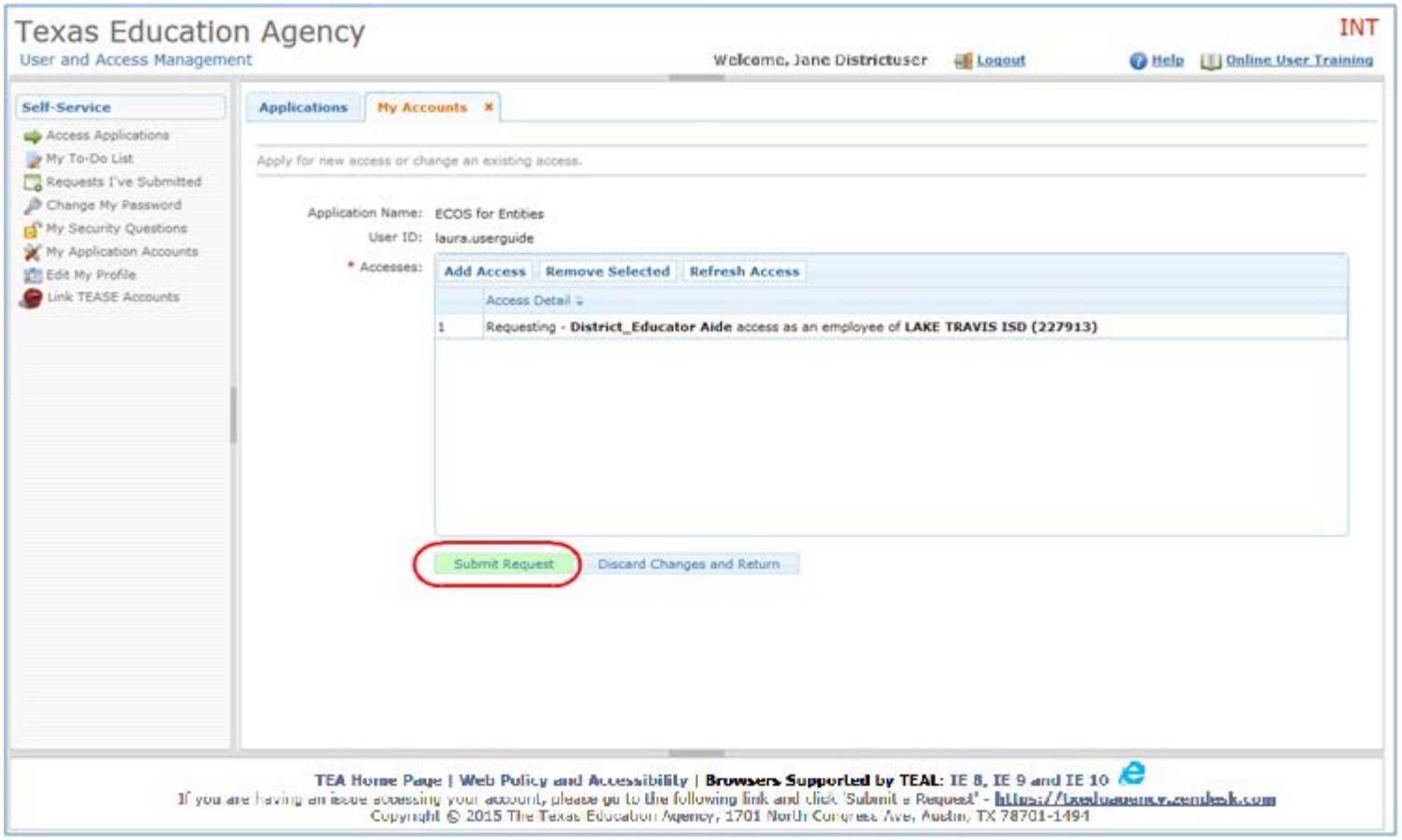
a. After selecting this role, under the description, you will see the Authorizing Organization field. Fill in the organization name or county/district number for the entity whose data you are requesting access.



G. Select the “Done” button at the bottom of the page

H. The application request now appears on the Application Request page.

I. Select the “Submit Request” button at the bottom of the page.



J. You should then see a statement, in green, that your request was successfully submitted.

Texas Education Agency
User and Access Management

Welcome, Jane Districtuser | Logout | Help | Online User Training

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Applications | My Accounts

Add request was successfully submitted with request ID 4003272110750560096.

Apply for new access or change an existing access.

Application Name: ECOS for Entities
User ID: laura.userguide
* Accesses:

Add Access | Remove Selected | Refresh Access

	Access Detail
1	Requesting - **District_Educator Aide** access as an employee of **LAKE TRAVIS ISD (227913)**

Submit Request | Discard Changes and Return

Step 3: Request Approval Process

A. Now that you've successfully submitted your request for access to an ECOS application, the request must go through an online approval process. Access requests to all applications in TEAL must be reviewed by at least two approvers.

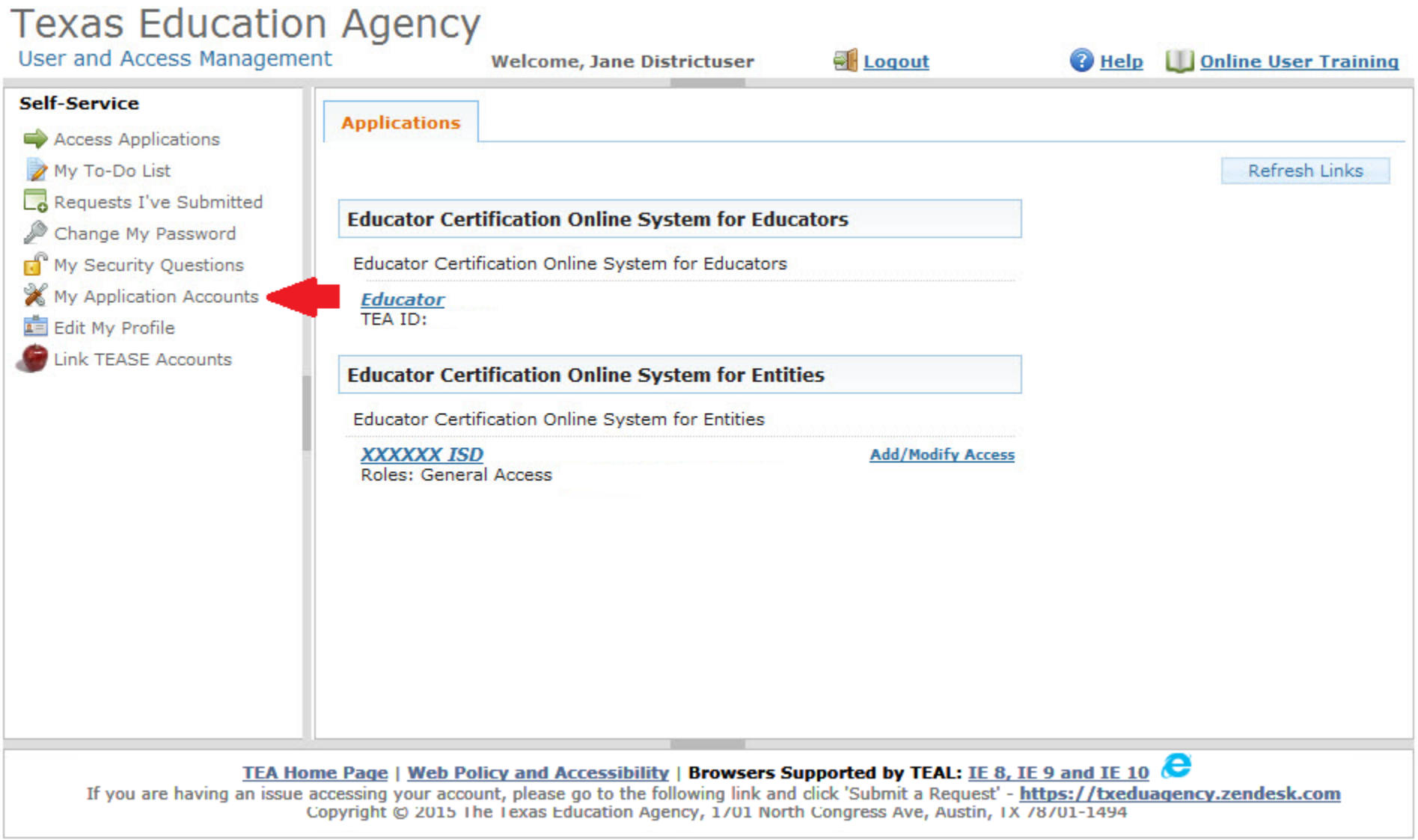
B. The **Organization Approver** provides the first level of approval. It is their responsibility to verify that the Requestor is part of their organization, and that the Requestor should have access to ECOS in the role that is being requested. The primary organization approver is the leader of that organization, such as the school district superintendent.

