

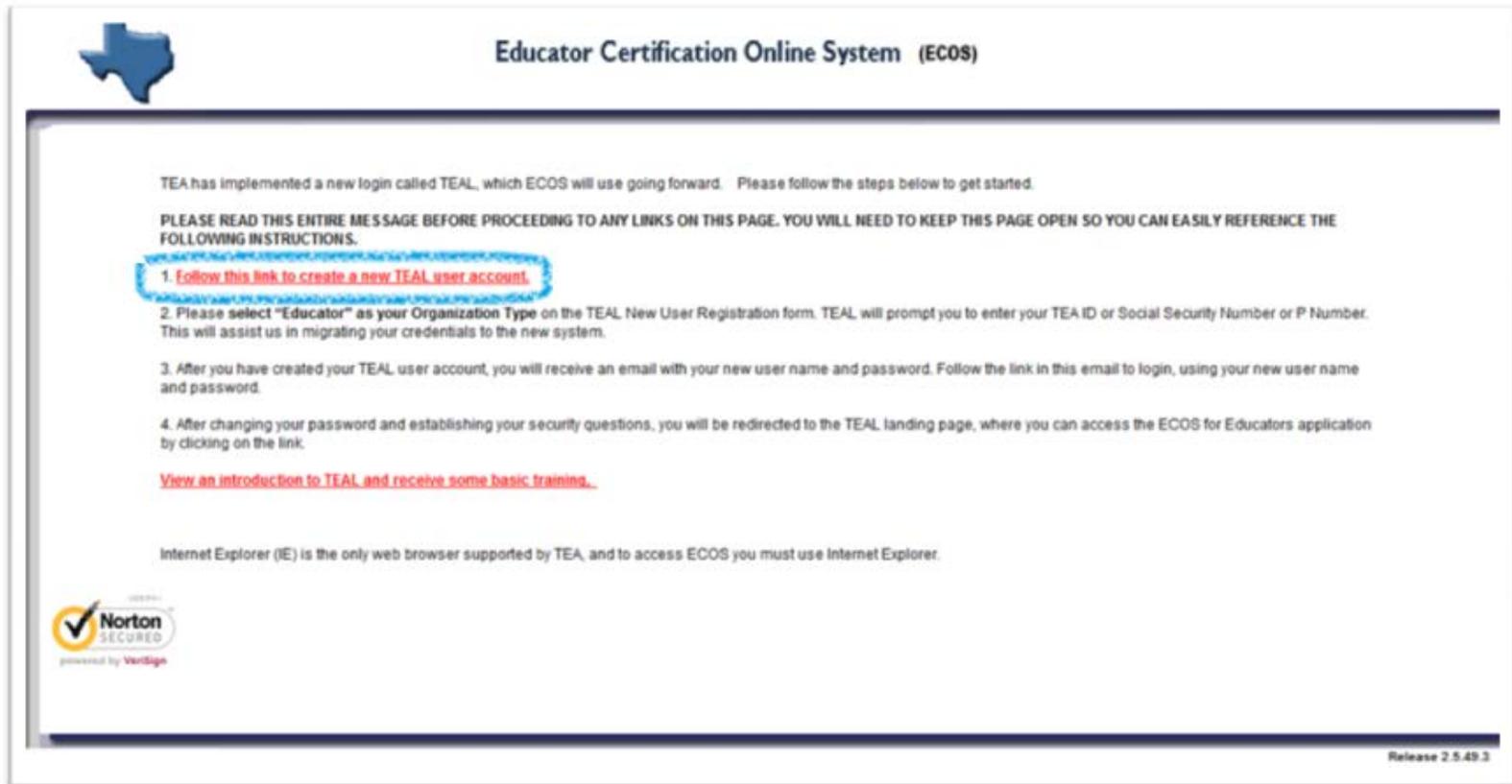
TEAL and ECOS Access Instructions for Educators (Principals)

Step 1: TEA Login (TEAL) Access

A. Go to the TEA website, tea.texas.gov, select “ECOS for Educators” for NEW TEAL accounts. If you already have a TEAL account, go to page 10, item D.



