

Texas Education Agency

PROCESS FOR USING THE REGISTRY OF PERSONS INELIGIBLE FOR EMPLOYMENT IN PUBLIC SCHOOLS –

FOR SCHOOL DISTRICT, CHARTER SCHOOL AND PRIVATE SCHOOL ENTITY USERS

(INCLUDES TEAL ACCOUNT SETUP FOR NEW USERS)

Version 1.1

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TABLE OF CONTENTS

RELEVANT STATUTES	Page 2
GLOSSARY OF TERMS	Page 2
USEFUL LINKS	Page 4
TEAL ORGANIZATION APPROVER SETUP	Page 4
SETTING UP A NEW TEAL ACCOUNT	Page 5
LOGGING IN TO A NEW TEAL ACCOUNT	Page 6
REQUESTING PRIMARY APPROVER STATUS	Page 6
ADDING REGISTRY ACCESS TO AN EXISTING TEAL ACCOUNT	Page 9
LOGGING IN TO THE REGISTRY THROUGH TEAL	Page 13
ENTITY REGISTRY UPLOAD	Page 13
REVIEW OF REGISTRY UPLOAD RESULTS	Page 16
UPLOAD RESULTS SUBMITTED THROUGH THE FINGERPRINTING UPLOAD PROCESS	Page 17

RELEVANT STATUTES

The 86th Legislative Session in 2019 passed House Bill 3, which was passed to further protect the safety and welfare of Texas students by:

- requiring schools to report certain allegations of misconduct against non-certified employees and,
- creating a registry of individuals who are not eligible for hire in a Texas public school based on misconduct or criminal history.

In Statute: Registry of persons not eligible for employment in public schools - TEC §22.092 as created by HB 3.

GLOSSARY OF TERMS

REGISTRY

- **Do Not Hire Registry** – An online list of individuals who are not eligible for employment in a Texas public school based on misconduct or criminal history.
- **Not Eligible for Hire** - An individual who is not eligible for employment in a public school and therefore may not be hired in any role.
- **Under Investigation**- Pursuant to TEC §22.094, an individual who is currently under investigation by the TEA Educator Investigations Division. This notation means that an

allegation of misconduct is currently being investigated by TEA, and the individual's employability status has not been determined.

INVESTIGATIONS OF CERTIFIED EDUCATORS

- **Investigation Warning** (on the Virtual Certificate)- A notation placed on an educator's certification when an allegation of misconduct is currently being investigated by TEA staff. A certificate with this notation remains valid because no formal determination has been made. The investigation Warning notation will appear on the educator online certification record with the following message: *Note: This individual is currently under review by the TEA Educator Investigations Division.*
- **Revoked** - A sanction placed on an educator's certificate which renders the certification invalid as a result of disciplinary action by the SBEC.
- **Permanently Revoked** - A sanction placed on an educator's certificate which renders the certification permanently invalid without the opportunity to reapply for a new certificate.
- **Voluntary Surrender** - An educator's voluntary relinquishment of a certificate, in lieu of disciplinary proceedings, which renders the certificate permanently invalid.
- **Suspended** - A sanction placed on an educator's certificate as a result of disciplinary action by the SBEC which renders the certification invalid for a specific period of time, or until reinstated by the board.
- **Reprimand** – A formal public censure by the State Board for Educator Certification which appears on the face of an educator's certification. A reprimand does not affect the validity of the educator's certificate.
- **Restricted** – A notation placed on an educator's certification which imposes limitations on the use of the certificate, as imposed by an SBEC order.
- **Denied** - Refers to a denial of a credential because the applicant was determined to be ineligible for certification based on non-completion of requirements, or was otherwise denied pursuant to 19 Texas Administrative Code §249.12.
- **Cancelled** – Action taken by TEA staff or the Board to invalidate a certificate that was issued in error.
- **Administrative Penalty** – An imposed monetary penalty by the SBEC against a superintendent, director, or principal for failure to report as required under §249.14(c). This action is pursuant to 19 Texas Administrative Code §249.15(a)(6).

USEFUL LINKS

- **TEAL Login** <https://tealprod.tea.state.tx.us/TSP/TEASecurePortal/Access/LogonServlet>
- **DPS secure site** <https://secure.txdps.state.tx.us/DpsWebsite/Login.aspx>
- **Fingerprinting and Do Not Hire Registry Help Desk**
<https://txeduagency.zendesk.com/hc/en-us/categories/115001620168-Fingerprinting->

If you already have a TEAL account, go to Page 9 to add access to the Do Not Hire Registry.

TEAL ORGANIZATION APPROVER SETUP

The Texas Education Agency Login (TEAL) is a login portal for many TEA applications, including the Registry of Persons Not Eligible for Employment (Do Not Hire), and the Misconduct Reporting Portal. TEAL protects access to student records, educator records, school financial data, and other information that must be kept secure from unauthorized access.

An Organization Approver has the responsibility for reviewing and approving requests for access to Registry of Persons Not Eligible for Employment (Do Not Hire), as well as the Misconduct Reporting Portal. **Before requesting setup as an Organization Approver in TEAL, please be certain you have Legal Authority granted by your institution to approve access to this data.**

There are several levels of Organization Approver status:

Primary Approvers have the primary responsibility for approving requests for an organization. Only one Primary Approver can be designated per organization. For private schools, the Legal Authority is the Primary Organization Approver and must be listed as the Principal in the TEPSAC online directory at <http://www.tepsac.org/>. If you are not a TEPSAC approved private school, please submit a help desk ticket for further instructions: <https://helpdesk.tea.texas.gov/hc/en-us/categories/115001620168-Fingerprinting-Do-Not-Hire-Registry>

Alternate Approvers must be designated by the school's Legal Authority, and documentation verifying this designation must be submitted to TEA. The Alternate Approver is a designee that is given authority to approve requests for TEAL applications for the organization. For further details on the documentation required for the Alternate Approver, please submit a help desk ticket at the above link.

