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## TEAL and ECOS Access for Human Resources Users

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These instructions are for employees Districts, and Charter Schools that require access to the Educator Certification Online System (ECOS) for Entities.

### 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 Entities.](#)



I already have a TEAL account and ECOS for Entities but [need to add the Principal Survey role.](#)



I need instructions on how to [maintain the list of Principals or Teachers for my school district](#)

### I Need to Create a TEAL Account

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

1. Go to the TEAL login page at <https://tealprod.tea.state.tx.us/> and click **Request New User Account**.



#### 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?](#)

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

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## TEAL and ECOS Access for Human Resources Users

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2. Enter required information on the TEAL profile page. Select the appropriate **Organization Type** and click **Submit**.

The screenshot shows the TEAL profile page with the following fields and options:

- First Name:
- Middle Name:
- Last Name:
- Suffix:
- \* Primary Email Address:  All notifications will be sent to this address.
- \* Verify Primary Email Address:
- Secondary Email Address:  If the primary email address becomes invalid, the security-code can be sent to your secondary email address to reset your password.
- \* Birth Month:  The month of birth (1-12)
- \* Birth Day:  The day of the month of birth (1-31)
- Birth Year:  YYYY
- \* Organization Type:  Select One... The user's organization type.
  - Select One...
  - District, Charter, ESC, Private School Staff
  - Internal TEA Contractor
  - Internal TEA Employee
  - Other
- Job Title:
- Phone Number:  area code.
- Cell Phone Number:  area code. Standard data/messaging rates may apply. Phone number can be used for password resets.
- Street Address:
- City:
- Country:  United States

3. On the next screen, create a new password.

The screenshot shows the Texas Education Agency User and Access Management page with the following content:

### 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.Account**

\* New Password:  Show Password

\* Confirm Password:  Show Password

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## TEAL and ECOS Access for Human Resources Users

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- After you log in, you will need to set up three security questions. Click **Save Changes**.

The screenshot shows the 'Texas Education Agency User and Access Management' page. At the top right is a 'Logout' link. Below the header, a message states: 'Your security questions need to be set up or updated.' This is followed by instructions: '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.' and 'Please be sure to note the exact answer, including punctuation, because the system needs the exact response to recover your password.' The form contains three sections, each with a question dropdown and an answer text field. At the bottom are 'Save Changes' and 'Cancel' buttons.

Texas Education Agency  
User and Access Management

[Logout](#)

**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: Select from list below...  
\* Question 1 Answer:

\* Question 2: Select from list below...  
\* Question 2 Answer:

\* Question 3: Select from list below...  
\* Question 3 Answer:

[Save Changes](#) [Cancel](#)

- From the Applications tab, you will be able to request access to ECOS for Entities.

### I Need to Request Access to ECOS for Entities

Complete these steps if you have created a TEAL account.

- Once you log into TEAL, you will see the Self-Service menu on the left and the Applications tab to the right. From the Self-Service menu, click **My Application Accounts**.

**Tip:** If you already have a link for your organization that appears under the Educator Certification Online System for Entities header, you may want to proceed to [instructions for adding Principal Survey role](#)

The screenshot shows the 'Texas Education Agency User and Access Management' page. The header includes 'Welcome, New Account' and a 'Logout' link. On the left is a 'Self-Service' menu with options: 'Access Applications', 'Requests I've Submitted', 'Change My Password', 'My Security Questions', 'My Application Accounts' (highlighted with a red box), and 'Edit My User Information'. The main content area has an 'Applications' tab. Below the tab, it says 'You do not have access to any applications at this time.' and includes a link 'Apply for Access'.

Texas Education Agency  
User and Access Management

Welcome, New Account [Logout](#)

**Self-Service**

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

**Applications**

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

[Apply for Access](#)

- Then click **Request New Account**.

## TEAL and ECOS Access for Human Resources Users

**Applications** **My Accounts** ✕

To apply for access to a TEA application or service, click the "Request New Account..." button below.  
To edit the details of one of your existing accounts, click on the Application name link in the list below.

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.

0 accounts.

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

<input type="checkbox"/>	Account Owner	Status	Application	Parameters

3. Click on **ECOSEntities** and then click **Go To Account Details Form** at the bottom of the page.

**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
<a href="#">CREDITS</a>	CREDITS		
<a href="#">CREDITSDemo</a>	CREDITS Demo		
<a href="#">CSSF</a>	Charter School - School FIRST	Email: <a href="#">Division of Financial Audits</a> (512-463-9095)	
<a href="#">CSTS</a>	Charter Schools Tracking System	Email: <a href="#">Division of Charter School Administration</a> (512-463-9575)	
<a href="#">ECOSAdmin</a>	Educator Certification Online System for TEA Admins	Email: <a href="#">Division of TEA Educator Certification</a> (512-936-8400)	
<a href="#">ECOSEducator</a>	Educator Certification Online System for Educators		
<b><a href="#">ECOSEntities</a></b>	Educator Certification Online System for Entities		
<a href="#">TReX</a>	Texas Records Exchange	Email: <a href="#">Texas Records Exchange</a> (512-463-7246)	
<a href="#">TSDSPortal</a>	Texas Student Data System Portal		
<a href="#">TSDSPortalTraining</a>	TSDS Portal - Training		
<a href="#">Waivers</a>	Waivers	Email: <a href="#">Ronald Rowell</a> (512-463-9290)	

**Go To Account Details Form**

4. Click on **Add Access** on the My Accounts tab.

**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:  
**Educator Certification Online System for Entities**

User ID: **mary.texan**

\* Accesses: **Add Access** Remove Selected

Access Stat	Employing Organization	Access Rights

Done

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5. Enter your **Employing Organization** name or county/district number in the Application access details page. This should be the organization you work for.

