

Getting Application Access

Table of Contents

- Requesting a User ID 2
- Logging On and Off 6
- Getting a Password Reset 10
- Getting a User Name Reminder 11
- Logging In to TEASE 12
- Requesting Access to an Application 12
- Accessing an Application..... 20

Requesting a User ID

If you do not already have access to TEAL, you must request a user ID. If you already have an account, see [Requesting Access to an Application](#).

Important! If you are an educator trying to set up an account to apply for or check your certification records, see [Account Setup for Educators](#).

Follow these instructions to request an ID.

Opening the Form

Completing User Information

Opening the Form

1. Open a Web browser and go to the [TEAL login page](#).



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](#)

[Login](#)

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

To log in, type your username and password and then click "Login". Please refer to the [help documentation](#) for more information.

WARNING: Unauthorized use of this system or its data is prohibited; usage may be subject to security testing and monitoring; misuse is subject to criminal prosecution; and users have no expectation of privacy except as otherwise provided by applicable privacy laws.

2. Click **Request New User Account**. The user registration page appears:

Texas Education Agency

User and Access Management

NOTICE:
If you completed this form previously and have a TEA Login (TEAL) user account, requesting an additional account can cause a denial of access or delay in account setup.
If you need assistance with access to an existing user account, please go to <https://txeduagency.zendesk.com> and click **Submit a Request**.

* 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)
Birth Year: YYYY

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

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

Completing the User Information

The following fields are required: **First Name**, **Last Name**, **Email Address**, **Verify Email**, **Birth Month**, **Birth Day**, and **Organization Type**. If you are an educator, **Birth Year** is required as well.

Use the Tab key to move from one box to the next.

1. Type your first, last, and if you wish, middle name.
2. Type any suffix, such as Jr. or an academic or professional suffix.
3. Type your e-mail address. This address will receive all notification e-mails, including the user access information that you need to log in.
4. Retype your e-mail address to verify that the address is correct.

Note: Do not use a group e-mail address. The address you enter here will receive confidential information for accessing TEA applications. Using a group e-mail address could compromise security for your organization's confidential data.

5. Type your birth month and day. This information is used internally to help distinguish you from other users with the same first and last name and is not used for any other purpose.
6. Type your birth year.
7. Select the organization type that most closely matches yours from the list. If your organization type does not appear, select **Other**. Use the following table for help in choosing your organization type:

Role	Is intended For . . .
Educator	For teachers, paraprofessionals, and all others if creating a TEAL account for access to ECOS for Educators; links to an ECOS certification account based on the entry of personal data
District, Charter, ESC, Private School Staff	For district and school staff who do not need ECOS for Educators or who want to maintain a separate user account for ECOS; automatically provisions a TEAL user ID; can still link to an educator account later if needed (These users can also select Other with no repercussions.)
Internal TEA Contractor	For TEA staff only. Contractor requests are routed to an Organization Approver.
Internal TEA Employee	For TEA staff only. FTE staff requests are routed to TEA Human Resources.
Other	For any user external to TEA; automatically provisions a TEAL user ID; will not trigger the ECOS linking process, but can still link to educator records later if needed

Depending upon your organization type, you may be asked to select your manager's name or **Employing Organization**. If you are a TEA contractor, you must supply the **Employing Organization** before you can submit the form. In this case, your request is routed to the approver for your employing organization for approval before it can be implemented by TEA.

1. Type your job title.
2. Type your phone number, including area code.
3. Type your mailing address.
4. Check the information you provided to make sure it is correct.
5. Click **Submit**.
6. A message appears acknowledging your request. Click **Done**. The page redirects to the TEAL login page.

Next Steps

Once you have received your account information, you can log on and request access to an application.

Logging On and Off

After you receive your user name and password by e-mail, you can log in using a Web browser from any computer with Internet access.

[Logging On](#)

[Changing Your Password](#)

[Signifying Assurances](#)

[Selecting and Answering Security Questions](#)

[Logging Off](#)

Logging On

Follow these steps to log on so that you can work in TEA applications:

1. Open a Web browser and go to [TEA Login page](#).

The **TEA Login** page appears:



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?](#)

To log in, type your username and password and then click "Login". Please refer to the [help documentation](#) for more information.