B. Select “Follow this link to create a new TEAL account.”



- C. Enter your information **EXACTLY** as it appears on your driver's license/state id, if your name has changed **STOP** and follow the name change instructions at the end of this training
- a. *Tip: Make sure you capitalize the first letter of your first and last name and the rest should be lower case for example: Jane Doe; Not JANE DOE or jane doe*
 - b. *Your email should be all lowercase*

* First Name:
Middle Name:
* Last Name:
Suffix: Generational, Academic, Professional (Jr, PhD, CPA)

* Email Address: All notifications will be sent to this address.
* Verify Email:
* Birth Month: The month of birth (1-12)
* Birth Day: The day of the month of birth (1-31)

* 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.

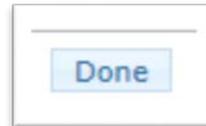
* Phone Number: Must include area code.
* Street Address:
* City:
* Country:
* State:
* Zip or Postal Code:

D. SELECT "EDUCATOR FOR THE ORGANIZATION TYPE"

A screenshot of a web form. The 'Organization Type' dropdown menu is open, showing the following options: 'Select One...', 'Educator', 'District, Charter, ESC, Private School Staff', 'Internal TEA Contractor', 'Internal TEA Employee', and 'Other'. The 'Educator' option is highlighted in yellow. To the right of the dropdown is a text input field with the label 'The user's organization type.' Below the dropdown are fields for 'Job Title', 'Phone Number', and 'Street Address'. The 'Job Title' field has a redacted area. The 'Phone Number' field has a label 'Area code.' to its right.

E. Select "Submit" to submit the request.

F. Select "Done".



G. Wait for a system-generated email.

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 ECOS, TREx, and TSDS.

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: **2surfer6?**

To access a TEAL application, log on at <https://ivins.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](#)

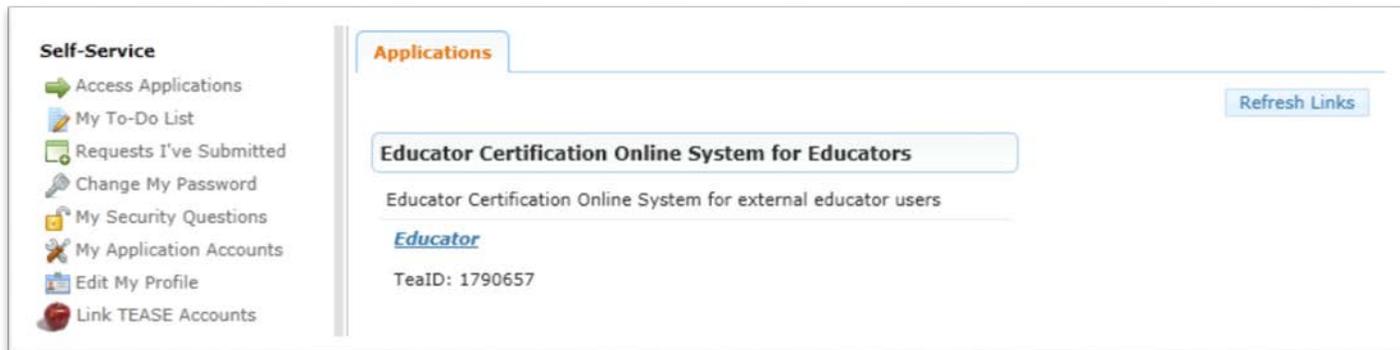
Training (text version): click [here](#)

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".

- H. Read the email carefully and follow the TEAL access instructions
- a. *Tip: Copy and Paste the username and temporary password rather than typing in the information*
 - b. *You will be prompted to immediately change the temporary password and answer security questions*



- I. Once you have logged in and see the Self Service menu on the left select "Access Applications"
- J. You should see the word "Educator" and your TEA Id number below. If you **do not** see this option, then complete the instructions for **Step 2**.
- K. If you see the word "**Educator**" proceed to **Step 3**



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

A. From the Self Service menus select "Edit My Profile"

B. Make sure organization type is "Educator" submit to make the change if necessary

* Organization Type: **Educator** ▼ The user's organization type.

