

# TEAL and ECOS Instructions for Principals

## Completing a Principal Survey

*These instructions are for Principals that need access to the Principal Survey.*

What would you like to do?



I do not have a TEAL account and [need to create one.](#)



I already have a TEAL account but [need to request access to ECOS for Educators.](#)

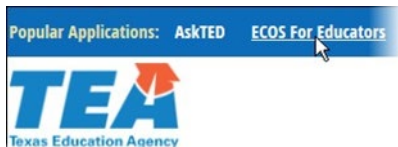


I need [instructions on how to complete the Principal Survey.](#)

I need to create a TEAL account

Complete these steps only if you **do not** already have a TEAL account.

1. Go to the TEA website, [tea.texas.gov](http://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, make sure you 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.*

|              |  |                  |
|--------------|--|------------------|
| First Name:  | <input type="text" value="Edward"/>                                      | Last Login Date: |
| Middle Name: | <input type="text"/>   |                  |
| Last Name:   | <input type="text" value="Texas"/>                                       |                  |
| Suffix:      | <input type="text"/> Generational, Academic, Professional (Jr, PhD, CPA) |                  |

|                  |  |   |
|------------------|--|---|
| * Email Address: | <input type="text" value="edtexan@gmail.com"/>                       | All notifications will be sent to this address. |
| * Verify Email:  | <input type="text" value="edtexan@gmail.com"/>                       |   |
| * Birth Month:   | <input type="text" value="01"/> The month of birth (1-12)            |   |
| * Birth Day:     | <input type="text" value="01"/> The day of the month of birth (1-31) |   |
| Birth Year:      | <input type="text" value="1975"/> YYYY                               |   |

4. Select **"Educator"** for the Organization Type, enter the required information, and click **Submit.**

# TEAL and ECOS Instructions for Principals

## Completing a Principal Survey

\* Organization Type:  The user's organization type.  
[Click here for Organization Type descriptions](#)

Job Title:

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.

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.  
Cell Phone Number:  Must include area code. Standard data/messaging rates may apply. Cell phone number can be used for password resets.

\* Street Address:   
\* City:   
\* Country:   
\* State:   
\* Zip or Postal Code:

5. 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.

### Texas Education Agency

User and Access Management

#### Create Your New Password

NOTE: Passwords are case sensitive, so ensure that your CAPS Lock is not set to On.

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

Username:

\* New Password:

\* Confirm Password:

#### Your security questions need to be set up or updated.

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.

Please be sure to note the exact answer, including punctuation, because the system needs the exact response to recover your password.

\* Question 1:   
\* Question 1 Answer:

\* Question 2:   
\* Question 2 Answer:

\* Question 3:   
\* Question 3 Answer:

6. 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.

---

## TEAL and ECOS Instructions for Principals Completing a Principal Survey

---

### Educator Certification Online System for Educators

Educator Certification Online System for external educator users

★ Please click the blue link below to access your Educator account.

[View My Educator Certification Account](#)

TEA ID: 1234567

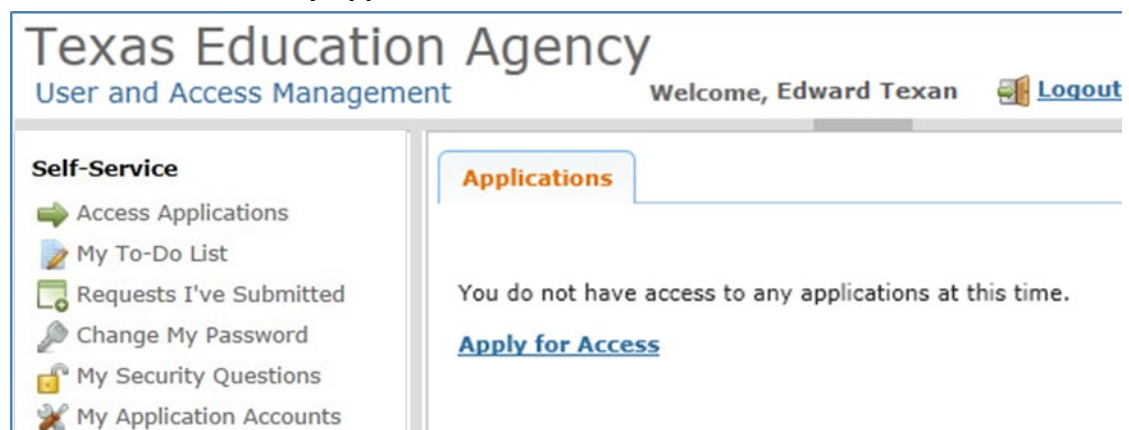
7. Clicking the [View My Educator Certification Account](#) link logs you into the Educator Certification Online System (ECOS) and brings up your [Educator Profile Setup](#) page. Verify your information and make any necessary changes. Click **Continue** at the bottom to save the changes.