WARNING: Unauthorized use of this system or its data is prohibited; usage may be subject to security testing and monitoring; misuse is subject to criminal prosecution; and users have no expectation of privacy except as otherwise provided by applicable privacy laws.

2. Type the user name provided to you by e-mail in the **Username** box.
3. Type the password provided to you in another e-mail in the **Password** box. (If you would like to see your password so you can check it, hover your cursor over **Show Password**.)
4. Click **Login**.

Changing Your Password

The first time you log on, a page appears requesting you to change your password.



Set Your Password

Please create a new password.

Username: Joe.Trainee

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.

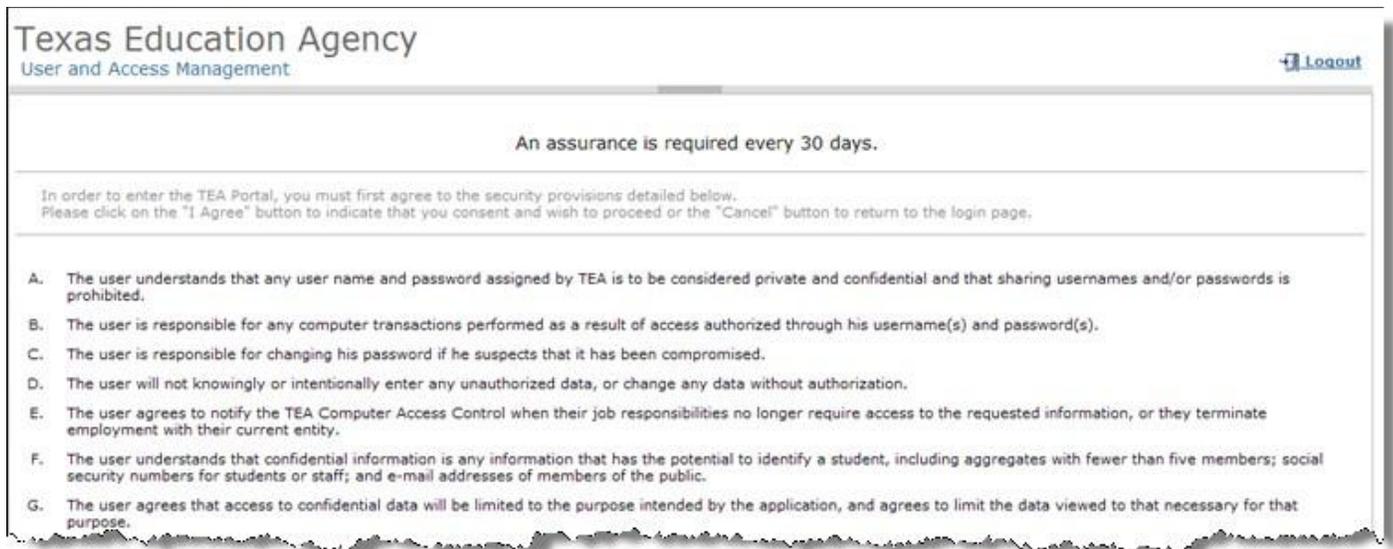
WARNING: Unauthorized use of this system or its data is prohibited; usage may be subject to security testing and monitoring; misuse is subject to criminal prosecution; and users have no expectation of privacy except as otherwise provided by applicable privacy laws.

1. Type the password assigned to you by the system.
2. Type your new password. Be sure to pay attention to the password rules listed on the page.
3. Confirm your password by typing it again.
4. Click **Submit**. After the first login, this page will appear if you log in again after your password has expired. You can always, however, change your password whenever you want. See [Changing Your Password](#) for more information.

Signifying Assurances

When you log in for the first time, the following occurs:

- The system prompts you to change your password. Type and retype the new password in the boxes.
- A page of assurances appears. You must acknowledge these assurances to continue. The same assurances will appear at login every 30 days.