C. From the Self Service Menu select "My Application Accounts"

The screenshot shows a 'Self-Service' sidebar on the left with the following items: Access Applications, My To-Do List, Requests I've Submitted, Change My Password, My Security Questions, My Application Accounts (highlighted with a red arrow), Edit My Profile, and Link TEASE Accounts. The main content area is titled 'Applications' and contains the text 'You do not have access to any applications at this time.' and a link 'Apply for Access'. A 'Refresh Links' button is located in the top right corner.

D. Select "Request New Account"

The screenshot shows an interface with the text '0 accounts.' at the top. Below this are three buttons: 'Request New Account...', 'Delete Account', and 'Refresh Accounts'. A table is displayed with the following columns: Account Owner (with a dropdown arrow), Status, Application, and Parameters. The table is currently empty.

E. Double-click on "ECOSEducator" or highlight ECOSEducator and select the "Go To Account Details Form" in the bottom right hand corner.

Request New Account

* Select the application for which you are requesting access and then click the "Go to Account Details Form" button.

Application ID	Application Name	Contact	Details
CREDITS	CREDITS		
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)	
ECOEducator	Educator Certification Online System for Educators		
ECOEntities	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](#)

F. Enter your social security number and then select "Done"

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

- a. *TIP: If you receive an error please review the name change instructions at the end of this training. Your TEAL access name and the name on your certification/ECOS account must match exactly.*

Applications Edit My Profile x My Accounts x

✓ Add request was successfully submitted with request ID 5453113070635046188. x

Create a new or migrate an existing ECOS Educator account to TEAL.

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

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

SSN: or Previously assigned file number: None

or

TEA ID:

Done

- H. Logout and log back in
- I. You should now see the word "Educator" with your TEA ID number underneath

Applications Edit My Profile x My Accounts x

Educator Certification Online System for Educators

Educator Certification Online System for external educator users

[Educator](#)

TeaID:

- J. Proceed to Step 3

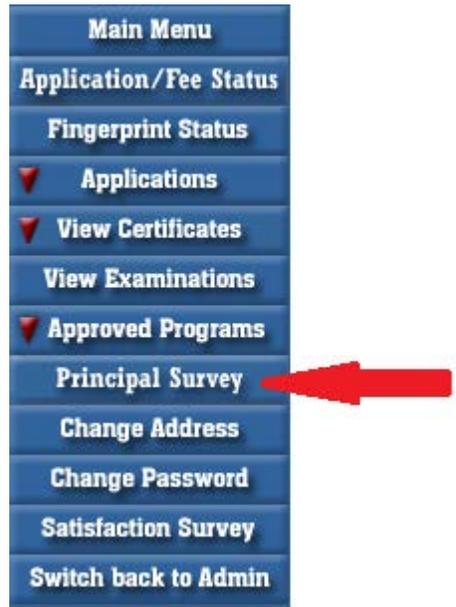
Step 3: Accessing your Personal Educator Account

- A. Select "Educator"
- B. This will bring up your profile page in ECOS make any necessary changes and select continue at the bottom to save the changes
 - a. *TIP: This is the profile page from which the testing company pulls your information. Changes if needed, must be made here so that they reflect in your account with the Educational Testing Service at www.texas.ets.org*