C. **Service Approvers** provide the final approval for access requests to ECOS applications. Service approvers are TEA employees with deep understanding of the application and the relevant roles and permissions.

D. A denial from any approver will result in an email notification to the requestor.

Step 4: Adding a role to existing ECOS Entity access

A. Once logged in, select “My Application Accounts” in the Self Service section in the upper left column of the page.



B. Select your current Entity account access row, then select the link “Educator Certification Online System for Entities”.

Texas Education Agency
User and Access Management

Welcome, Jane Districtuser Logout Help Online User Training

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

Administration

- Manage Other Users
- Manage Others' Accounts

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.

3 accounts.

Request New Account... | Delete Account | Refresh Accounts

Account Owner	Status	Application	Parameters
Jane Districtuser	active	Educator Certification Online System for Entities	Role(s) Granted: District_Permits Data Entry, District_Principal Survey, EPP_ASEP Update, District_Submit Permits, EPP_Test Approval, District_Educator Aide, District_Fingerprint Update, EPP_Certification Officer Authorized Org: 221502 - Abilene Christian University Employing Org: 221502 - Abilene Christian University
Jane Districtuser	active	Educator Certification Online System for Educators	Role(s) Granted: Educator

C. Select “Add Access”

Texas Education Agency
User and Access Management

Welcome, Jane Districtuser Logout Help Online User Training

Self-Service

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3. Follow the instructions on the Application access details popup.
4. Click the "Save Changes" button. This will submit your modify request to TEAL.