The screenshot shows the Texas Education Agency (TEA) User and Access Management interface. At the top left, it says "Texas Education Agency" and "User and Access Management". At the top right, there is a "Logout" button. The main content area has a heading "An assurance is required every 30 days." Below this, a paragraph states: "In order to enter the TEA Portal, you must first agree to the security provisions detailed below. Please click on the 'I Agree' button to indicate that you consent and wish to proceed or the 'Cancel' button to return to the login page." Below this paragraph is a list of seven security provisions (A through G):

- A. The user understands that any user name and password assigned by TEA is to be considered private and confidential and that sharing usernames and/or passwords is prohibited.
- B. The user is responsible for any computer transactions performed as a result of access authorized through his username(s) and password(s).
- C. The user is responsible for changing his password if he suspects that it has been compromised.
- D. The user will not knowingly or intentionally enter any unauthorized data, or change any data without authorization.
- E. The user agrees to notify the TEA Computer Access Control when their job responsibilities no longer require access to the requested information, or they terminate employment with their current entity.
- F. The user understands that confidential information is any information that has the potential to identify a student, including aggregates with fewer than five members; social security numbers for students or staff; and e-mail addresses of members of the public.
- G. The user agrees that access to confidential data will be limited to the purpose intended by the application, and agrees to limit the data viewed to that necessary for that purpose.

Read the assurances and click **I Agree** to continue. If you do not wish to agree, click **Cancel**. However, you will be unable to access TEA applications that use TEAL.

Selecting and Answering Security Questions

Next, you are prompted to select and supply the answers to three security questions.



The screenshot shows a web interface with a navigation bar at the top containing four tabs: 'Applications', 'My Accounts', 'Change Password', and 'Edit Challenges'. Below the navigation bar, there is a text prompt: 'Please choose three security questions from below and provide answers. These questions are required and will be used to recover your password if you forget or lose it. These answers are confidential and will not be used for any other purpose.' The form contains three identical sections for security questions. Each section consists of a dropdown menu labeled 'Question 1:', 'Question 2:', or 'Question 3:' with the text 'Select from list below...' and a small downward arrow. Below each dropdown is a text input field labeled 'Question 1 Answer:', 'Question 2 Answer:', or 'Question 3 Answer:'. At the bottom of the form is a 'Save Changes' button.

TEAL software uses three security questions to verify your access if you forget your password or user name. Each person must select three security questions and provide the answers to those questions. The answers to these questions are confidential, and a person will not be reviewing your request when you ask for your password. Be sure to note the exact form you use to answer them, because the computer needs the exact response. For example, suppose you use the question **In what city did you meet your spouse/significant other?** and type the answer Ft. Davis, Texas. If, when you forget your password, you type the answer Fort Davis, Texas, or Ft. Davis, TX, the computer will not recognize that answer as correct.

To complete each security question, do the following:

1. Select a question from the list.
2. Type the answer in the box, exactly as you mean to provide it.

Note: You must select and answer all three questions.

Once you are logged in, you can request access to an application, select an application to work in, change your password, and so on.

Logging Off

When you are finished working in an application, click **Exit** to exit the application.

Once you have exited the application, if you want to log off from the TEAL, click **Logout**.

Getting a Password Reset

If you forget or lose your password, you can get it reset from the system. To do so, follow these instructions:

1. Open a Web browser and go to the [TEA Login page](#).
2. Click **Forgot your password?** directly below the boxed-in area. The **Forgot Password** page appears:

Texas Education Agency

User and Access Management

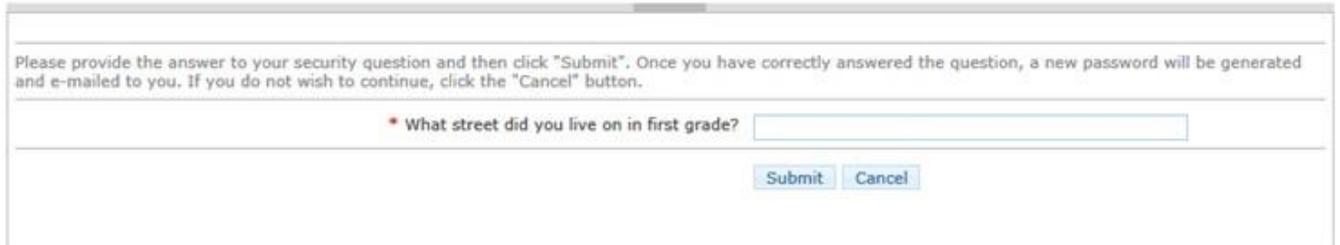
If you have forgotten your password, please enter your username and then click "Submit". After you answer one of the challenge questions that you initially set up, a new password will automatically be generated and sent to the e-mail address associated with your account. If you do not wish to continue, click the "Cancel" button.

* Username: [Forgot username?](#)

3. Type your user name.
4. Click **Submit**.

Note: A new password is sent to the e-mail address associated with your user ID. If you no longer receive e-mail at that address, file a request with the [TEA Help Desk](#) and click **Cancel** to exit until you have a new address set up.

A new page appears containing one of the security questions that you selected when you set up your account. The following image shows a sample question:



Please provide the answer to your security question and then click "Submit". Once you have correctly answered the question, a new password will be generated and e-mailed to you. If you do not wish to continue, click the "Cancel" button.

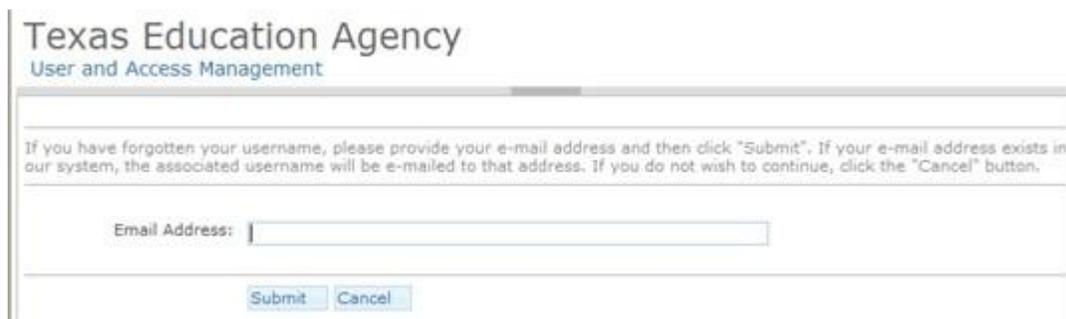
* What street did you live on in first grade?

5. Type the answer to the question. Remember that you must answer the question exactly as you did when you set up your account.
6. Click **Submit**. If you answered the question correctly, the information is submitted to TEA and an automatic e-mail is generated containing a new password, which you must change as soon as you log in again.

Getting a User Name Reminder

If you forget your user name, you can ask for a reminder.

1. Open a Web browser and go to the [TEA Login page](#).
2. Click **Forgot your username?** directly below the boxed-in area. The **Forgot Username** page appears:



Texas Education Agency
User and Access Management

If you have forgotten your username, please provide your e-mail address and then click "Submit". If your e-mail address exists in our system, the associated username will be e-mailed to that address. If you do not wish to continue, click the "Cancel" button.

Email Address:

3. Type your e-mail address. This address must be the same one associated with your user ID; otherwise, the system will not be able to identify your ID. If you no longer receive e-mail at that address, contact Computer Access and click **Cancel** to exit until you have a new address set up.
4. Click **Submit**. The system will send you your user name.

Logging In to TEASE

If some of your applications are secured by TEAL and others are secured by the Texas Education Agency Secure Environment (TEASE), you can still use TEAL to access the TEASE applications.

If you have [linked your TEASE login to TEAL](#), you can log on to TEASE from TEAL. In the **Applications** tab, click the link for TEASE.

Once you have linked your TEASE login, you can access your TEASE accounts the same way as you do other applications.

Requesting Access to an Application

Once you have a user ID for TEAL, you can request access to applications.

