## Document Upload Access for Entities is Now Available in the Educator Certification Online System (ECOS)

Educators have been able to view and upload files using the "My Documents" tab in their ECOS accounts since December 19, 2019. This option is now available for entities such as school districts and educator preparation programs via the "**Documents**" tab in ECOS for Entities.

The "Documents" tab will allow the entity, the educator and TEA staff to see the same information at the same time. You can see what has been received by TEA staff and/or what has been uploaded by the educator. You, the entity, also have the option to upload documents.

Please view the following screens for assistance with how to view and how to upload documents.

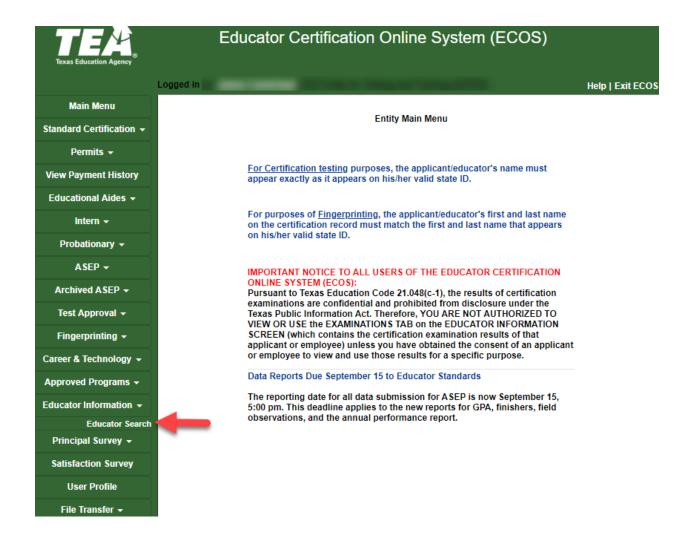
To view the documents received for an educator:

Login to <u>TEAL</u> and select your ECOS for Entities link (will be the name of your organization).
\*If you do not have this option, you may need to check with the primary approver for your organization to confirm you should apply for this access. Generally, the primary approver for school districts is the superintendent or their designee and for educator preparation programs it is the dean of education or their designee.
\*Once advised, you may apply for access. Visit Requesting Access to an Application if

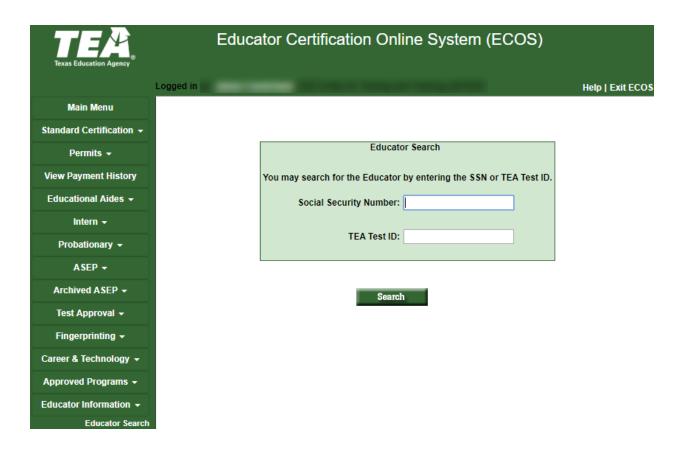
\*Once advised, you may apply for access. Visit <u>Requesting Access to an Application</u> if you need additional assistance.