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

- Personal Information:** Fields for Middle Name, Last Name (filled with "Texan"), Maiden Name, Suffix, Date of Birth (Month, Day, Year), Phone Number, Ethnicity/Race (with a "Select/Update Ethnicity" link), Driver License #, and DL State.
- Instructions:** A note stating "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." Below this, it says "To submit a name or birth date change please [click here](#) and send the following information to TEA:" followed by a bulleted list: "your SSN or TEA ID number", "your name as it is currently displayed in your profile", and "the requested name change or changes to your birth day or month in the 'Question, Request, or Comment' section of the form." It also mentions that after an email confirmation, one can print an updated certificate by clicking on the "View Certificates" link.
- Mailing Address:** Radio buttons for "United States and other US Territories" (selected) and "Foreign Address". Fields include Address (with a note to include apartment/suite/PO Box), City, State (Texas), Zip Code (with a note "(12345-1234)"), and Country (UNITED STATES). For the foreign address, fields include Address, City or Locale, Province Abbreviation (with a note "(if applicable)"), Postal Code, and Country.
- Billing Address:** A checkbox "Check here if same as mailing" is present. It has the same radio buttons and address fields as the mailing address section.
- Footer:** A red note states "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." Below this, it says "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." At the bottom, there is an "Email:" field with the address "edstandards@tea.state.tx.us".

C. Once you select continue at the bottom of the page you will see a menu to the left. This is where you will complete the first year teacher surveys.



D. To access your account **after your initial setup** select “TEASE & TEAL Secure Applications” to login through TEAL



Name Change Information:

To submit a change or correction of name, gender or date of birth please fax or mail the required documents along with a daytime phone number.

1. A photocopy or scanned copy of your valid state issued driver's license or state ID. (Out-of-Country educators who do not hold a state issued drivers' license may submit a copy of a current passport)
2. TEA ID# or last four digits of your social security number
3. If your name is different from what is on your state ID, please indicate your name as it appears in your profile(s)
4. A current email address and valid daytime phone number

Please scan documents and email to:

namechange@tea.texas.gov

Or Mail to:

TEA-CRT

5th Floor

1701 North Congress Ave.

Austin, TX 78701

You will be notified by email when your request is complete. Please allow a minimum of 10 business days for your request to be processed.

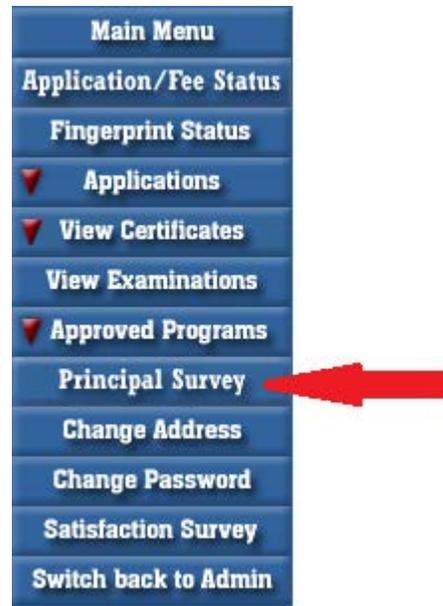
Thank you for submitting your request for name, gender or date of birth updates. Please be sure you've included the following information:

If you do not receive notification within 10 business days, forward the original sent copy (from your email sent mailbox or folder) and in the subject line indicate "2nd Request".

Educator Testing and Certification
Texas Education Agency

Step 4: Accessing Principal Survey functions

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



B. By selecting the "I Agree" button, the Principal can appoint a designee to respond to the survey questions if they meet the requirements cited below.

As principal of a campus I am responsible for the accuracy of the survey responses, whether completed by me or a designated administrator, as stated in Texas Education Code (TEC) 21.045.

I Agree

- C. By selecting a link that is a campus name, you will see the list of first year teachers, where you can update or delete if needed. (If you are Principal of more than one campus, all will show in this list. Contact your HR representative if all of your campuses are not available to you.) If you are responsible for more than one campus, you must select that campuses name link to get to the list of teachers.

Teacher Survey - Campus List [Help](#)

District: CONSOLIDATED CSD
 Surveys must be completed by 6/1/2015.
 Click on campus name to view teacher list.

Campus	Date Complete
EL	
H S	

- D. Select a teacher's name link to complete the survey. To remove a teacher from your list, select the teacher(s) using the checkbox to the left. Select a **Reason Removed** from the dropdown list for the selected teacher(s).