Note: If an application to which you need access does not appear in the list of applications under **Request New Account** under **My Application Accounts**, click the **Application Reference Page** link on that page and complete and print a request for access to send to TEA. The resulting Web page contains information you will need to request access.

[Requesting New Access to an Application](#)

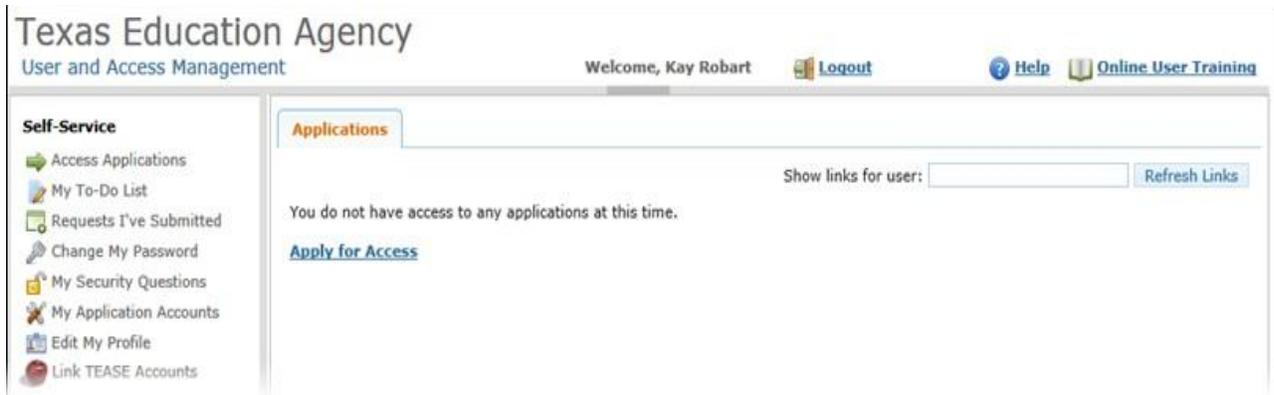
[Requesting Additional Access for an Application](#)

[Modifying Existing Access](#)

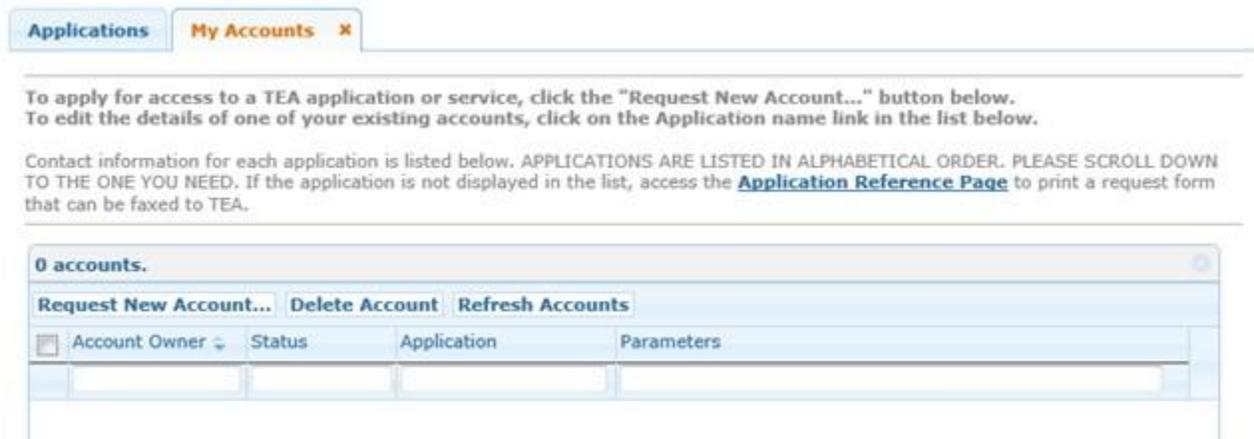
Requesting New Access to an Application

1. Log on with your user name and password.

The home page appears. If you have not been granted access to any applications yet, there will be no links under **Applications**.