When requesting Organization Approver authority, a user must have first successfully requested and set up a TEAL account. Be aware that changing the temporary password to a permanent password and selecting the security challenge questions are only the first steps in successfully setting up a TEAL account.

SETTING UP A NEW TEAL ACCOUNT

- TEAL should be used with Google Chrome as the web browser.
- In order to set up a new TEAL login account, go to <https://tealprod.tea.state.tx.us/> or visit the TEA Website at www.tea.texas.gov and click, TEAL LOGIN at the top of the main page. If you already have a TEAL account, go to Page 9 to add access to the Do Not Hire Registry.
- Click **Request New User Account**. (See Figure 1.0)

TEA
Texas Education Agency

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?](#)

[Help for Request Process](#) | [Help for Educator Account Setup](#)
[Help with Password Reset](#)

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.

Figure 1.0

- Complete the online form. Select **District, Charter, ESC, Private School Staff** as the Organization Type.
- Click **Submit**. Check your email for account login information which will arrive within 45 minutes of account setup. If you do not see find this information in your inbox, check your Spam/Junk/Clutter folders.

LOGGING IN TO A NEW TEAL ACCOUNT

- Go to the TEAL login page at <https://tealprod.tea.state.tx.us/> and enter the username sent in the new account email notification. Remember to enter the dot between your first and last names.
- Enter the password from the temporary password email notification. Enter it exactly as it appears in the message; it is best to copy and paste the password from the message. The system displays a **Set Password** screen. Enter the temporary password in the **Current Password** field.
- Enter a new password of your own choosing that meets the password guidelines displayed on the screen, including:
 - At least one letter
 - At least one number
 - At least one special character
 - (For security reasons, the system tracks your previous passwords and will not accept a new password based on a previous one.)
- Click **Submit**.
- The system prompts you to agree to the assurance statement. Click **I Agree** after reading the statement (or click "Cancel" to leave the system).
- The system prompts you to select and set up three security questions. These questions are used to verify your identity if you need to reset your password in the future.
- Once you have access to TEAL, you may request Primary Approver Status.

REQUESTING PRIMARY APPROVER STATUS

IMPORTANT: You must be the Superintendent or Head of School and have Legal Authority to approve access requests for your district or school. Do not request Primary Approver status if you do not have Legal Authority.

- Log into your TEAL account with your username and password.

- Once logged in, click **Edit My User Information**. (See Figure 1.1)

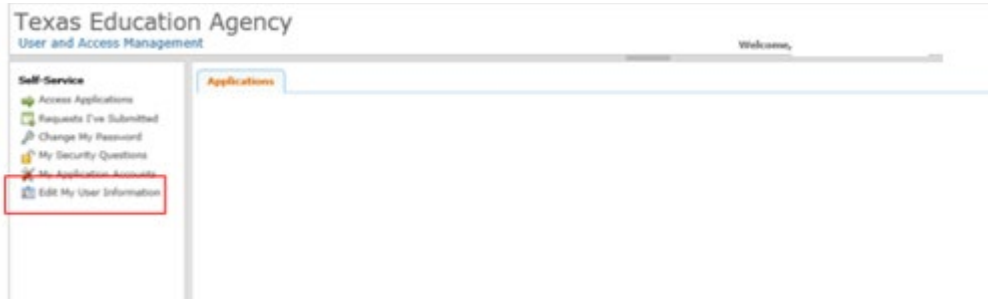


Figure 1-1

- Click on **Manage Approver Status**. (See Figure 1.2)

The screenshot displays the 'Edit My User Information' form. At the top, there are tabs for 'Applications' and 'Edit My User Information'. The form is divided into several sections. The first section contains fields for 'First Name', 'Middle Name', 'Last Name', and 'Suffix'. The second section provides information about the 'Uniq-ID', stating there is none currently associated and a link to find it. The third section is for email addresses, including 'Primary Email Address', 'Verify Primary Email Address', and 'Secondary Email Address', with a note that all notifications will be sent to the primary address. The fourth section is for birth information, with fields for 'Birth Month', 'Birth Day', and 'Birth Year'. The fifth section is for 'Organization Type', with a dropdown menu set to 'District, Charter, ESC, Private School Staff' and a link for descriptions. Below this is a 'Job Title' field. The sixth section is for contact information, including 'Phone Number', 'Cell Phone Number', 'Street Address', 'City', 'Country' (set to 'United States'), 'State' (set to 'Texas'), and 'Zip or Postal Code'. At the bottom of the form, there are two links: 'Manage Approver Status' (highlighted with a red box) and 'Service Account Manager Status'.