Principal Survey - Teacher List - OZONA EL [Help](#)

Please complete the 'Teacher Preparation Effectiveness Survey: First-Year Teachers' for these teachers on your campus.

Surveys must be submitted by 6/1/2015.
 Click on Teacher name to begin a survey or to view a completed survey.

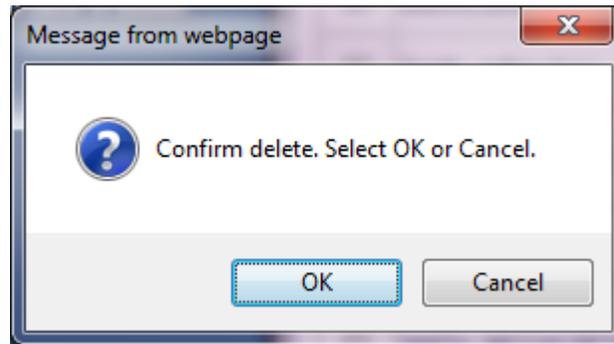
**If a first year teacher on your campus is not listed below, please use the "Add a Teacher" button to include them.
 To delete a teacher from this list, check the box in the left column and click the "Remove Selected Teacher" button.**

Please use the navigation buttons provided at the bottom of each page as the browser buttons have been disabled while using this application.

	Teacher	Date of Birth	Years of Experience	Initial Certification	Certificate Issue Date	Date Submitted	Survey Status	Reason Removed
<input type="checkbox"/>	Nathan	1/13/1986	1	Physical Education (EC-12)	01/08/20		Not Started	Select a Reason Select a Reason Not a 1st year teacher Not assigned to this campus Taught less than 5 months Other

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

E. Click the **Remove Selected Teacher** button at the bottom of the teacher list to remove the selected teacher(s). Confirm delete by selecting "OK".



F. Selecting "Add a Teacher" will bring up the following window. Here you can search by First Name & Last Name or SSN.

Please use the navigation buttons provided at the bottom of each page as the browser buttons have been disabled while using this application. [Help](#)

Add a Teacher to Survey List
Search on Name or SSN. Full Last Name required for name search. Full First Name may also be entered.

First Name:

Last Name:

Or

SSN:

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

Please use the navigation buttons provided at the bottom of each page as the browser buttons have been disabled while using this application. [Help](#)

Add a Teacher to Survey List
Search on Name or SSN. Full Last Name required for name search. Full First Name may also be entered.

First Name:
Last Name: snow
Or
SSN:

Search Results

	First Name	Last Name	Middle Name	Date of Birth	Years of Experience	Initial Certifications	Certification Issue Date
<input checked="" type="checkbox"/>	[REDACTED]	Snow		[REDACTED]	1	Special Education (EC-12)	09/12/20 [REDACTED]



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

Principal Survey - Teacher List - OZONA H S

[Help](#)

Please complete the 'Teacher Preparation Effectiveness Survey: First-Year Teachers' for these teachers on your campus.

Surveys must be submitted by 9/1/2013.

Click on Teacher name to begin a survey or to view a completed survey.

**If a first year 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.**

Please use the navigation buttons provided at the bottom of each page as the browser buttons have been disabled while using this application.