2. Click **Apply for Access**.



3. Click **Request New Account**.

Request New Account

To request new access

1. Click the Application ID link OR
2. Double click the Application Name OR
3. Single click the Application Name and then click the "Go To Account Details Form" button

Application ID	Application Name	Contact	Details
BAT	Budget Analysis Tool	Email: Ice Bat (512-555-1234)	
CDRMS	Special Ed Correspondence and Dispute Resolution Management System	Email: Gene Lenz (512-463-9414)	
CREDITS	CREDITS	Email: Sridevi Rangineni (936-2176)	
CSTS	Charter Schools Tracking System		
ECOSAdmin	ECOS for TEA Admins	Email: Xiaoying Hu (555-5555)	
ECOSAdminParalle	ECOS for Admin Parallel	Email: Xiaoying Hu (512 463-9584)	
ECOSEducator	Educator Certification Online System for Educators	Email: Xiaoying Hu (555-1212)	
ECOSEducatorPara	ECOS for Educator Parallel	Email: Xiaoying Hu (512 463-9584)	
ECOSEntities	Educator Certification Online System for Entities	Email: Xiaoying Hu (555-5555)	
ECOSEntitiesParall	ECOS for Entities Parallel	Email: Xiaoying Hu (512 463-9584)	
ECOSNCFP	ECOS NCFP	Email: Xiaoying Hu	
IE	Time and Effort Reporting	Email: Rachid Ighouer (512-936-7198)	
TREx	Texas Records Exchange	Email: Texas Records Exchange (512-463-7245)	

[Go To Account Details Form](#)

4. Click the link for the application for which you would like access, or double-click the application name.

5. When a page like the following appears, click **Add Access**.

Applications My Accounts ✕

To apply for new access:

1. Click the "Add Access" button.
2. Follow the instructions on the Application access details popup.
3. Click the "Save Changes" button. This will submit your access request to TEAL.

Application Name: Websphere Portal POT

User ID: Kay,Robert

* Accesses: Add Access Remove Selected Refresh Access

Access Stat	Employing Organization	Access Rights
-------------	------------------------	---------------

Save Changes Done

6. Type the name of your organization. Once you begin typing, a list of authorized organization appears. Select the name of your organization from the list.
7. Select the appropriate role.
8. Type in the ID and any other parameters requested.
9. Click **Done**.
10. Click **Save Changes**. If the request was submitted successfully, a success message appears at the top of the tab.

Applications My Accounts ✕

✓ Add request was successfully submitted. ✕

Note: If you have a pending request for application access, you cannot make additional requests for the same employing organization and application. The pending request must be approved before you can submit a request for additional access.

Requesting Additional Access for an Application

You may already have access to an application but need to add some type of access. For example, perhaps you have access under a "district" role for the application and now also need "district approver" access. Follow these steps to add access to an application or modify the access you have:

1. If you don't have it selected already, click **Access Applications** from the **Self-Service** pane, or click the **Applications** tab to view the list of applications to which you have access.

The screenshot shows a web interface with two tabs: 'Applications' (selected) and 'My Accounts'. Below the tabs, there are four application categories, each with a title bar, a description, a role name, and an 'Add/Modify Access' link.

Application Category	Role	Action
Business Partner Directory Administration Business Partner Directory Administration	Program Area Admin Educator Certification (EdCert)	Add/Modify Access
Charter School - School FIRST School FIRST Rating for Charter Schools	Admin	Add/Modify Access
Texas Student Data System Portal Texas Student Data System Portal	Texas Student Data System Portal LEWISVILLE ISD Roles: ODS Data Loader, Uniq-ID LEA	Add/Modify Access
Waivers Waivers	District Superintendent AUSTIN ISD (227901) District Superintendent GALENA PARK ISD (101910) District Superintendent HOUSTON ISD (101912) Waivers Director Waivers Program Specialist	Add/Modify Access

2. Click **Add/Modify Access** for the applicable application.

Applications **Edit Account** ✖

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.
5. Note: You cannot modify an "Inactive" role.