Figure 1.2

- Click on **Request Approver Status**. (See Figure 1.3)



Figure 1.3

- For Approver Type, select **Primary Approver** as the level of Approver Authority. Enter the Organization name. Select your organization and click the **Add** button. (See Figure 1.4)

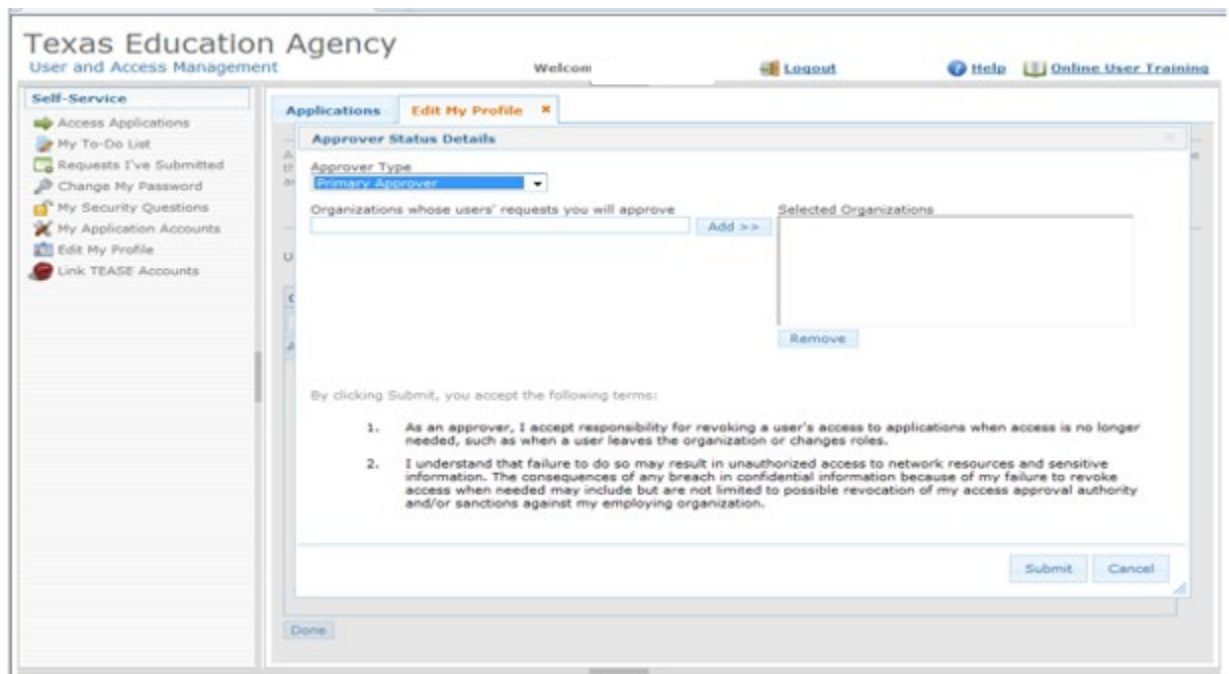


Figure 1.4

- Once the correct organization has been selected, read the disclaimer and click **Submit**. All requests for access will be reviewed by the TEAL Administration division as well as the Educator Investigations division. The TEA approval usually takes one to three days to be completed. A TEAL system email will be sent when TEA has approved the request.

ADDING REGISTRY ACCESS TO AN EXISTING TEAL ACCOUNT

- Log into your TEAL account at <https://tealprod.tea.state.tx.us/> using your username and password. TEAL and the Do Not Hire Registry should be used with Google Chrome as the web browser.
- Click on **My Application Accounts** in the Self-Service Menu. (See Figure 1.5)

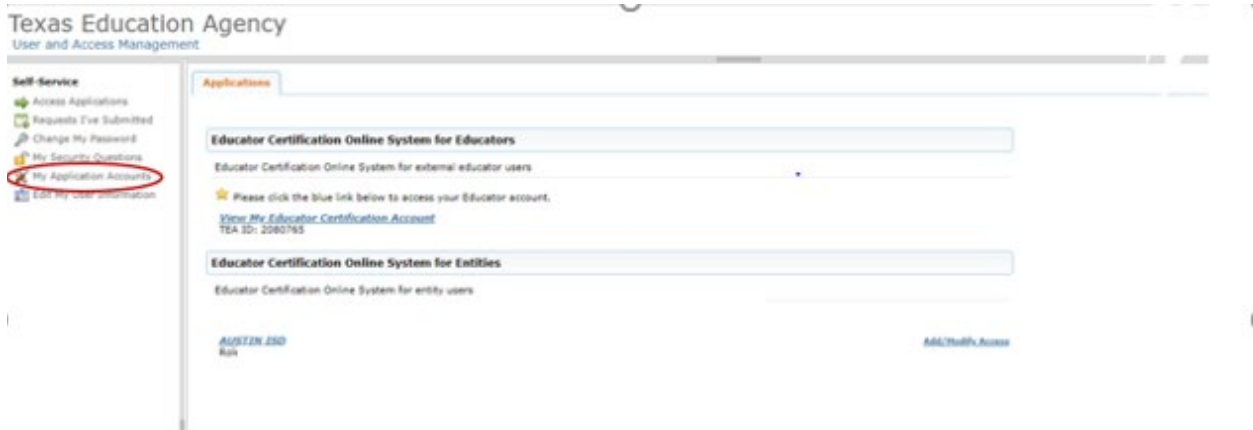


Figure 1.5

- Click on **Request New Account**. (See Figure 1.6)

