**TEAL and ECOS Access Instructions for Educators**

**TEA Login (TEAL)** is the security gateway to Texas Education Agency (TEA) web resources. To access your Educator Account, you will need to setup up a TEAL account with access to your profile in the Educator Certification Online System (ECOS).

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**IMPORTANT!!!** Your name is used to connect all your records and is transmitted to the testing vendor. If your first and last names do 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 with the testing vendor. If your name has changed or differs between these sources, **STOP**, and follow the **Name Change instructions** on our website.
TEAL and ECOS Access Instructions for Educators

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 a new TEAL account.

3. Enter required information on the TEAL user information page. You must enter the name in TEAL 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.

   If your name has changed or differs between these sources, STOP, and follow the Name Change instructions on our website before completing your TEAL profile.

   Also, 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.

   ![TEAL User Information Page](image)
4. Select "Educator" for the Organization Type, enter the required information, and click Submit.

5. Click Submit.
6. You will be prompted immediately to create a password. Your password must meet the TEAL security requirements listed on that page. Then, you will be prompted to set up answers to three security questions. The answers to your security questions will be used to reset your password.
7. After completing the security questions, you will see the Self-Service menu on the left and the View My Educator Certification Account link with your TEA ID number. Click on the link.

If you do not see the View My Educator Certification Account link, complete the steps in the Special Instructions section.

**Educator Certification Online System for Educators**

Educator Certification Online System for external educator users

⭐ Please click the "View My Educator Certification Account" link below. Browsers supported: Internet Explorer 9, 10, and 11.

View My Educator Certification Account
TEA ID: 1234567

Clicking the View My Educator Certification Account link logs you into the Educator Certification Online System (ECOS) and brings up your Educator Profile Setup page. Verify your information and make any necessary changes. Click Continue at the bottom to save the changes.

SEE EXAMPLE NEXT PAGE
TIP: The testing vendor pulls your profile information from this page. Any changes must be made here to be reflected in your account with the testing vendor.
TEAL and ECOS Access Instructions for Educators

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 if your fingerprint status is complete.

**APPLICATIONS** – contains all 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 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.

- **Intern 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).

- **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.
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**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**, then **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.
Special Instructions: Access to Educator Certification Online System (ECOS) if Your Accounts Are Not Linked

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

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

2. Then click Request New Account.

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

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

   **Apply for Access**

2. Then click Request New Account.

   **Request New Account...**  **Delete Account**  **Refresh Accounts**

   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. Click on **ECOSEducator**

### 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

<table>
<thead>
<tr>
<th>Application ID</th>
<th>Application Name</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>BAT</td>
<td>Budget Analysis Tool</td>
<td>Email: Division of Budget and Planning (512-463-7115)</td>
</tr>
<tr>
<td>BATMOD</td>
<td>Budget Modeling</td>
<td>Email: Division of Budget and Planning</td>
</tr>
<tr>
<td>BPD</td>
<td>Business Partner Directory Administration</td>
<td></td>
</tr>
<tr>
<td>CSTS</td>
<td>Charter Schools Tracking System</td>
<td>Email: Division of Charter School Administration (512-463-9575)</td>
</tr>
<tr>
<td>CharterFirst</td>
<td>Charter FIRST</td>
<td>Email: Division of Financial Audits (512-463-9095)</td>
</tr>
<tr>
<td><strong>ECOSEducator</strong></td>
<td>Educator Certification Online System for Educators</td>
<td></td>
</tr>
<tr>
<td>ECOSEntities</td>
<td>Educator Certification Online System for Entities</td>
<td></td>
</tr>
<tr>
<td>ETSAdmin</td>
<td>ECOS Testing Svcs (Test)</td>
<td>Email: Division of TEA Educator Certification (512-936-8400)</td>
</tr>
<tr>
<td>IE</td>
<td>Time and Effort Reporting</td>
<td>Email: Anna Karpova (512-463-9511)</td>
</tr>
<tr>
<td>TREQ</td>
<td>Texas Records Exchange</td>
<td>Email: Texas Records Exchange (512-463-7246)</td>
</tr>
<tr>
<td>TSDSPortal</td>
<td>Texas Student Data System Portal</td>
<td></td>
</tr>
</tbody>
</table>
Special Instructions: Access to Educator Certification Online System (ECOS) if Your Accounts Are Not Linked

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

The system displays confirmation in green.

*(If an error message is displayed, you may have a name mismatch. Please review the [Name Change instructions](#) on our website. Your TEAL access name and the name on your certification/ECOS account and Texas Driver’s License/State ID must match exactly.)*

✅ Your request was successfully submitted.
5. Click **Cancel** at the bottom of the page or click the "x" on the tab to close the **My Accounts** tab.

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

**IMPORTANT!!!**

When setting up a new TEAL account, you must enter your name exactly as it appears on your state ID card. Existing educators—the first and last name entered here must match exactly with the name on your educator records, or you will not be able to access your educator account.

If your name has changed since you last accessed your records, STOP and follow our [name change instructions](#) before completing your account request. Enter your SSN as nine (9) numeric characters only. Spaces, hyphens, slashes or any other special characters are not allowed.

If you do not have a social security number, STOP and [submit a request in our online help desk](#) with the subject line "Request a temporary file and TEA ID number." In your request, confirm that you do not have a social security number, include a daytime telephone number, and attach a copy of your state issued ID and passport.

<table>
<thead>
<tr>
<th>SSN or P number:</th>
<th>**********</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confirm SSN or P number:</td>
<td>**********</td>
</tr>
</tbody>
</table>

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

OR

<table>
<thead>
<tr>
<th>TEA ID:</th>
<th>**********</th>
</tr>
</thead>
</table>

| Confirm TEA ID: | ********** |

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

AND

<table>
<thead>
<tr>
<th>* Birth Year:</th>
<th>1990</th>
<th>YYYY</th>
</tr>
</thead>
</table>

| Confirm Birth Year: | 1990 | YYYY |

Please type the Birth Year to confirm. Copy and Paste is not allowed.
6. You should now see the View My Educator Certification Account link to your account with your TEA ID number underneath. Click this link.

If you do not see the View My Educator Certification Account link, click the Refresh Links icon.

Clicking the View My Educator Certification Account link logs you into ECOS and brings up your Educator Profile Setup page. Verify your information and make any necessary changes. Click Continue at the bottom to save the changes.

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