If you do not see the [View My Educator Certification Account](#) link, complete the steps in the next section.

I already have a TEAL account but need to request access to  
ECOS for Educators

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**.



# TEAL and ECOS Instructions for Principals Completing a Principal Survey

2. Then click **Request New Account**.

The screenshot shows the 'My Accounts' tab with a sub-header '0 accounts.' Below this, there are three buttons: 'Request New Account...', 'Delete Account', and 'Refresh Accounts'. The 'Request New Account...' button is circled in red. Below the buttons is a table with columns: Account Owner, Status, Application, and Parameters.

3. Click on **ECOSEducator**

The screenshot shows the 'Request New Account' form. It includes instructions on how to request new access and a table of applications. The 'ECOSEducator' application is circled in red.

| Application ID                      | Application Name                                   | Contact   | Details |
|-------------------------------------|--|---|---------|
| <a href="#">BAT</a>                 | Budget Analysis Tool                               | Email: <a href="#">Division of Budget and Planning (512-463-7115)</a>           |         |
| <a href="#">BATMOD</a>              | Budget Modeling                                    | Email: <a href="#">Division of Budget and Planning</a>                          |         |
| <a href="#">BPD</a>                 | Business Partner Directory Administration          |   |         |
| <a href="#">CSTS</a>                | Charter Schools Tracking System                    | Email: <a href="#">Division of Charter School Administration (512-463-9575)</a> |         |
| <a href="#">CharterFirst</a>        | Charter FIRST                                      | Email: <a href="#">Division of Financial Audits (512-463-9095)</a>              |         |
| <b><a href="#">ECOSEducator</a></b> | Educator Certification Online System for Educators |   |         |
| <a href="#">ECOSEntities</a>        | Educator Certification Online System for Entities  |   |         |
| <a href="#">ETSAdmin</a>            | ECOS Testing Svcs (Test)                           | Email: <a href="#">Division of TEA Educator Certification (512-936-8400)</a>    |         |
| <a href="#">TE</a>                  | Time and Effort Reporting                          | Email: <a href="#">Anna Karpova (512-463-9511)</a>                              |         |
| <a href="#">TREx</a>                | Texas Records Exchange                             | Email: <a href="#">Texas Records Exchange (512-463-7246)</a>                    |         |
| <a href="#">TSDSPortal</a>          | Texas Student Data System Portal                   |   |         |

[Go To Account Details Form](#)

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

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.

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.

[Create](#) [Cancel](#)

The system displays confirmation in green.

# TEAL and ECOS Instructions for Principals Completing a Principal Survey

(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.

The screenshot shows the 'My Accounts' tab in the TEAL system. At the top, there's a green message: 'Your request was successfully submitted.' Below this, a red 'x' icon is visible in the top right corner of the tab. The main content area contains instructions for entering information to search for an existing Educator account. It includes a section titled 'IMPORTANT!!!' with instructions on name entry and a link to 'name change instructions'. Below this, there are fields for 'SSN or P number' and 'Confirm SSN or P number', followed by an 'OR' section with 'TEA ID' and 'Confirm TEA ID' fields. At the bottom, there's an 'AND' section with 'Birth Year' and 'Confirm Birth Year' fields. A 'Cancel' button is circled in red at the bottom left of the form area.

6. You should now see the [View My Educator Certification Account](#) link with your TEA ID number beneath. Click on the link to access your Educator Certification Online System (ECOS) account.

The screenshot shows the 'Educator Certification Online System for Educators' page. It has a header 'Educator Certification Online System for external educator users'. Below this, there's a star icon and the text 'Please click the blue link below to access your Educator account.' followed by a blue link 'View My Educator Certification Account' and the TEA ID '1234567'.

If you do not see the link, click the [Refresh Links](#) icon on the top right side of the page.

# TEAL and ECOS Instructions for Principals Completing a Principal Survey

I need instructions on how to complete a Principal Survey

1. After you have logged into your TEAL account, click on Clicking the [View My Educator Certification Account](#) link to access the Educator Certification Online System (ECOS).
2. You will see your educator profile. Verify your information and make any necessary changes. Click **Continue** at the bottom to save the change.

Educator Certification Online System (ECOS)

Welcome, Test Intern | TEA ID Number: Exit ECOS

**Educator Profile Setup**

TEA ID:

\*First Name:  \*Gender:

Middle Name:  \*Date of Birth : Month  Day  Year

\*Last Name:  \*Phone Number:

Maiden Name:  \*Ethnicity/Race:  [Select/Update Ethnicity](#)

Suffix:  \*Driver License #:

\*DL State:

**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.  
For a change or correction of name, gender, or date of birth, please follow the name change instructions on the [TEA website](#).