Application Name: Educator Certification Online System for Enti

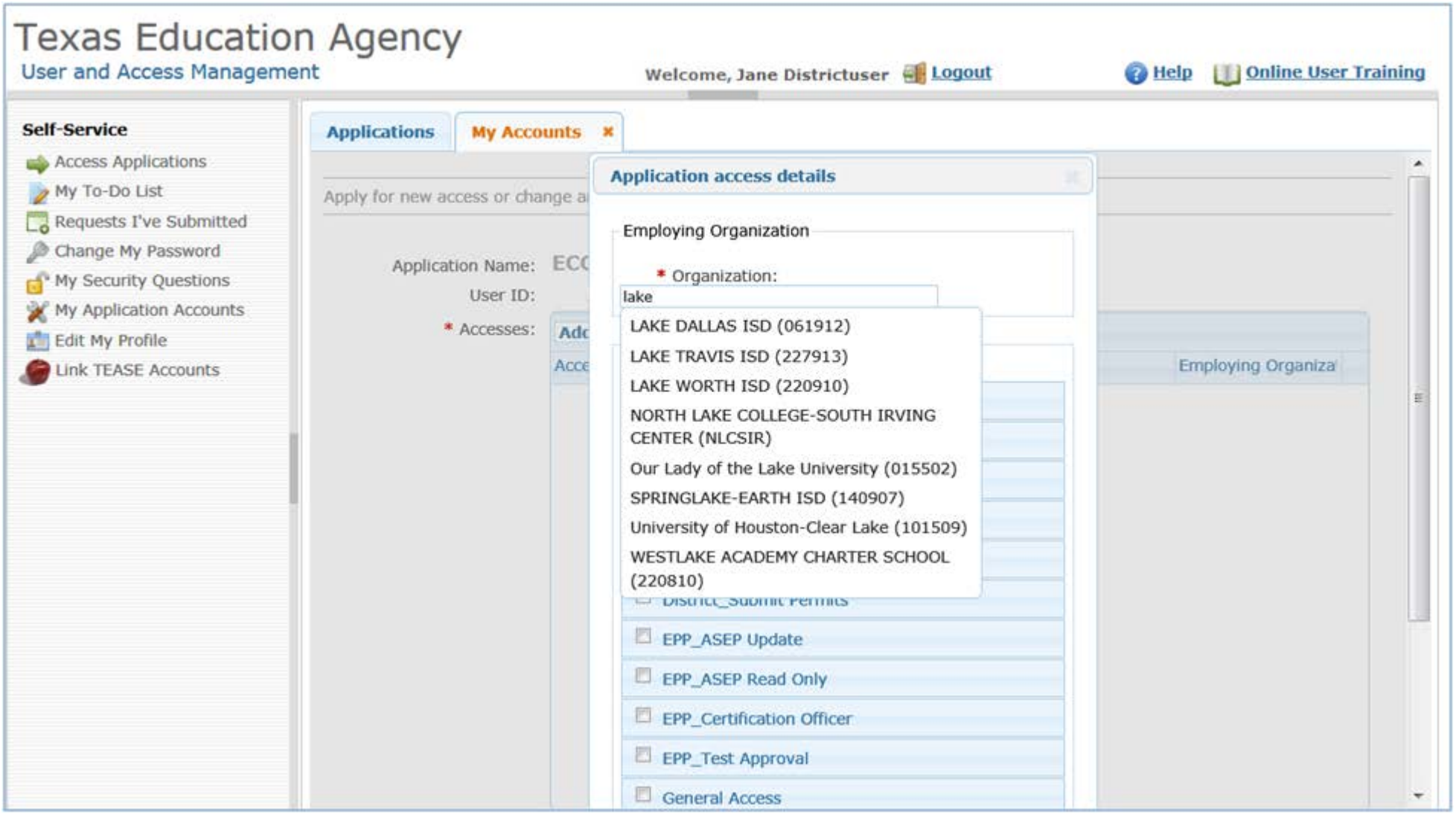
User ID: Jane Districtuser

Accesses: Add Access | Modify Access | Remove Selected | Refresh Access

Access Statu	Employing Organization	Access Rights

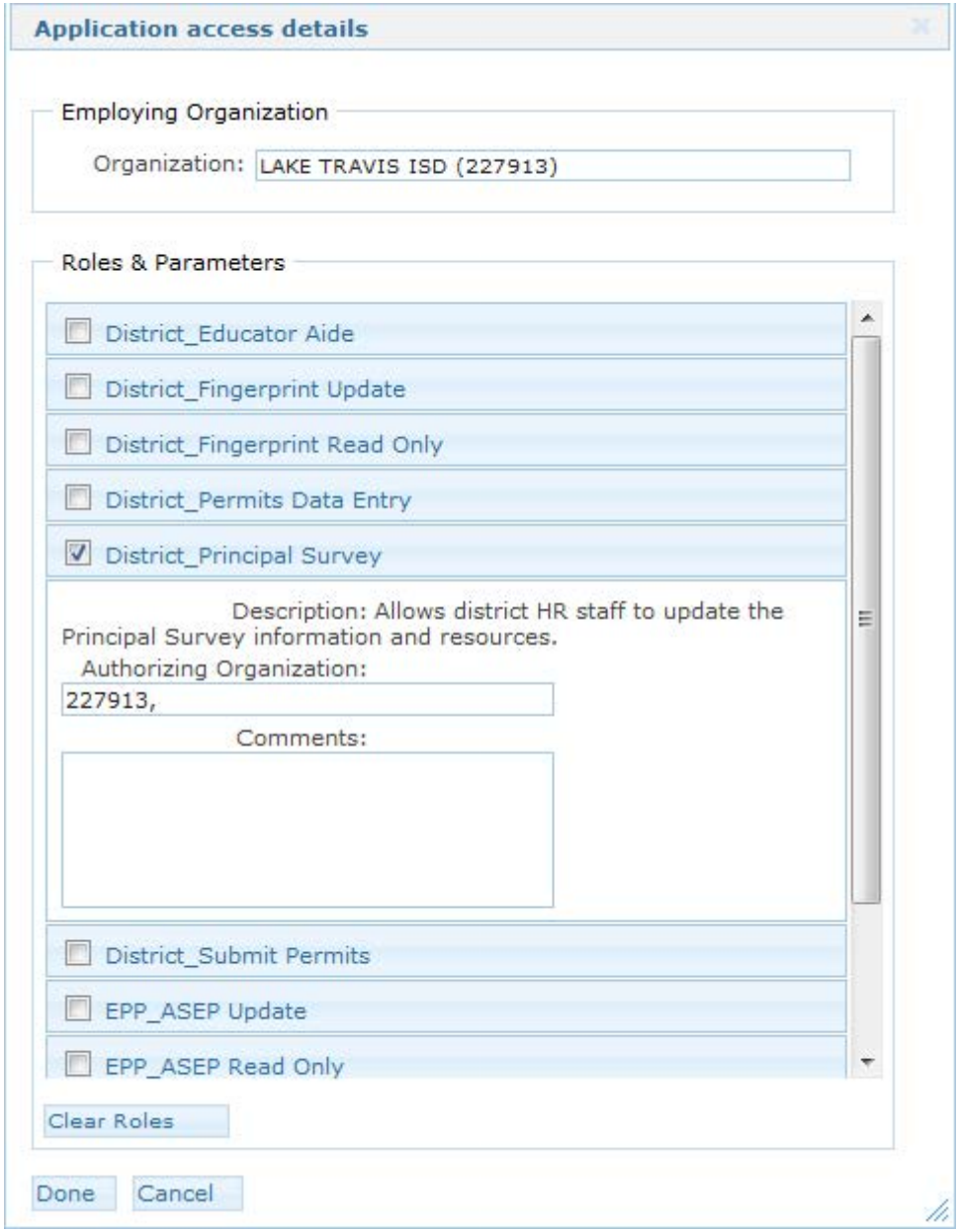
Save Changes | Done

D. Application access details page appears. Select the Employing Organization field at top and enter your employing organization name or county/district number.



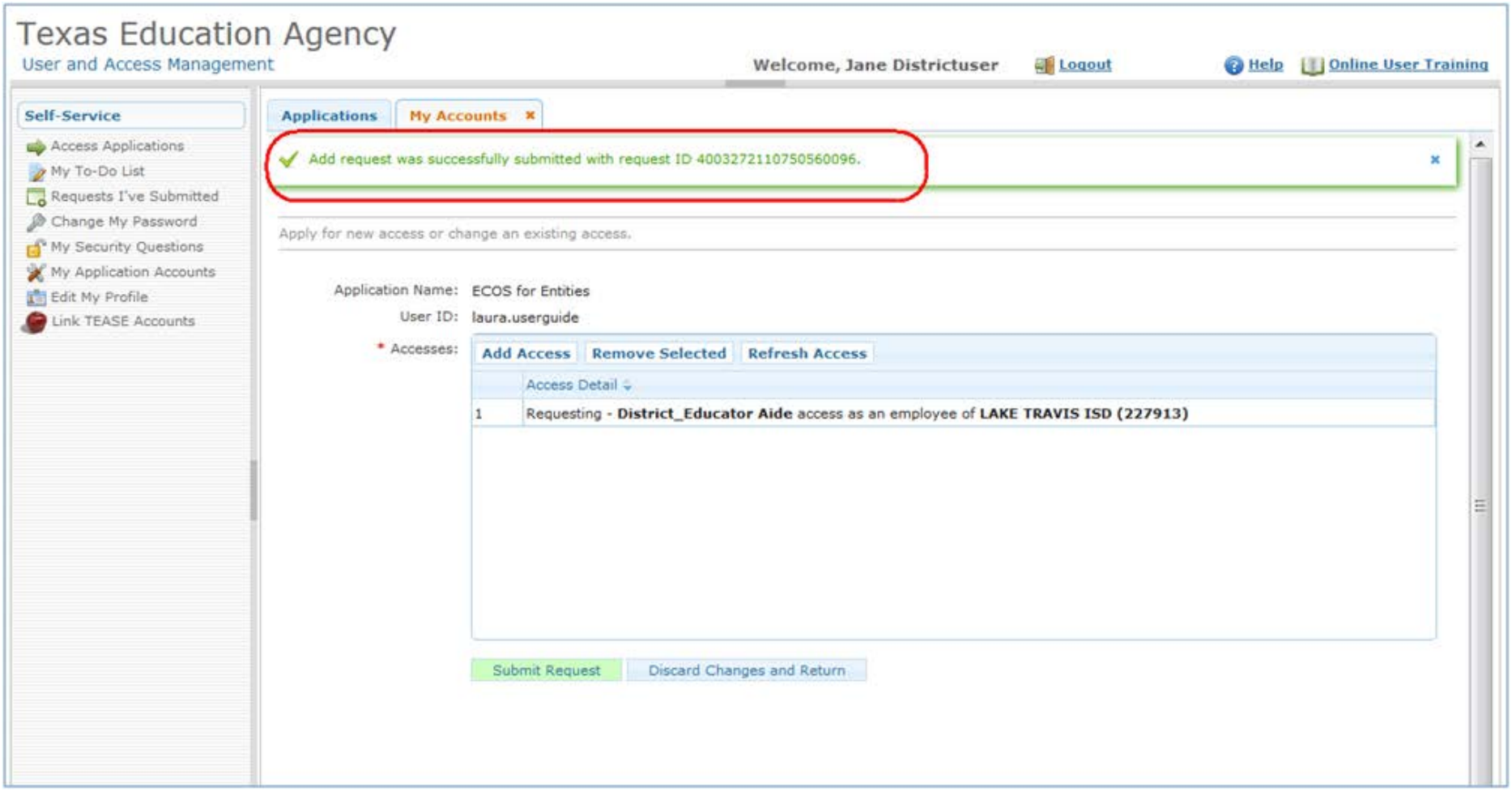
E. Under the “Roles & Parameters” section check the box of the District_Principal Survey role.

a. After selecting this role, under the description, you will see the Authorizing Organization field. Fill in the organization name or county/district number for the entity whose data you are requesting access



F. Select the “Done” button at the bottom of the page

G. The application request now appears on the Application Request page. Select the “Save Changes” button at the bottom of the page. You should then see a statement, in green, that your request was successfully submitted.



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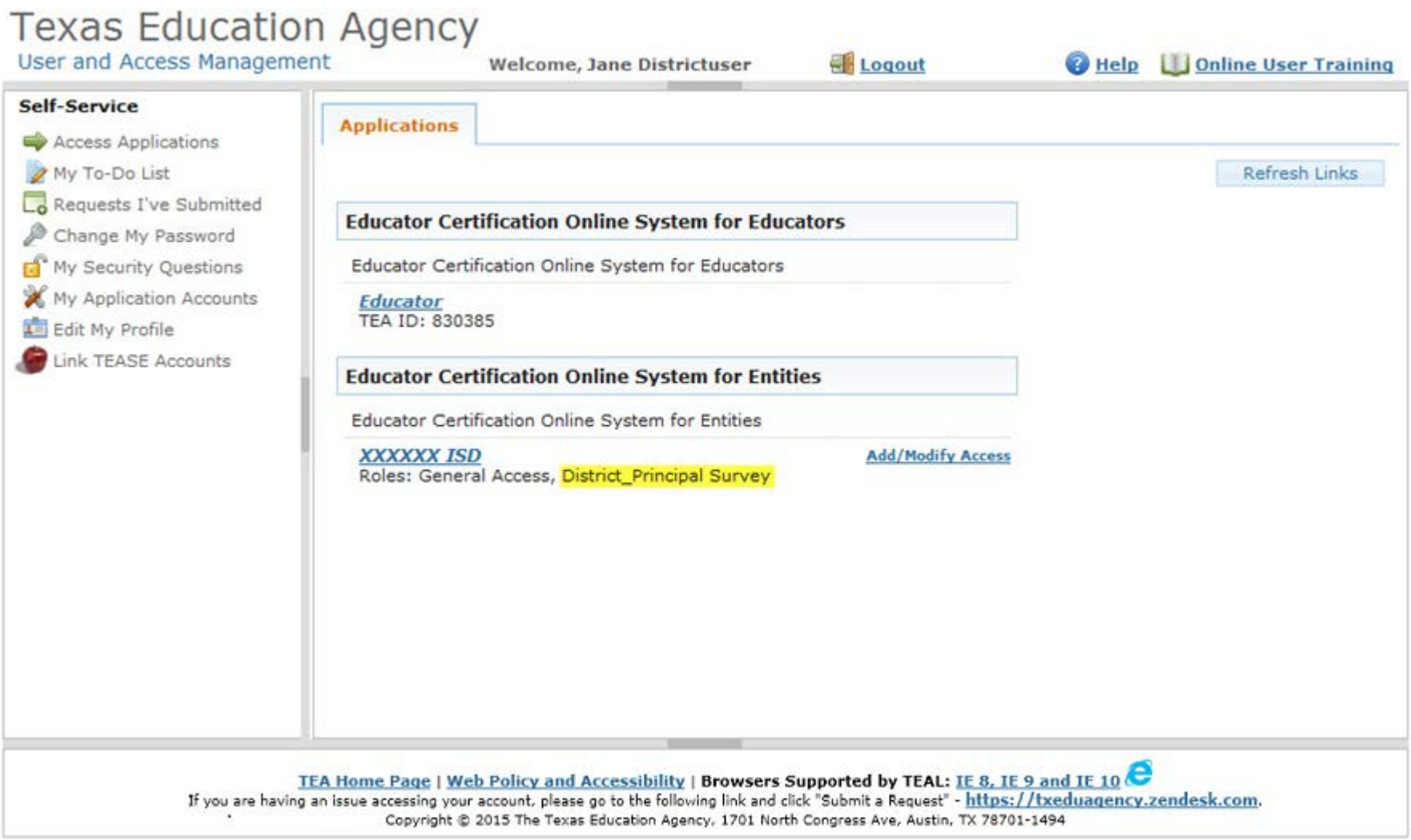
D. A denial from any approver will result in an email notification to the requestor.