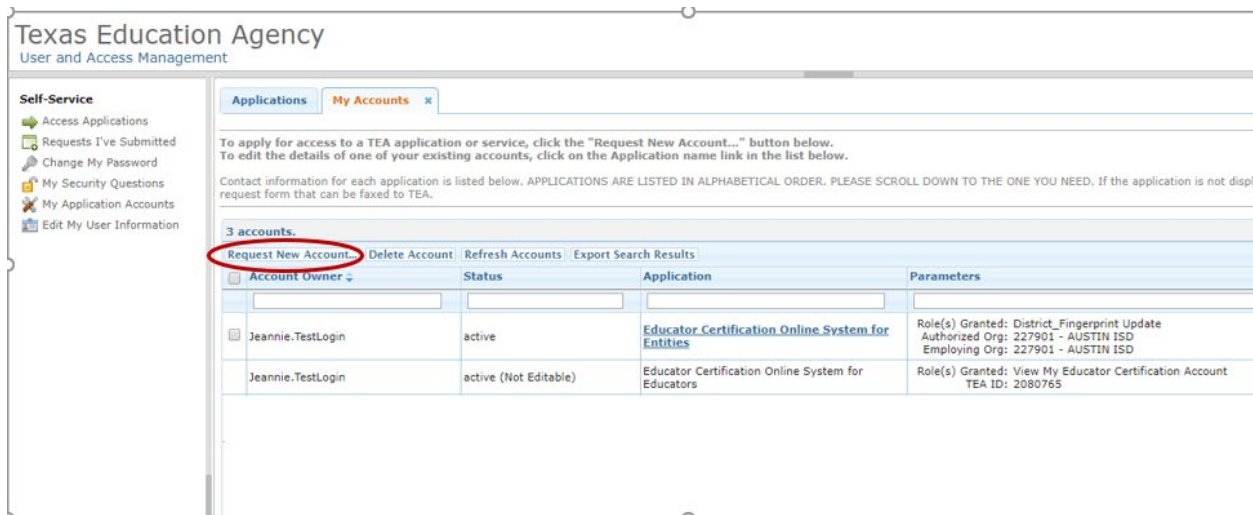


Figure 1.6

- Click on **DNHRegistry**. (See Figure 1.7)

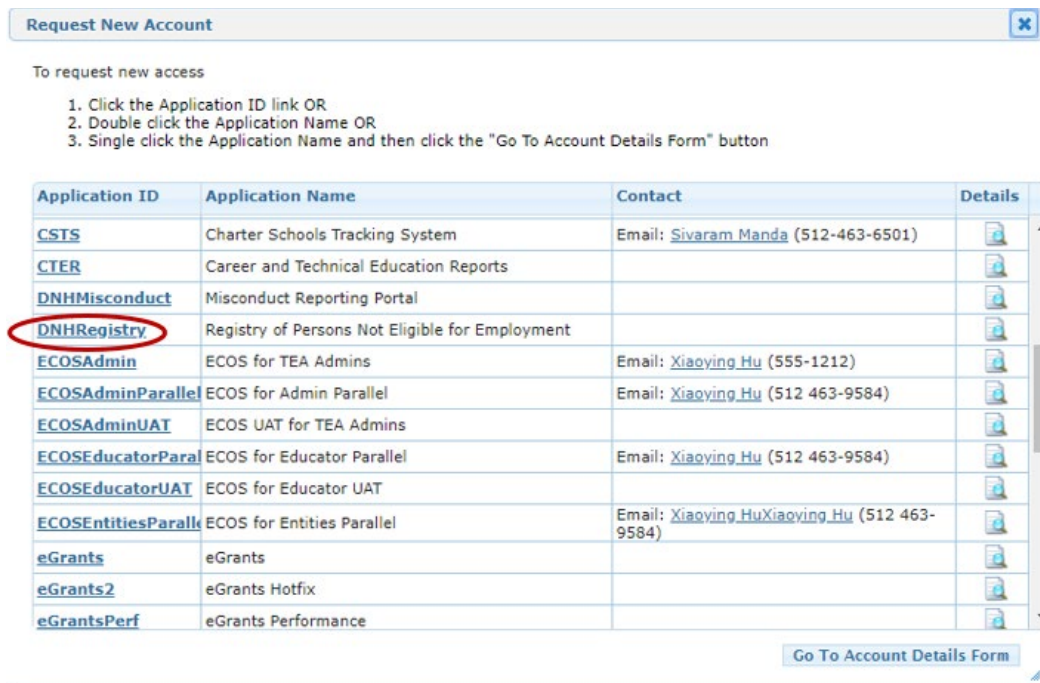


Figure 1.7

- Click on **Add Access**. (See Figure 1.8)