**\*Mailing :**

☒ **United States and other US Territories** ☐ **Foreign Address**

\*Address:  \*Address:

Include your apartment, suite number OR PO Box, if applicable

\*City:  \*City or Locale:

\*State:  Province Abbreviation:  (If applicable)

\*Zip Code:  -  (12345-1234) \*Postal Code:

Country:  \*Country:

**\*Billing:** ☐ Check here if same as mailing

☒ **United States and other US Territories** ☐ **Foreign Address**

\*Address:  \*Address:

Include your apartment, suite number OR PO Box, if applicable

\*City:  \*City or Locale:

\*State:  Province Abbreviation:  (If applicable)

\*Zip Code:  -  (12345-1234) \*Postal Code:

Country:  \*Country:

**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.**

**You can update your email address in TEAL by selecting the "Exit ECOS" option at the top of this page, then selecting "Edit My User Information" on the left side of the TEAL page.**

\*Email:

**Continue**

\*Required Fields

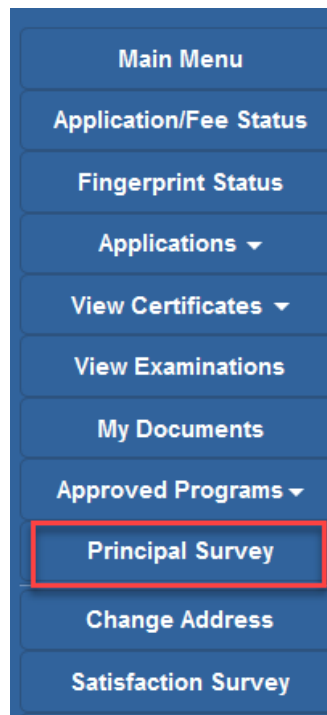
3. On the next page, find Principal Survey on the left side menu. ***This menu option appears only when the Principal Survey is underway.*** This where you will complete the first year teacher surveys.



---

## TEAL and ECOS Instructions for Principals Completing a Principal Survey

---



4. After clicking the Principal Survey link, you will see the following information. 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.

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

[Help](#)

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**

5. 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.

# TEAL and ECOS Instructions for Principals Completing a Principal Survey

**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.

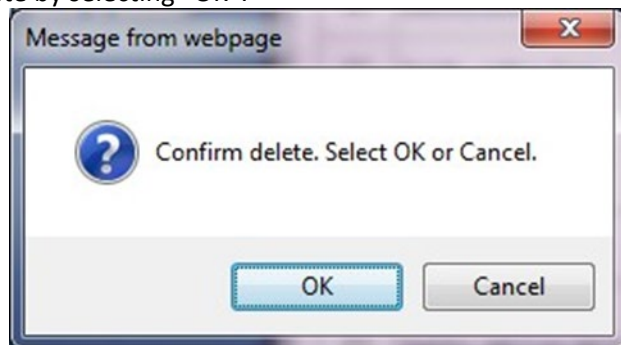
Please use the navigation buttons provided at the bottom of each page as the browser buttons have been disabled while using this application.

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

[Back](#)
[Add a Teacher](#)
[Remove Selected Teacher](#)

Questions about this survey should be submitted to: [principalsurvey@tea.texas.gov](mailto:principalsurvey@tea.texas.gov)

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



- If you select to **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:

[Search](#)
[Back](#)



## TEAL and ECOS Instructions for Principals Completing a Principal Survey

9. 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 at the bottom.

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                 |

10. You will receive a message that the teacher was added.

**Principal Survey - Teacher List - [REDACTED]**

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

Surveys must be submitted by  
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 | Reason Removed |
|--|---------|---------------|---------------------|-----------------------|------------------------|----------------|---------------|----------------|
|  |         |               |                     |                       |                        |                |               |                |

11. 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.

Confidential to the extent permitted by law.

Questions about this survey should be submitted to: [principalsurvey@tea.texas.gov](mailto:principalsurvey@tea.texas.gov)

---

## TEAL and ECOS Instructions for Principals Completing a Principal Survey

---

12. Select **Return to Teacher List**.

# TEAL and ECOS Instructions for Principals Completing a Principal Survey

13. 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.

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"/> | <a href="#">Mark A</a>  | 5/1/85        | 1                   | Physics/Mathematics (8-12)                 | 08/21/2012             | 04/15/2012     | Submitted     |
| <input type="checkbox"/> | <a href="#">Matthew</a> | 8/1/85        | 1                   | Agricultural Science and Technology (6-12) | 06/11/2010             |                | Not Started   |
| <input type="checkbox"/> | <a href="#">Terry</a>   | 9/1/80        | 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](mailto:principalsurvey@tea.state.tx.us)