Step 5: Accessing your ECOS Entity Account

A. After you have requested and been granted access to an ECOS application, you can easily access that application through TEAL by selecting the Access Applications link in the Self-Service section. ECOS for Educators and ECOS for Entities will each have separate links.

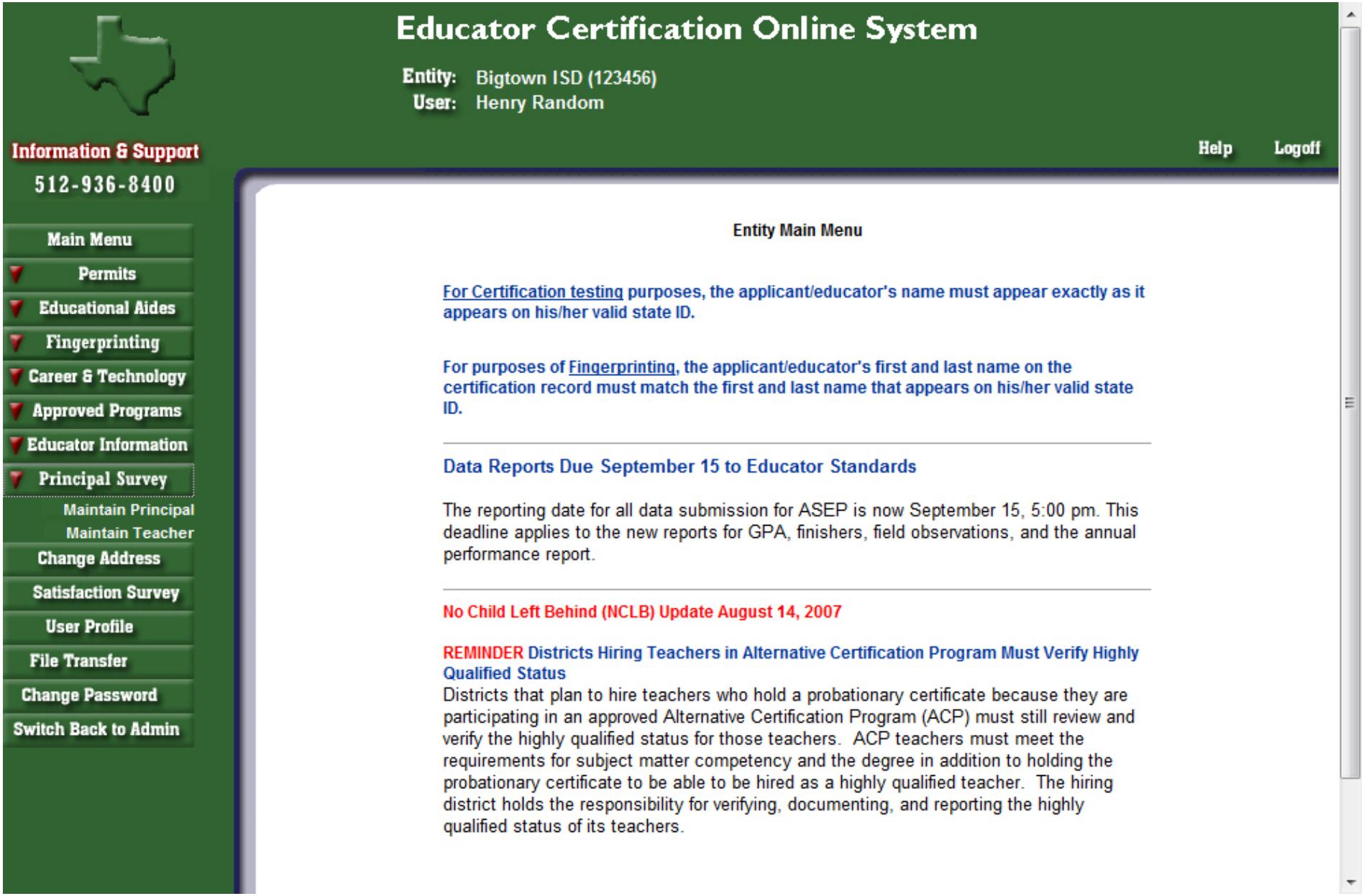
B. You should now see "Educator Certification Online System for Entities" underneath "Applications".

C. Select the link "*Your Entity* ISD" name link (the roles granted for this entity are shown below). This will bring up the main page in ECOS.



Step 5: Accessing Principal Survey functions

A. You will see a menu to the left. This is where you will see the Principal Survey button where you may Maintain Principals and Maintain Educators, the first year teachers who need surveys.



B. To access the Principal list for your district, select 'Maintain Principal' link under Principal Survey button on the left navigation pane.

	Principal	Campus	Date Complete	Principal Survey Profile
	Click to Add Principal Name	PREMIER H S AT TRAVIS		
	Click to Add Principal Name	PREMIER H S AT LANIER		
	Click to Add Principal Name	TRAVIS COUNTY DAY SCHOOL		
	Click to Add Principal Name	TRAVIS COUNTY J J A E P		
	Click to Add Principal Name	SOUTHEAST MIDDLE		
	Click to Add Principal Name	SCHOOL FOR YOUNG MEN		
	PRINCIPAL ONE	BLANTON EL		Click to Complete Access
	PRINCIPAL TWO	ANDREWS EL		Click to Complete Access
	PRINCIPAL THREE	GORZYCKI MIDDLE	2/6/2015 10:05:00 AM	

C. By selecting a link that is a Principal's name, you will see the list of first year teachers

Principal Survey - Teacher List

District: ISD

Superintendent: **THOMAS**

Select Campus: CREEK EL Go

Principal(s): JESSICA

If an eligible teacher on your campus is not listed below, please use the "Add a Teacher" button to include them.
To delete a teacher from this list, check the box in the left column and click the "Remove Selected Teacher" button.