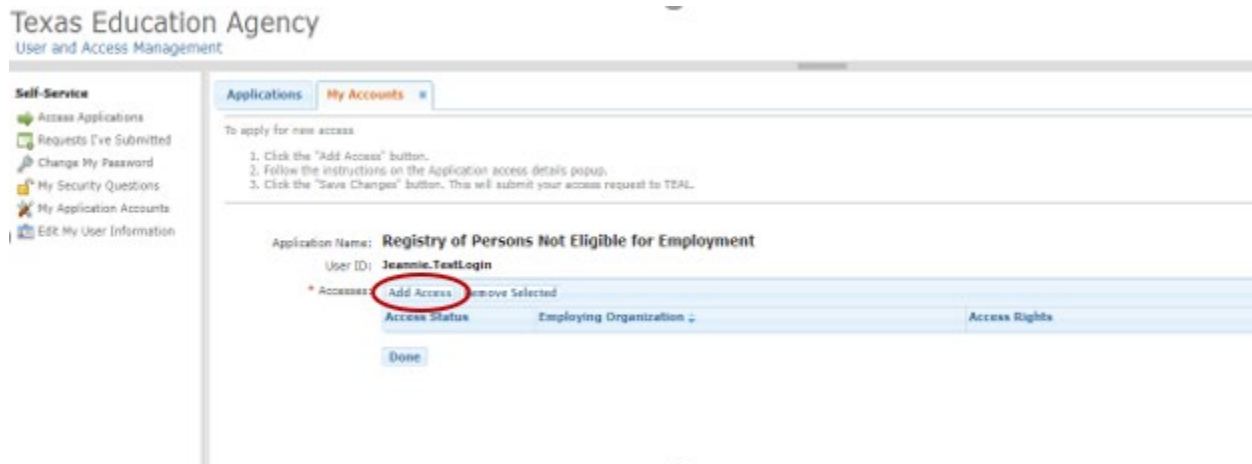


Figure 1.8

- Enter the **Employing Organization** name or county/district number. Select your organization. Check the **Entity** box under Roles & Parameters. Enter the **Authorizing Organization** again under the Entity drop down box. Click **Done**. (See Figures 1.9 and 2.0)

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User and Access Management

Self-Service

- Access Applications
- Requests I've Submitted
- Change My Password
- My Security Questions
- My Application Accounts
- Edit My User Information

Applications | **My Accounts** x

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

Entity

Figure 1.9

Texas Education Agency

User and Access Management

Self-Service

- Access Applications
- Requests I've Submitted
- Change My Password
- My Security Questions
- My Application Accounts
- Edit My User Information

Applications | **My Accounts** x

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)?
AUSTIN ISD (227901)

Roles & Parameters

Entity

Description:
ISD/Charter/Private School

* Authorizing Organization:

Privileges:
 Entity

Comments:

Clear Roles

Done Cancel

Figure 2.0

- Click **Save Changes**. (See Figure 2.1)

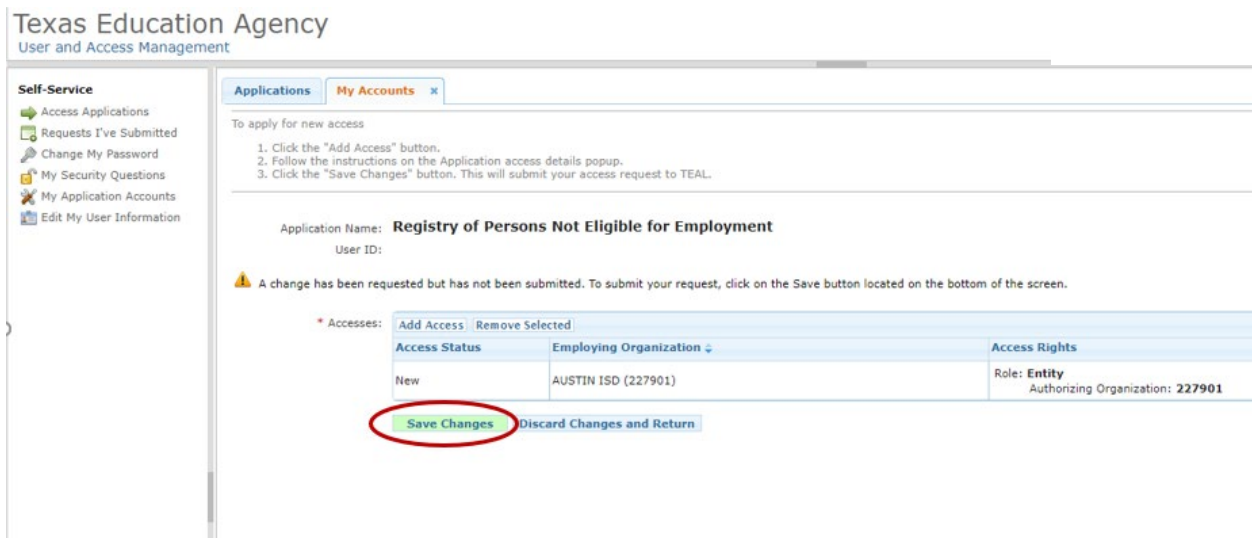


Figure 2.1

- The screen will display a message that the request was successfully submitted. Access will need to be approved by the Primary or Alternate approver of the district, and then by TEA staff. (See Figure 2.2)