## Texas Education Agency User and Access Management Welcome, Self-Service **Applications** Access Applications My To-Do List Requests I've Submitted **Educator Certification Online System for Entities** Change My Password Educator Certification Online System for Entities My Security Questions Mv Application Accounts 窝 Telephone support for certification and fingerprinting inquiries is unavailable. Please submit a Help Desk ticket for assistance. ECOS for Entities continues to be available for application submission and processing. Please visit the Edit My User Information Announcement page on the main TEA website for more information. Reports Entity Add/Modify Access

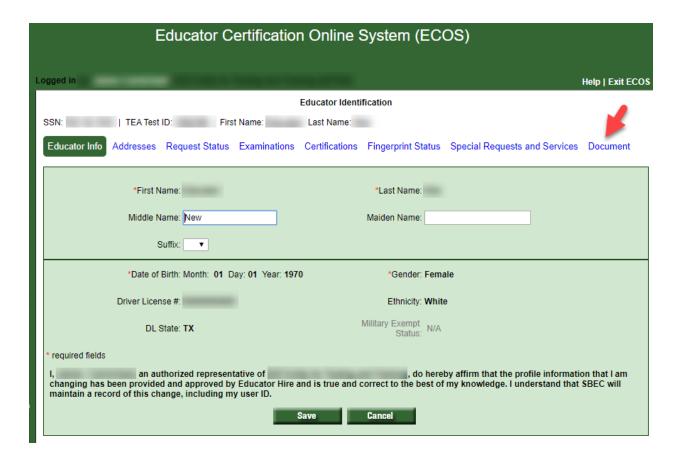
2. Select "Educator Information". Once the dropdown appears, click "Educator Search".



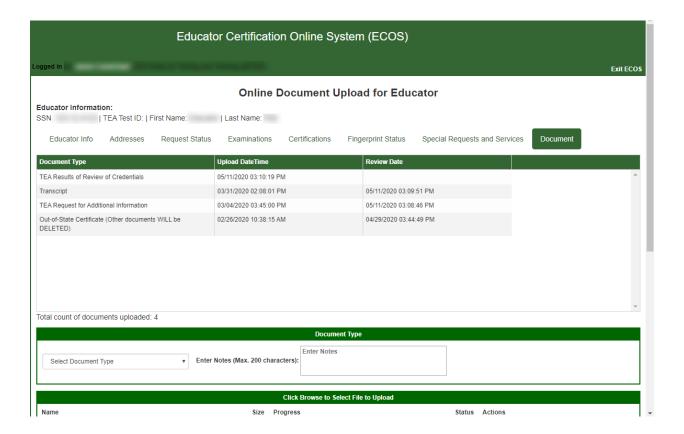
3. Enter in the educator's social security number or TEA ID number. Click Search.



4. The "Educator Identification" page will be displayed. Select the "Document" tab to continue.

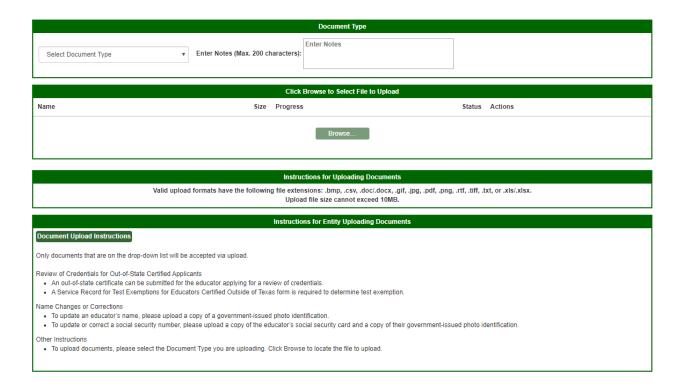


5. If any documents have been received, they will be displayed. If nothing is displayed, TEA has not received the documents. Once received, they will be displayed here:

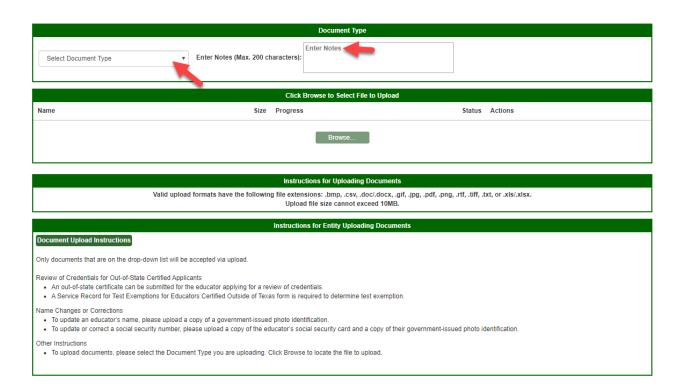


To upload a document on behalf of an educator:

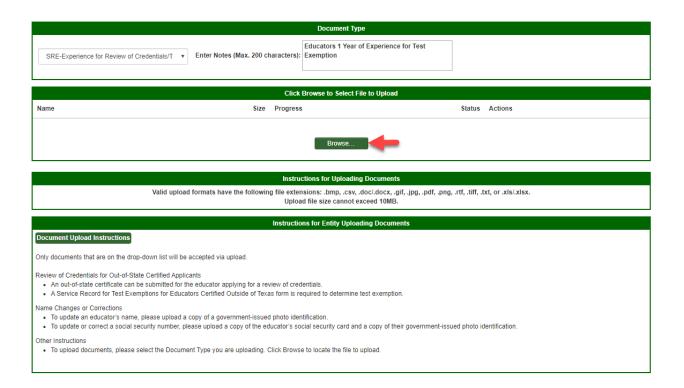
1. You should already be on the "Document" tab per the previous steps. If ready to upload, scroll down to the "Document Type" section.



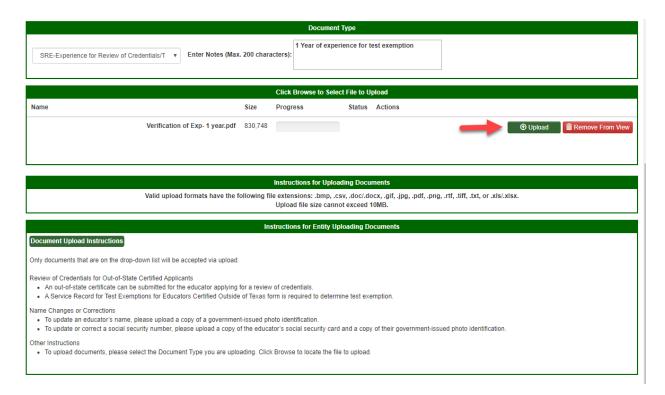
- 2. Select a document type from the list of options.
  - \*You have the option to submit a verified official transcript to TEA on behalf of an out-of-state educator that needs to submit this for a review of credentials.
  - The district should only upload a version of an official transcript. **Official means an original, or one directly emailed to district personnel by the institution or servicer**. It does <u>not</u> include photocopied, printed, or forwarded electronic versions that were provided by the educator.
  - \*Only upload documents that align with the options listed. Documents that are not required or labeled properly will be deleted and treated as spam. Uploading documents that are not required slows down the review process.
- 3. Enter a note to describe your document.



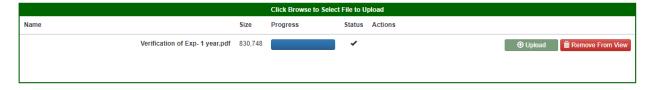
4. Once you have selected a document type and entered a note, the "Browse..." button will turn dark green. You may now select it and locate the file you would like to upload.



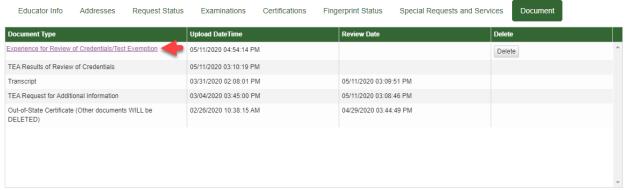
## 5. Be sure to select "Upload"



## If successful you will see:



6. Select "Remove From View" if you would like to upload another document. Otherwise, you may scroll to the top of the page and see the document you uploaded.



Total count of documents uploaded: 5