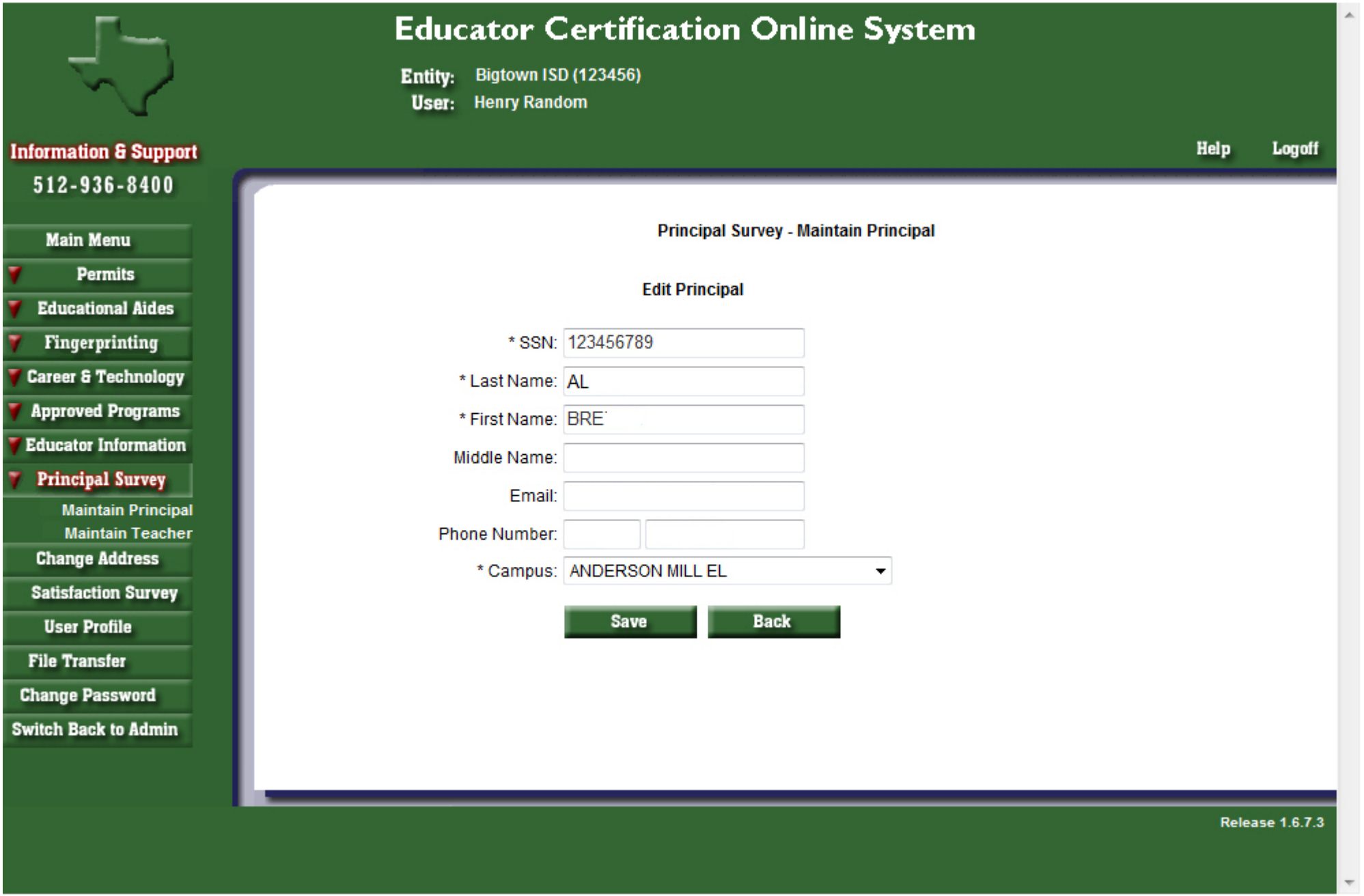
	Teacher	Date of Birth	Years of Experience	Initial Certification	Certificate Issue Date	Date Submitted	Survey Status	Reason Removed
☐	Kathryn J	4/12/1982	1	Generalist (EC-4)	10/07/20		Not Started	Select a Reason

Select a Reason
Not a 1st year teacher
Not assigned to this campus
Taught less than 5 months
Other

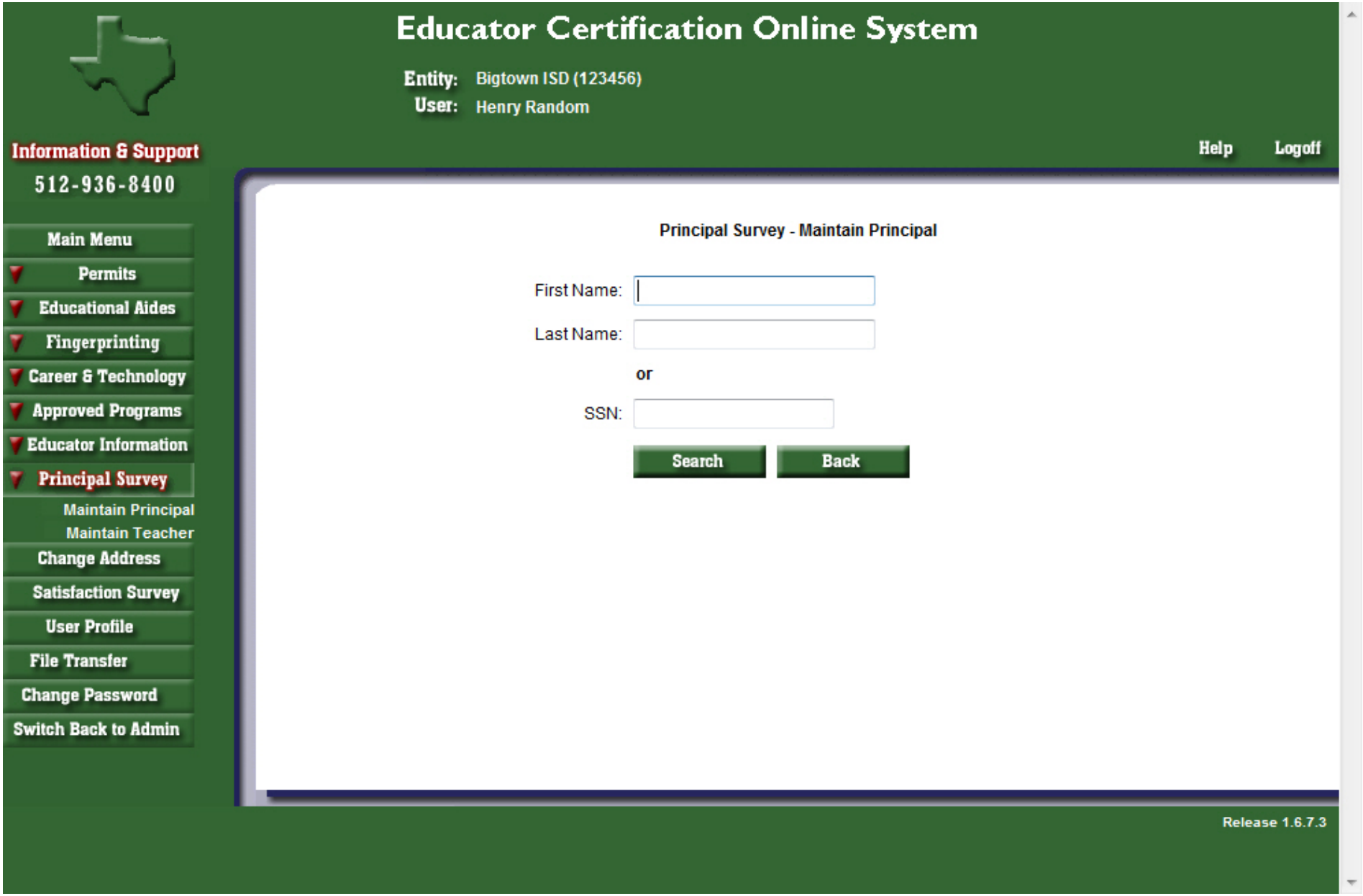
Add a Teacher | Remove Selected Teacher

Questions should be submitted to: principalsurvey@tea.texas.gov

D. Selecting the Principal's name link here, will take you to Edit Principal window, where you can update or completely change the Principal for that campus if needed.



E. At the bottom of the Maintain Principal window, the check box next to a name and a campus can be checked, to either “Add Principal”; or to “Remove Selected Principal” and then selecting the appropriate button.



F. Selecting “Add Principal” will bring up the following window. Here you can search by First Name, Last Name or SSN.

User: Henry Random

Information & Support
512-936-8400

Help Logoff

Main Menu
Permits
Educational Aides
Fingerprinting
Career & Technology
Approved Programs
Educator Information
Principal Survey
Maintain Principal
Maintain Teacher
Change Address
Satisfaction Survey
User Profile
File Transfer
Change Password
Switch Back to Admin

Principal Survey - Maintain Principal

First Name:

Last Name: snow

or

SSN:

Search Back

Search Results

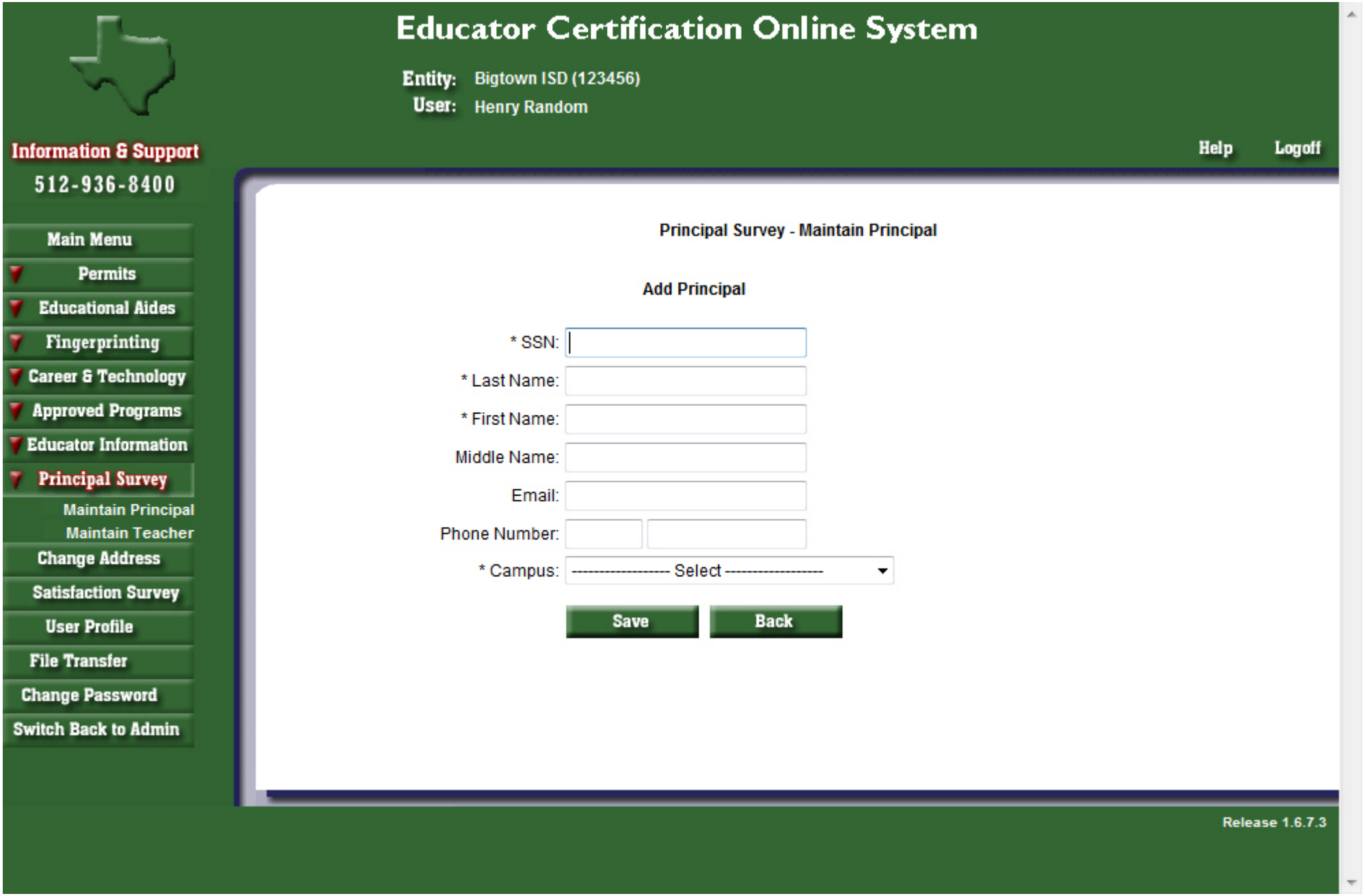
Click last name to edit or click Add Principal if principal not found.

Last Name	First Name	Middle Name	SSN	Campus	Email
Snow	B		[redacted]	D P MORRIS EL	@email.com
SNOW	Bo		[redacted]	D P MORRIS EL	@email.com
SNOW	K		[redacted]	TERAVISTA EL	ksnow@email.com
SNOW	R		[redacted]	MALAKOFF EL	@email.com
SNOWDEN	S		[redacted]	WALL MIDDLE	ssnow@email.com

Add Principal

Release 1.6.7.3

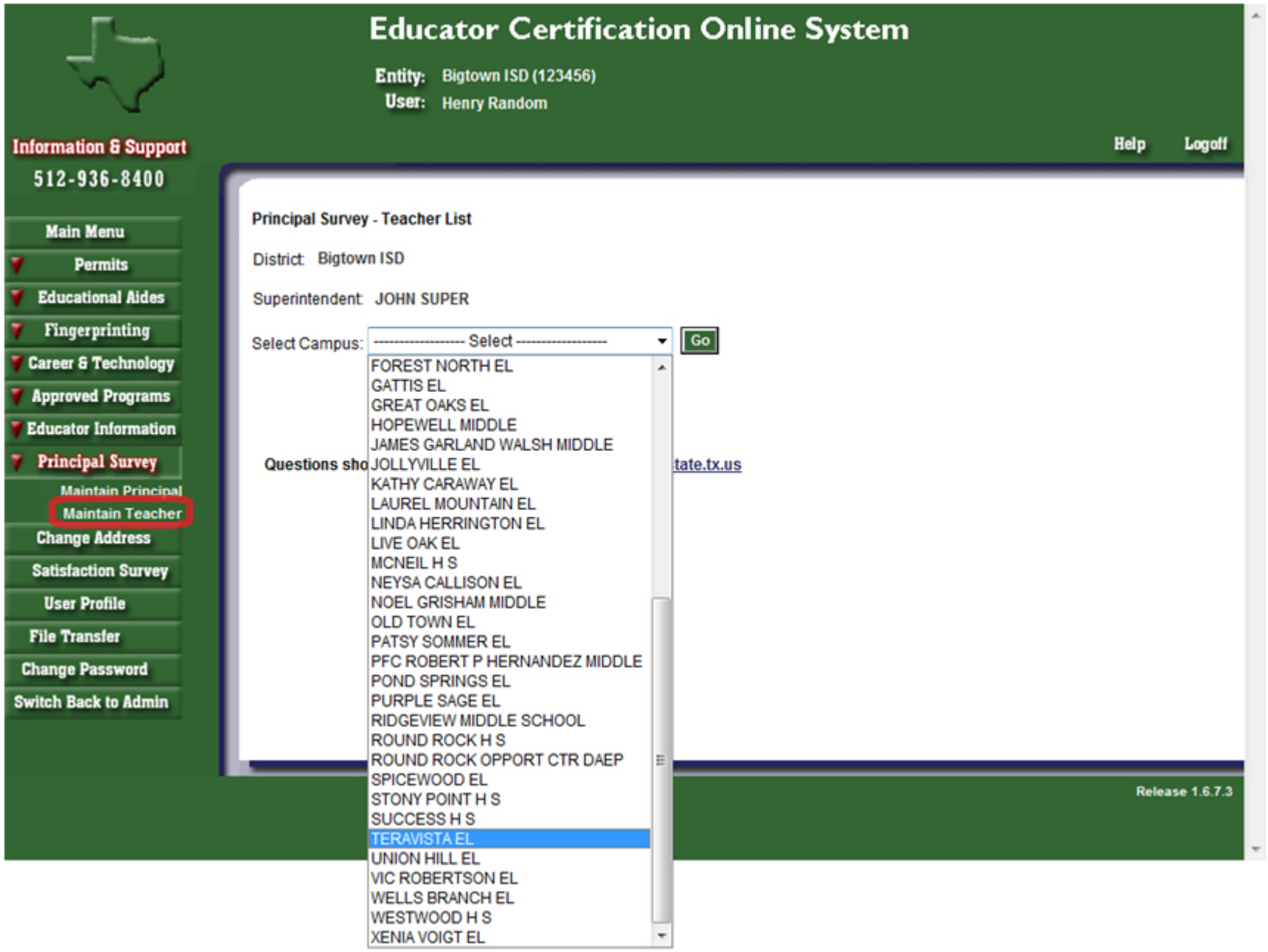
G. Here you can add a **new** principal to a campus by electing the “Add Principal” button at the bottom.



H. Input the required information (denoted by *). There will be a list of campuses in the dropdown list for your district to choose from. Select 'Save' and then "Confirm Save" to update the record; where the message "**Update Complete**" will show.