Application Name:
Charter School - School FIRST

User ID: **Kay.Robart**

• Accesses:

	Add Access	Modify Access	Remove Selected	Refresh Access
Access Stat	Employing Organization		Access Rights	
Granted	STEPHEN F AUSTIN STATE UNIVERSITY CHARTER SCHOOL		Role: District County District Number: 174801	
Granted	REG VII EDUCATION SERVICE CENTER		Role: ESC Region: 092950	
Granted	TEA - Information Technology Services (ITS)		Role: Internal	

Done

3. Click **Add Access**. The dialog box that appears looks different depending upon the application.

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)?

Roles & Parameters

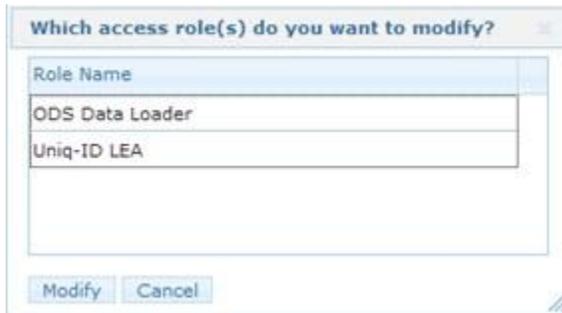
<input type="checkbox"/>	Admin
<input type="checkbox"/>	District
<input type="checkbox"/>	District 2
<input type="checkbox"/>	ESC
<input type="checkbox"/>	Internal

4. Begin typing the name of your organization under **Employing Organization**. Once you begin typing, a list appears. Select your employing organization from the list.
5. Select any new roles from the list by clicking them.
6. If any other parameters are requested, such as a district or school number, provide this information.
7. Click **Done**.
8. Click **Save Changes** to actually submit your request. A green check mark should appear at the top of the page informing you that your request was submitted successfully.

Modifying Existing Access

Sometimes you may need to modify the existing access you have for a specific application. For example, suppose you have a job change that requires you to change your role for an application. Depending upon the application, some modifications may not be allowed using this method. You may have to use **Add Access** instead. Follow these steps to modify the access:

1. If you don't have it selected already, click **Access Applications** from the **Self-Service** pane, or click the **Applications** tab to view the list of applications to which you have access.
2. Click **Add/Modify Access** for the applicable application.
3. Click **Modify Access**.
4. If you have more than one role for the application, the following box appears:



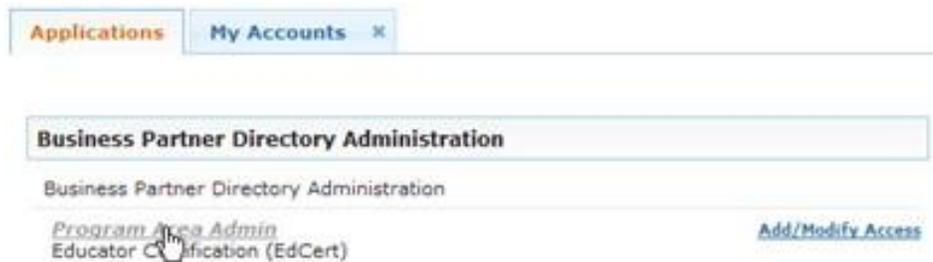
The screenshot shows a dialog box with the title "Which access role(s) do you want to modify?". Inside the dialog, there is a table with a header "Role Name" and two rows of data: "ODS Data Loader" and "Uniq-ID LEA". Below the table, there are two buttons: "Modify" and "Cancel".

5. Click the role you wish to modify.
6. Click **Modify**.
7. Select the new role, new district, or whatever else you are changing.
8. Type any comments you may have to explain the reason for this change.
9. Click **Done**.
10. Click **Save Changes** to submit your modifications to TEA.

Accessing an Application

Once you have requested and been granted access to an application, follow these steps to log in:

1. Log in to TEAL using your username and password.
2. On the list of applications, click the link for the application.



For additional assistance working with TEAL access and applications, see topics in the [TEAL Help System](#).