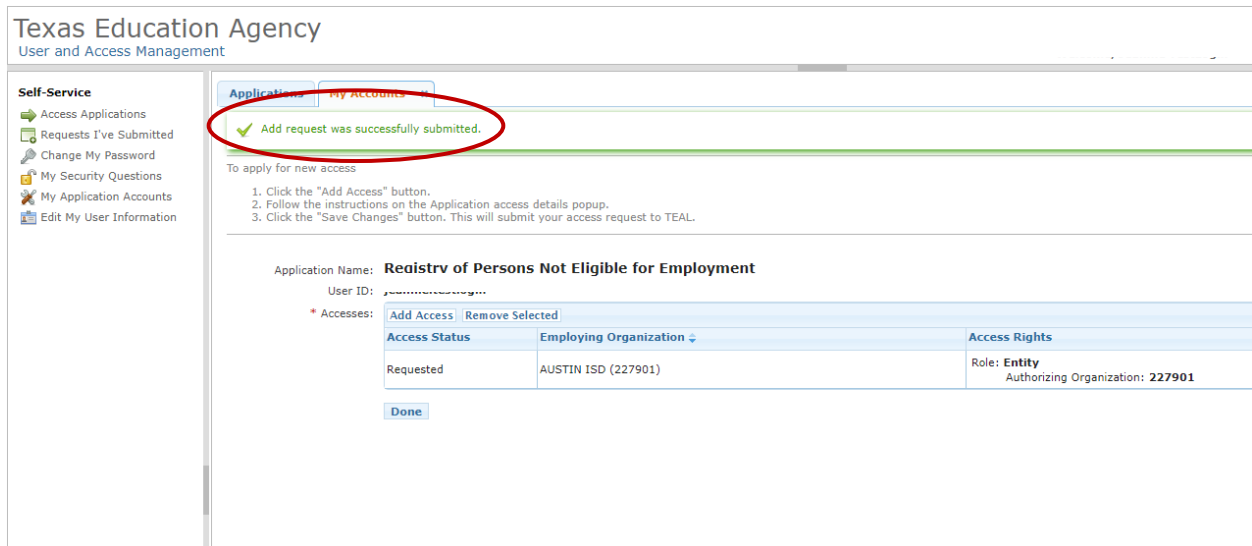


Figure 2.2

LOGGING IN TO THE REGISTRY THROUGH TEAL

- The Registry should be used with Google Chrome as the web browser.
- Log into your TEAL account at <https://tealprod.tea.state.tx.us/> using your username and password.
- On the TEAL User and Access Management page, click on the blue **Entity** link above the district name and below the Registry of Persons Not Eligible for Employment application. (See Figure 2.3)

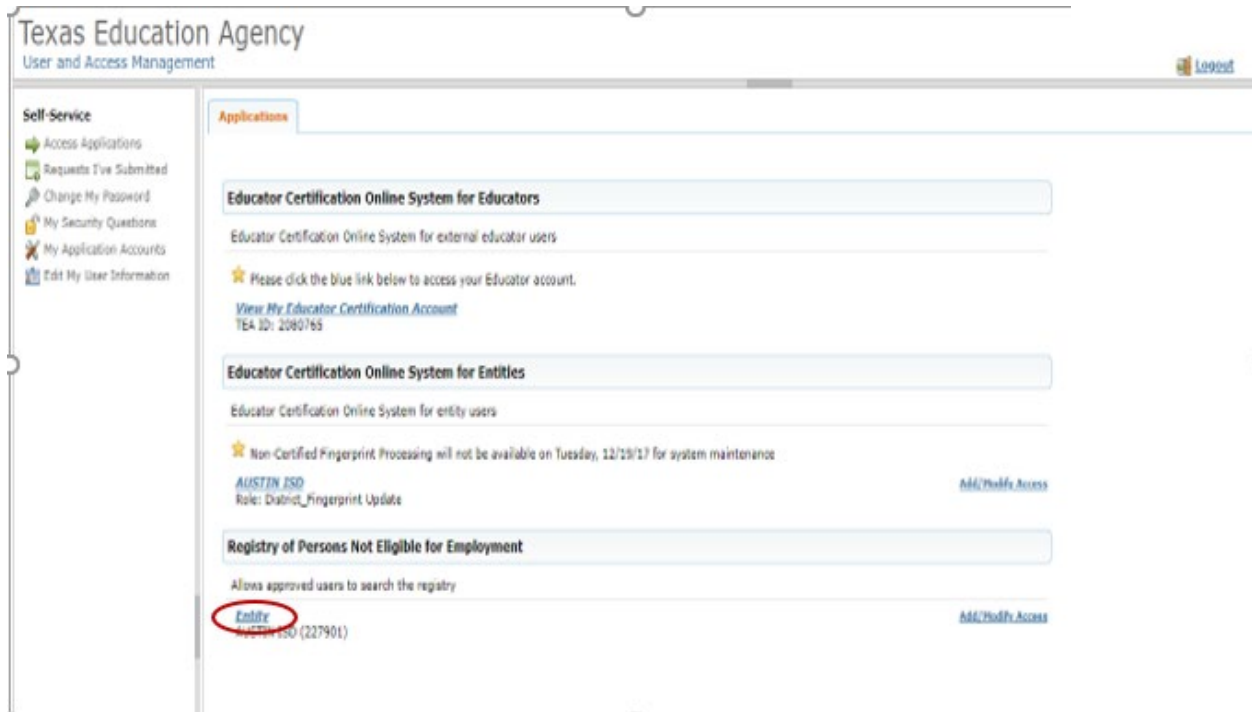


Figure 2.3

ENTITY REGISTRY UPLOAD

Creating the upload file –

- To create a file to upload, populate the following column headings into line 1 of an Excel spreadsheet (See Figure 2.4) Column headings must be present on the spreadsheet.
 - **Column A** – Last Name
 - **Column B** – First Name
 - **Column C** – Middle Name
 - **Column D** – Social Security Number (SSN)
 - **Column E** – Date of Birth