Teacher Added 

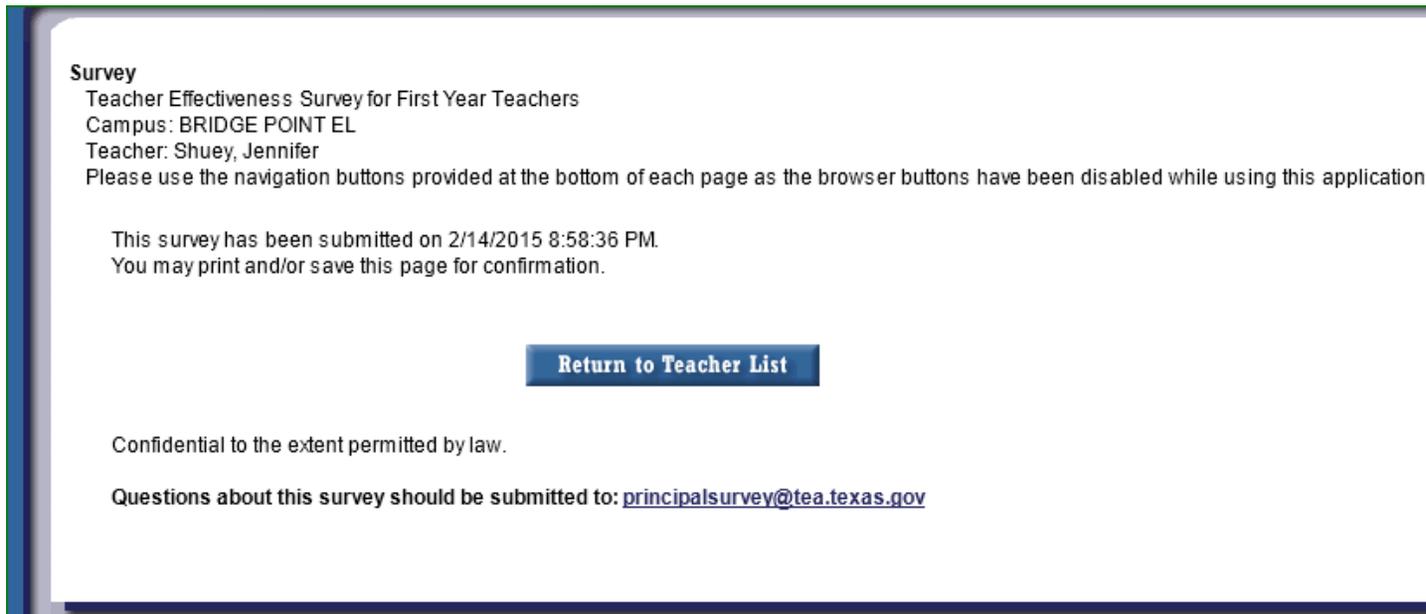
	Teacher	Date of Birth	Years of Experience	Initial Certification	Certificate Issue Date	Date Submitted	Survey Status
<input type="checkbox"/>	Ellermann, Mark A	5/1/66	1	Physics/Mathematics (8-12)	08/21/2012		Not Started
<input type="checkbox"/>	Sewell, Matthew	8/1/66	1	Agricultural Science and Technology (6-12)	06/11/2010		Not Started
<input type="checkbox"/>	Snow, Terry	9/1/00	1	Special Education (EC-12)	09/12/2007		Not Started

Add a Teacher

Remove Selected Teacher

Questions about this survey should be submitted to: principalsurvey@tea.state.tx.us

- I. When a survey has been completed you will get the following message. Print this Confirmation screen now if you wish to do so. This screen will only be available this one time before the survey is submitted.



Survey
Teacher Effectiveness Survey for First Year Teachers
Campus: BRIDGE POINT EL
Teacher: Shuey, Jennifer
Please use the navigation buttons provided at the bottom of each page as the browser buttons have been disabled while using this application.