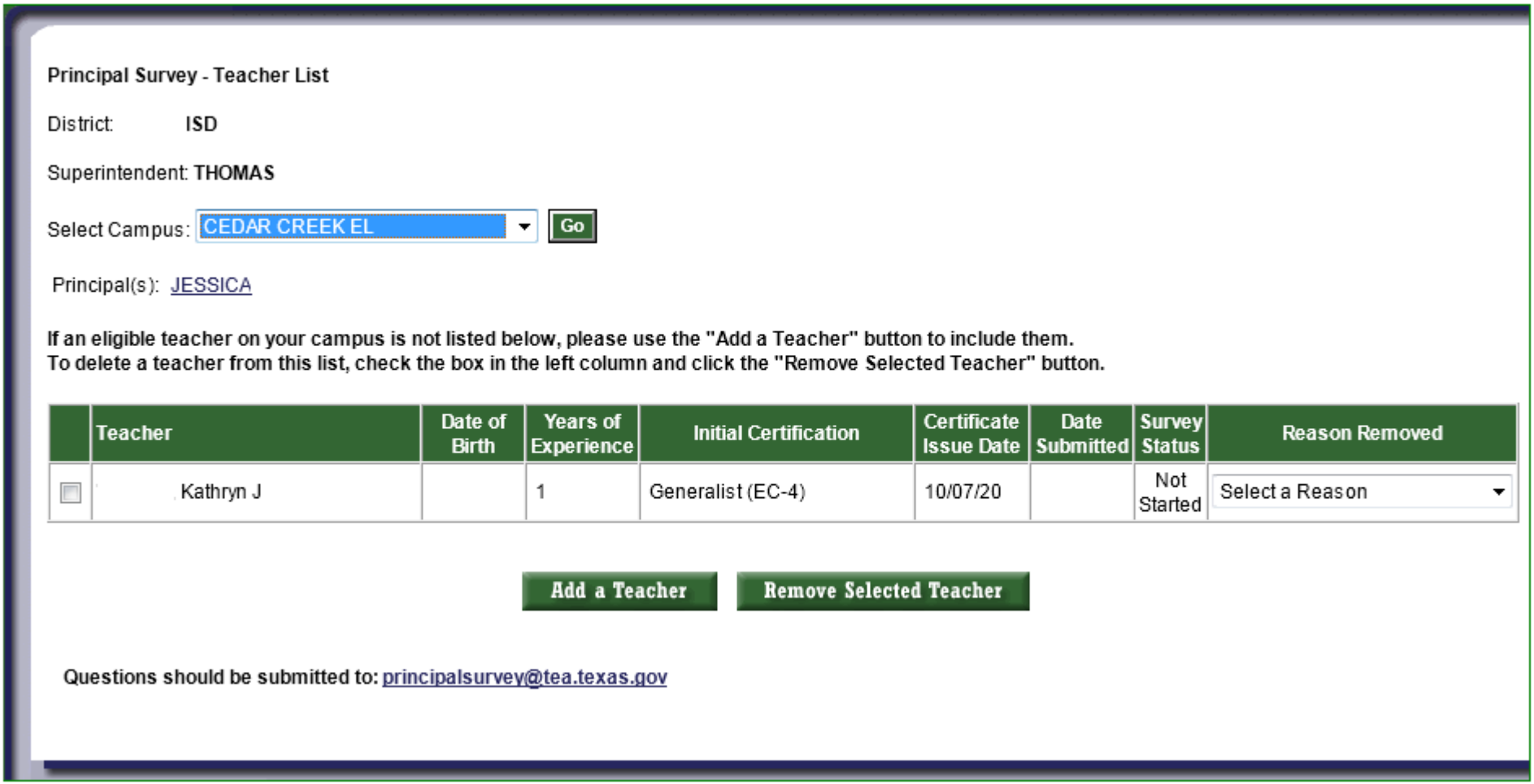
I. If the SSN is not listed, the principal will not be able to access the survey, click on the 'Click to Complete Access' link to the right of the campus name to update that record.

J. To access the teacher list for your district, select on 'Maintain Teacher' link under Principal Survey button on the left navigation pane. Then choose the campus where the teacher needs to be added and select the "Go" button.

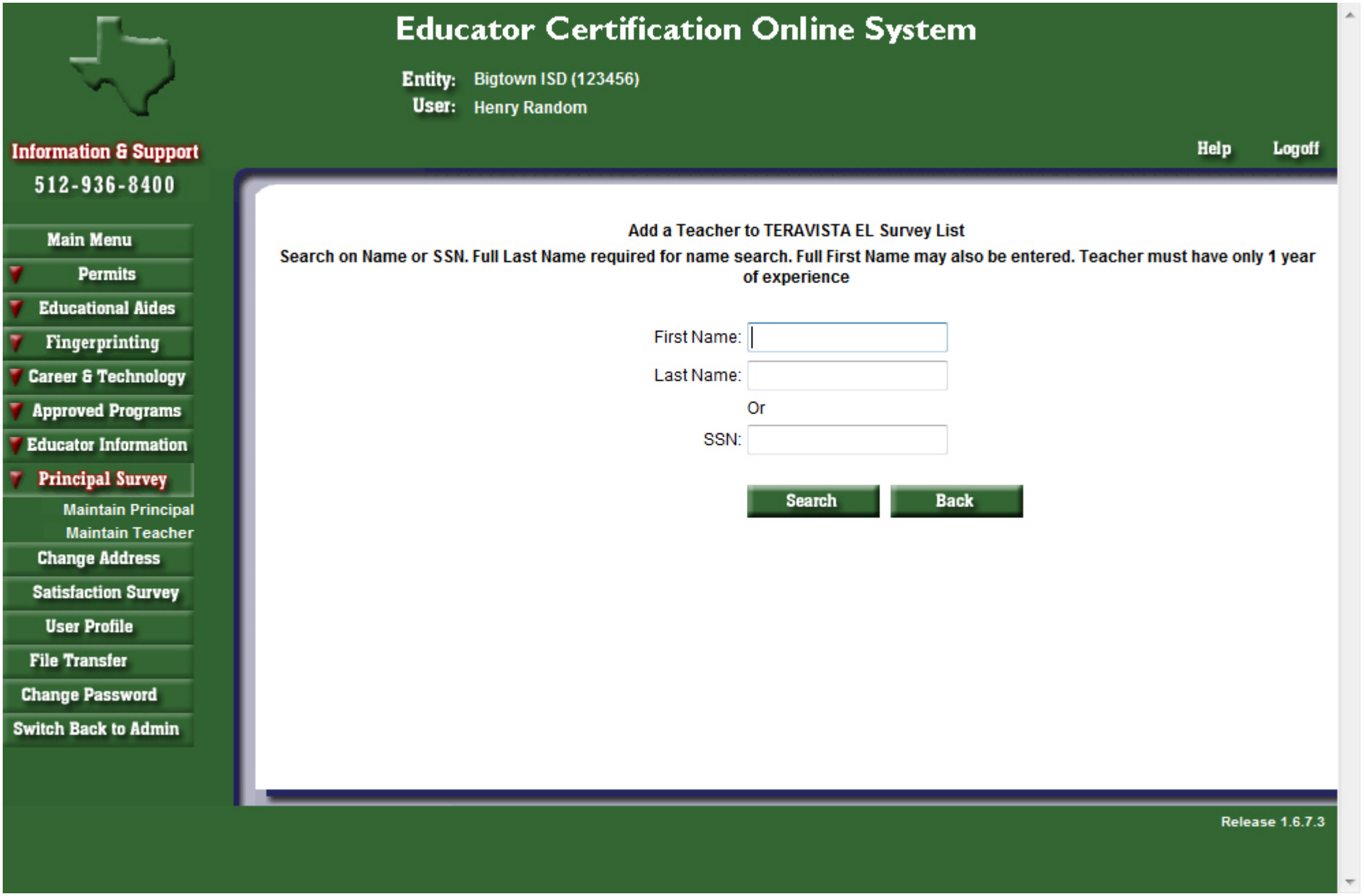


K. A list of first year teachers already assigned to this campus will appear. To add a first year teacher, select on the “Add a Teacher” button below the list.