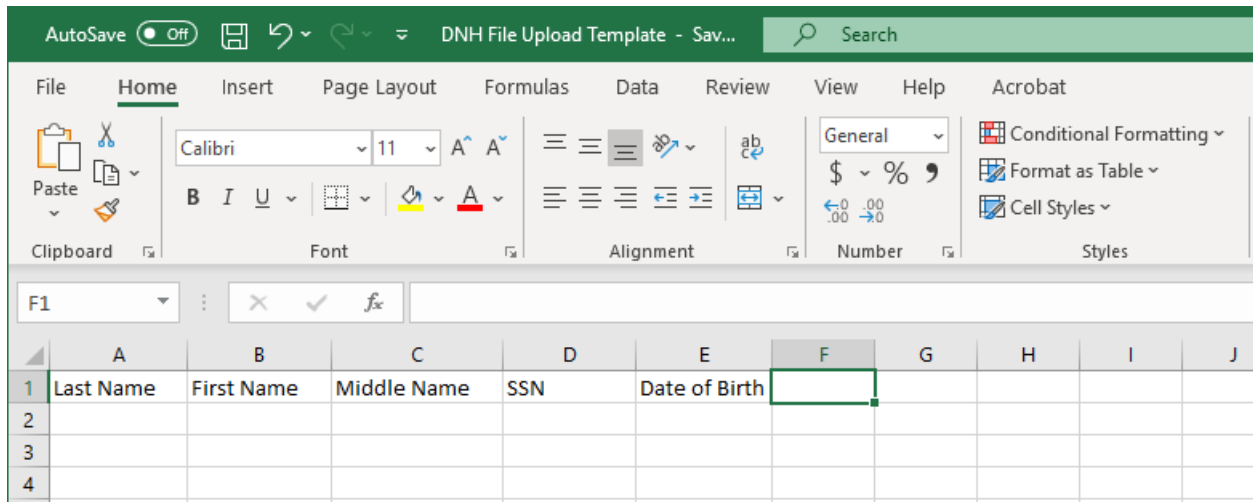


Figure 2.4

- Beginning with line 2, populate information into the appropriate columns for each individual who needs to be uploaded. A maximum of 2,500 individuals can be uploaded at a time.
- Follow the file layout format below when entering information on the spreadsheet:
 - Column A - Last Name, **REQUIRED** field, 25 maximum characters
 - Column B - First Name, **REQUIRED** field, 25 maximum characters
 - Column C - Middle Name, Optional field, 15 maximum characters
 - Column D - Social Security Number, **REQUIRED** field, 9 digits, all numeric, no hyphens, include leading zeros
 - Column E – Date of Birth, **REQUIRED** field, format MM/DD/YYYY, ex: 01/01/1990
- If you enter an SSN that begins with a zero (0), format the SSN column to accept leading zeros in the Social Security number. To do this, right click at the top of the SSN column, choose 'Format Cells', followed by 'Text', and then 'OK'.
- Save the file as .csv (comma delimited) file prior to uploading. Be advised that the Registry will not accept a file in .xlsx format. The file must be in the .csv format.

Uploading the file –

- To upload a Registry file, access the Registry of Persons Not Eligible for Employment (Do Not Hire Registry) through TEAL.

- The upload screen displays file layout information and example file data. Before uploading, click the check box to affirm the information being uploaded is true. Select the file to be uploaded by clicking the 'Choose File' button. (See Figure 2.5)

Figure 2.5

- The name of the file will display next to "Choose File." Click 'Upload' to upload the file. (See Figure 2.6)

Figure 2.6

- A message on the screen will indicate that the file was uploaded successfully and that results are available below. (See Figure 2.7)

REVIEW OF REGISTRY UPLOAD RESULTS

- Registry upload results are available immediately after being uploaded. Click on the **Download** link to view results. (See Figure 2.7)

The screenshot displays the TEA website interface for the Registry of Persons Not Eligible for Employment. At the top, there is a navigation bar with the TEA logo and links for 'UPLOAD REGISTRY SEARCH FAQ/HELP DESK EXIT'. Below this, a confirmation message states 'File uploaded successfully, please find the results below.' Underneath, there are search instructions detailing file format (.txt or .csv), layout requirements (Last Name, First Name, Middle Name, SSN, Birth Date), and upload limits (2500 records per file). A table below the instructions shows the upload details for a file named 'Test DNH Upload.csv' uploaded on 12/19/2019 at 14:23:28. The table has columns for 'Uploaded By', 'Upload Date/Time', 'Uploaded File', 'Result File', and 'Status'. The 'Result File' column contains a 'Download' link, which is circled in red in the original image. The 'Status' column shows 'Complete'.

Uploaded By	Upload Date/Time	Uploaded File	Result File	Status
apri.carmichaelsuper	12/19/2019 14:23:28	Test DNH Upload.csv	Download	Complete

Figure 2.7

- Registry upload results are available immediately after being uploaded. Click on the **Download** link to view results. (See Figure 2.7) An Excel spreadsheet will open containing results for the file that was uploaded. A certificate sanction status and a registry status will be displayed for each individual. (See Figure 2.8)

Certificate Sanction Status – Indicates an educator’s certificate has been sanctioned. See ‘Investigations of Certified Educators’ in the Glossary for additional information. If a sanction is not present, the Certification Sanction Status result will be blank. (Please note that the Certification Sanction Status will not be available until March 2020).

Registry Status – Refers to an educator’s possible inclusion on an online list of individuals who are not eligible for employment in a Texas public school based on misconduct or criminal history. The statuses include ‘Not Eligible for Hire’, ‘Under Investigation’, or ‘Not Found’. See the ‘Registry’ section of the Glossary for additional information.