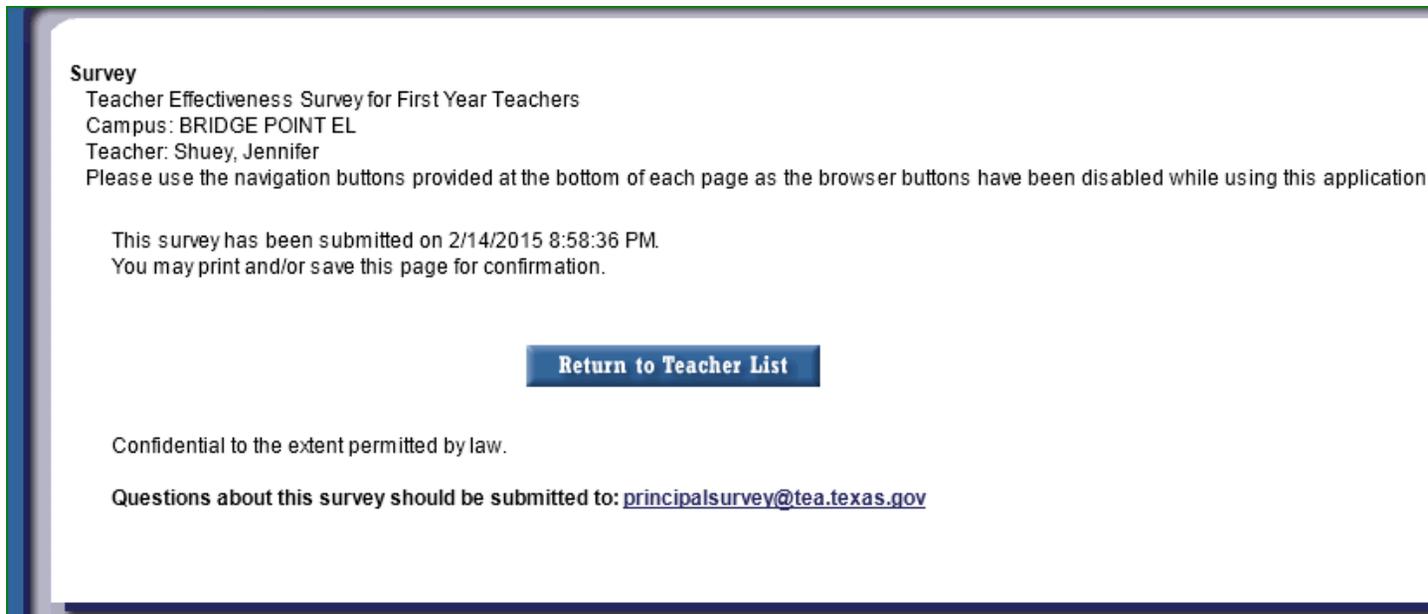
This survey has been submitted on 2/14/2015 8:58:36 PM.
You may print and/or save this page for confirmation.

[Return to Teacher List](#)

Confidential to the extent permitted by law.

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

- J. Survey is now submitted. Select “Return to Teacher List” button.



Survey
Teacher Effectiveness Survey for First Year Teachers
Campus: BRIDGE POINT EL
Teacher: Shuey, Jennifer
Please use the navigation buttons provided at the bottom of each page as the browser buttons have been disabled while using this application.

This survey has been submitted on 2/14/2015 8:58:36 PM.
You may print and/or save this page for confirmation.

[Return to Teacher List](#)

Confidential to the extent permitted by law.

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

- K. The Date Submitted and Survey Status columns will be updated when a survey is complete. The teacher name link will then display the completed survey.

Principal Survey - Teacher List - OZONA H S

[Help](#)

Please complete the Teacher Preparation Effectiveness Survey: First-Year Teachers' for these teachers on your campus.

Surveys must be submitted by 9/1/2012.

Click on Teacher name to begin a survey or to view a completed survey.

If a first year 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.

Please use the navigation buttons provided at the bottom of each page as the browser buttons have been disabled while using this application.

	Teacher	Date of Birth	Years of Experience	Initial Certification	Certificate Issue Date	Date Submitted	Survey Status
<input type="checkbox"/>	████████ Mark A	5/15/81	1	Physics/Mathematics (8-12)	08/21/2012	04/15/2012	Submitted
<input type="checkbox"/>	████████ Matthew	8/16/81	1	Agricultural Science and Technology (6-12)	06/11/2010		Not Started
<input type="checkbox"/>	████████ Terry	9/10/80	1	Special Education (EC-12)	09/12/2007		Not Started

Add a Teacher

Remove Selected Teacher

Questions about this survey should be submitted to: principalsurvey@tea.state.tx.us