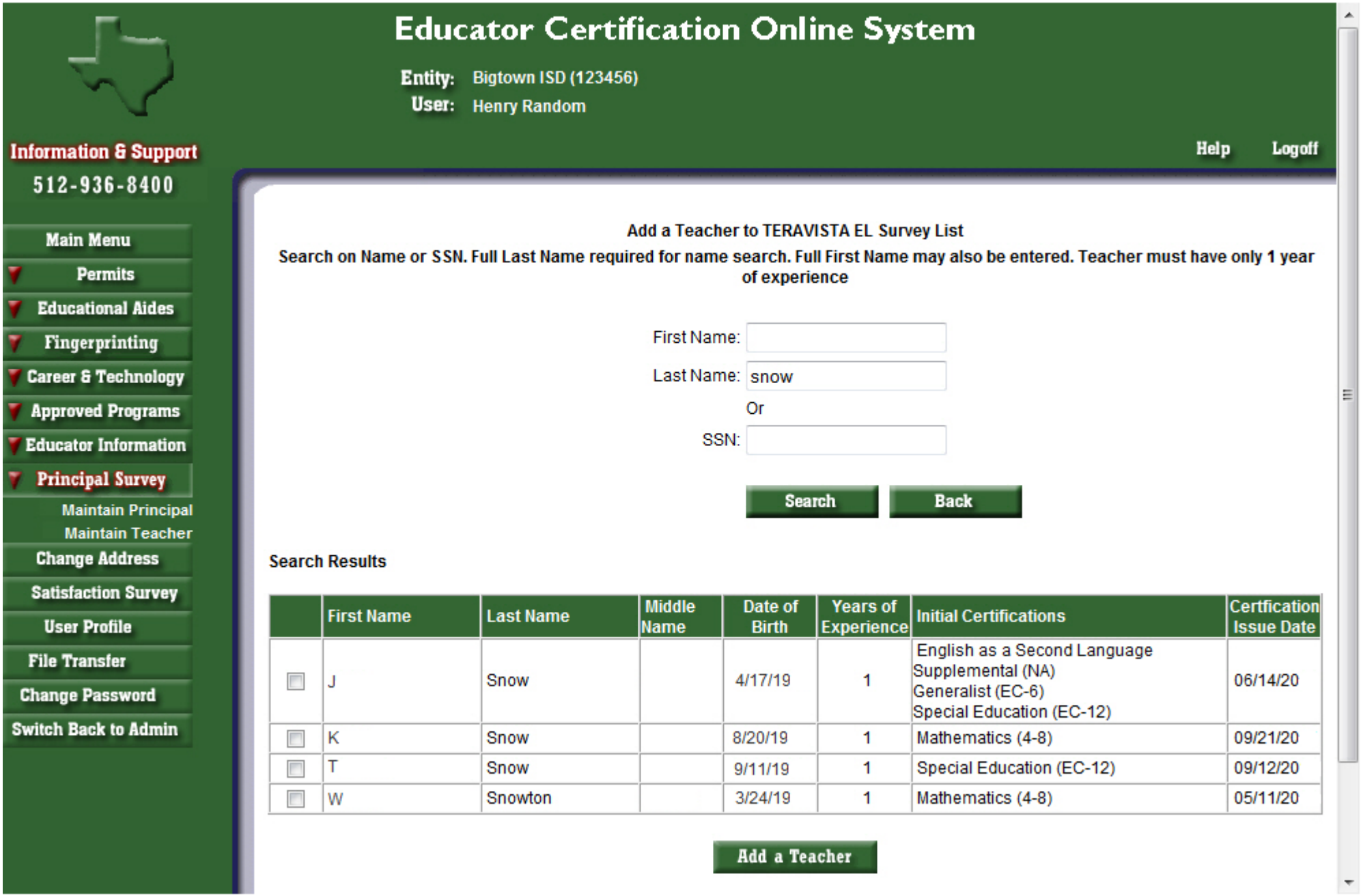
L. To remove a teacher from your district’s list, select the teacher(s) using the checkbox to the left. Select a **Reason Removed** from the dropdown list for the selected teacher(s). Click the **Remove Selected Teacher** button at the bottom of the teacher list to remove the selected teacher(s).



M. The search screen will appear so you may search by First Name, Last Name or SSN.

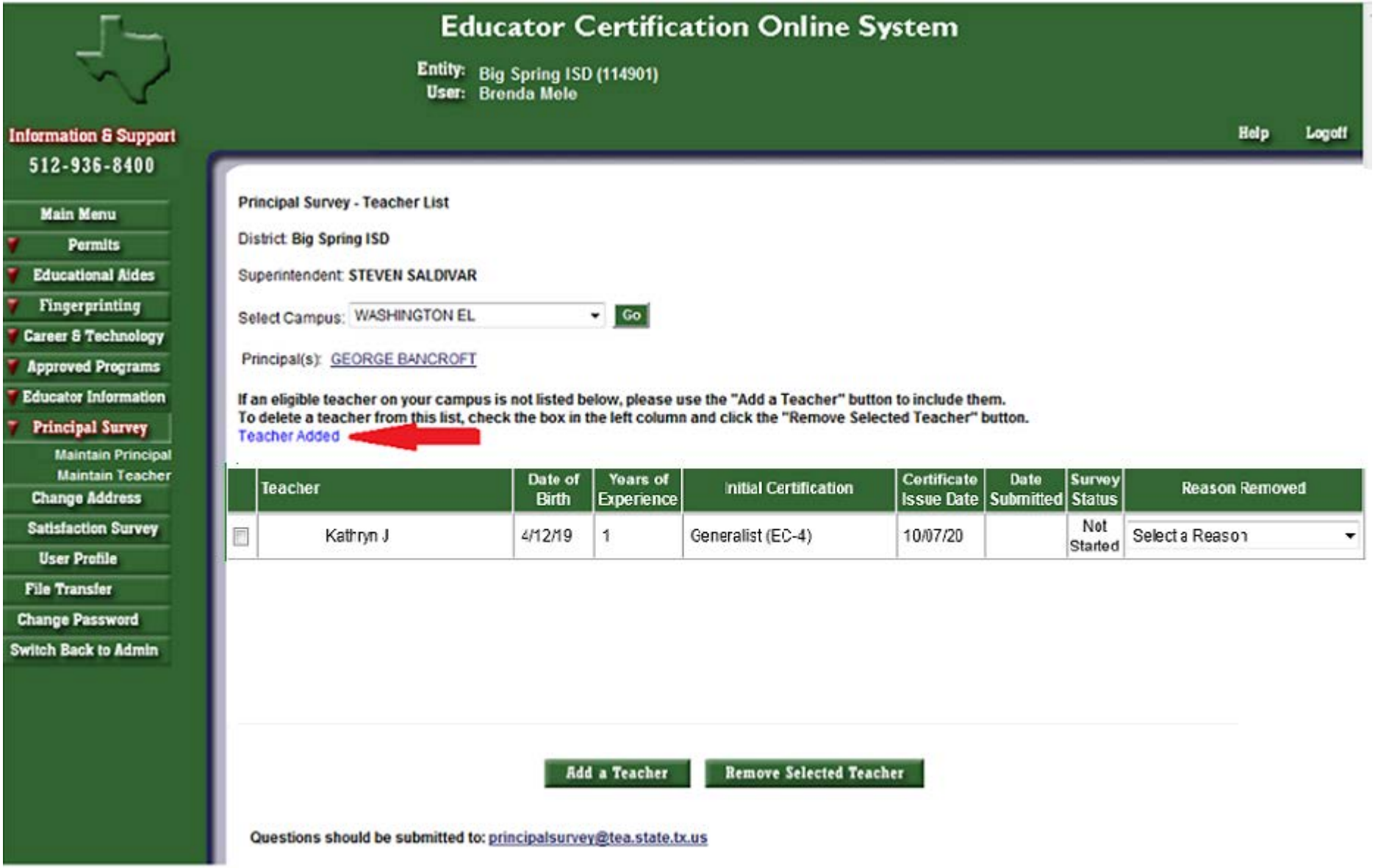


N. A list of first year teachers to choose from will appear. Select the check box next to the teacher you want to add and select the "Add a Teacher" button below.



	First Name	Last Name	Middle Name	Date of Birth	Years of Experience	Initial Certifications	Certfication Issue Date
☐	J	Snow		4/17/19	1	English as a Second Language Supplemental (NA) Generalist (EC-6) Special Education (EC-12)	06/14/20
☐	K	Snow		8/20/19	1	Mathematics (4-8)	09/21/20
☐	T	Snow		9/11/19	1	Special Education (EC-12)	09/12/20
☐	W	Snowton		3/24/19	1	Mathematics (4-8)	05/11/20

O. You will receive a message that the teacher has been added.



P. To track the completion of campus surveys, click on the Principal Survey in the left hand menu. You will then see the list of principals and campuses. To the right of each, there will be a submit date for those campuses that are complete.

Information & Support

512-936-8400

Help

Main Menu
Permits
Educational Aides
Fingerprinting
Career & Technology
Approved Programs
Educator Information
Principal Survey
Maintain Principal
Maintain Teacher
Satisfaction Survey
User Profile
File Transfer

District: ISD

Superintendent: THOMAS

Click on principal name to view teacher list.

	Principal	Campus	Date Complete	Principle Survey Profile
	Click to Add Principal Name	TRAVIS CO J J A E P		
	Click to Add Principal Name	ADULT TRANSITION SERVICES		
	JESSICA	CEDAR CREEK EL		
	JOHN	WESTLAKE H S		
	JOHN	WESTLAKE ALTER		Click to Complete Access
	JENNIFER	VALLEY VIEW EL		
	CHARLES	FOREST TRAIL EL		
	STEVE	WEST RIDGE MIDDLE		
	BRYAN	BARTON CREEK EL		
	KATHLEEN	HILL COUNTRY MIDDLE		
	JODI	EANES EL		
	BRAD	BRIDGE POINT EL	2/14/2015 8:59:00 PM	

Add Principal | Remove Selected Principal