	SSN	First Name	Middle Name	Last Name	Suffix	Birth Date	Registry Status	SBEC Sanction Status	Date on Registry
1		(N/A)	(N/A)	(N/A)	(N/A)		Not Found	(N/A)	(N/A)
2							Under Investigation		1/2/2020
3							Not Eligible for Hire		1/2/2020
4									
5									
6									

Figure 2.8

UPLOAD RESULTS SUBMITTED THROUGH THE FINGERPRINTING UPLOAD PROCESS

- Effective December 2019, the Fingerprint Upload Results page also includes Registry status result information.
- The fingerprinting upload process is performed in the Educator Certification Online System (ECOS). Access to this application may also be requested through TEAL.
- To view Fingerprinting Upload results after a file has been uploaded, log in to ECOS through TEAL, and click on **Fingerprinting** and then **Upload Status** from the Main Menu. (See Figure 2.9)

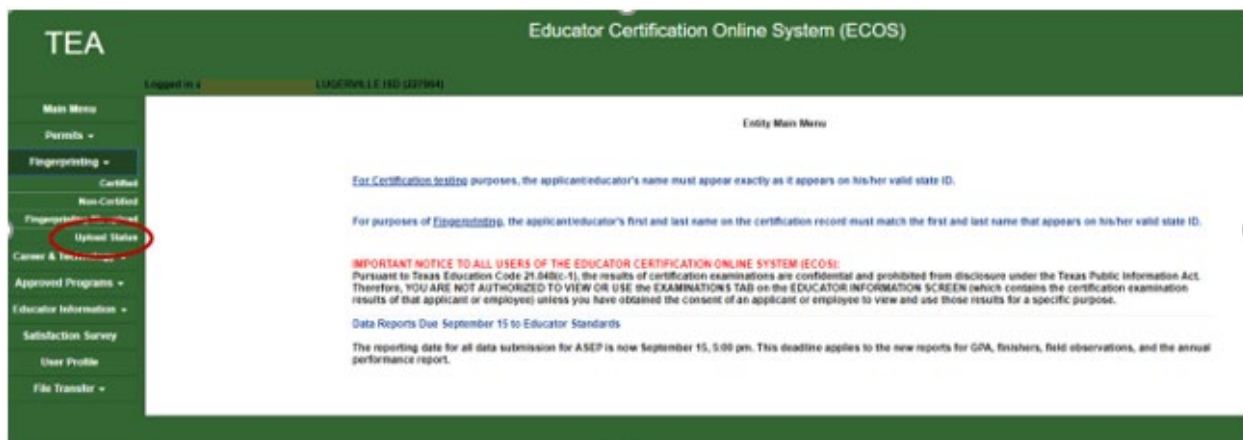


Figure 2.9

- The Upload Status page will display the file name as saved by the district user in the 'Upload File' column. Click on the hyperlink in the **Upload Results** column to view upload results. (See Figure 3.0)

TEA Educator Certification Online System (ECOS)

Logged in as: [redacted] PFLUGERVILLE ISD (22796)

Upload Status for: PFLUGERVILLE ISD
County District: 22796
Page 1

Upload Date/Time	Upload File (click to view)	Upload Results (click to view)
12/17/2019 2:02:37 PM	FP_CheckDNH - Copy.csv	12/17/2019 2:02:38 PM
12/17/2019 12:32:43 PM	FP_CheckDNH - Copy.csv	12/17/2019 2:31:45 PM
12/16/2019 2:33:37 PM	Tear Sheet - SMT - Copy.csv	12/16/2019 2:33:37 PM
12/16/2019 2:13:43 PM	Tear Sheet - SMT.csv	12/16/2019 2:13:56 PM
11/4/2019 12:51:40 PM	FP-DNH-TEST 11.4.2019.csv	11/4/2019 12:51:57 PM
9/13/2019 4:09:04 PM	09132019C.csv	9/13/2019 4:09:05 PM
9/13/2019 4:02:32 PM	2019_0913_C.csv	9/13/2019 4:02:33 PM
9/13/2019 11:19:27 AM	2019_0913_B.csv	9/13/2019 11:19:29 AM
9/13/2019 9:25:13 AM	09132019B.csv	9/13/2019 9:25:15 AM
9/13/2019 8:57:54 AM	2019_0913_A.csv	9/13/2019 8:57:55 AM
9/13/2019 8:51:40 AM	09132019A.csv	9/13/2019 8:51:41 AM

Figure 3.0

- The Fingerprint Upload page will display the fingerprinting results, certification sanction status and Registry status for each individual uploaded. (See Figure 3.1)

Fingerprint Upload Results

FP_CheckDNH - Copy.csv

Upload Type	Last Name	First Name	Last 4 SID	DOB	Certified or Non-Cert	FP Status	Certificate Sanction Status	Registry Status
NC	[redacted]	[redacted]	[redacted]	[redacted]	Non-Cert	FP Complete		Not Found
NC	[redacted]	[redacted]	[redacted]	[redacted]	Non-Cert	FP Complete		Under Investigation
NC	[redacted]	[redacted]	[redacted]	[redacted]	Non-Cert	Pre-Enrolled		Not Found
NC	[redacted]	[redacted]	[redacted]	[redacted]	Non-Cert	FP Complete	Voluntary Surrender	Not Eligible for Hire
NC	[redacted]	[redacted]	[redacted]	[redacted]	Certified	FP Complete	Reinstated	Not Eligible for Hire
NC	[redacted]	[redacted]	[redacted]	[redacted]	Certified	FP Complete	Reinstated	Not Eligible for Hire

Figure 3.1