**Tip:** As you begin typing a name or county/district number, the system will display a list for you.

The screenshot shows a window titled "Application access details" with a close button in the top right corner. Below the title bar, the text "Steps for adding access" is followed by a numbered list of five steps. Step 1 is "Enter your Employing Organization (name or organization number)." Step 2 is "Click the checkbox/radio button for the role(s) that you are applying for." Step 3 is "If there are parameters for the role(s) selected, enter that information." Step 4 is "Click the 'Done' button to **queue** your request. This does not submit your request to TEAL." Step 5 is "Click the 'Save Changes' button. This will then submit your access request to TEAL." Below the list, there is a section labeled "Employing Organization" with a text input field. A red rounded rectangle highlights the input field, and a red asterisk is placed to the left of the label "Organization:". Below the asterisk, a hint text reads: "Who do you work for? In other words, what organization employs you (e.g. district, ESC, charter school)?".

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)?

*The more characters or numbers you provide, the more specific the list will be.*

6. Under the Roles & Parameters section, you can select the Entity roles you need for the required functionality in ECOS.

The screenshot shows a section titled "Roles & Parameters" containing a list of roles, each with an unchecked checkbox. The roles are: District\_Educator Aide, District\_Fingerprint Update, District\_Permits Data Entry, District\_Principal Survey, District\_Submit Permits, EPP\_ASEP Update, EPP\_ASEP Limited, EPP\_ASEP Read Only, EPP\_Certification Officer, EPP\_Test Approval, and General Access. A red rectangle highlights the "District\_Principal Survey" row. At the bottom of the list, there is a "Clear Roles" button. Below the list, there are "Done" and "Cancel" buttons.

Roles & Parameters

- ☐ District\_Educator Aide
- ☐ District\_Fingerprint Update
- ☐ District\_Permits Data Entry
- ☐ District\_Principal Survey
- ☐ District\_Submit Permits
- ☐ EPP\_ASEP Update
- ☐ EPP\_ASEP Limited
- ☐ EPP\_ASEP Read Only
- ☐ EPP\_Certification Officer
- ☐ EPP\_Test Approval
- ☐ General Access

Clear Roles

Done Cancel

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## TEAL and ECOS Access for Human Resources Users

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7. Check the box for Principal Survey role. Enter your **Authorizing Organization** and comments. Click **Done** at the bottom of the page.

**Tip:** The Authorizing Organization is usually the same as your employing organization. For those that need to access another organization's certification data (i.e. - ESCs assisting districts), this would be the name or county/district number of the other organization as they will have to authorize your access to their certification data.

Employing Organization

\* Organization:  
Who do you work for? In other words, what organization employs you (e.g. district, ESC, charter school)?  
LAKE TRAVIS ISD (227913)

Roles & Parameters

☒ District\_Principal Survey

**Description:**  
Allows district HR staff to update the Principal Survey information and resources.

\* Authorizing Organization:  
(Whose data do you need to see? In other words, which organization's data do you need access to view or work with?)  
227913,

\* Comments:  
(Please provide your title and role with the authorizing organization. In other words, what is your current position?)  
HR Personnel

☐ District\_Submit Permits

Clear Roles

Done Cancel

8. On the next page, click **Save Changes** at the bottom of the page to submit your request for access.

## TEAL and ECOS Access for Human Resources Users

Application Name:  
**Educator Certification Online System for Entities**

User ID: **New.Account**

⚠ A change has been requested but has not been submitted. To submit your request, click on the Save button located on the bottom of the screen.

\* Accesses:

Access Status	Employing Organization	Access Rights
New	LAKE TRAVIS ISD (227913)	Role: <b>District_Principal Survey</b> Authorizing Organization: <b>227913</b>

**Save Changes** Discard Changes and Return

9. A statement will display at the top of the page confirming the successful submission of your request.

Applications My Accounts x

✓ Add request was successfully submitted.

10. Your request will be routed for approval by the Authorizing Organization as well as the ECOS application owner at TEA. Once it is approved, it will display on your applications tab.

**Tip:** The authorizing organization name will display as a blue link. Click this link to access your ECOS entity account. The approved entity roles are displayed underneath.

Applications

**Educator Certification Online System for Entities**

Educator Certification Online System for entity users

[LAKE TRAVIS ISD](#)  
Role: District\_Principal Survey

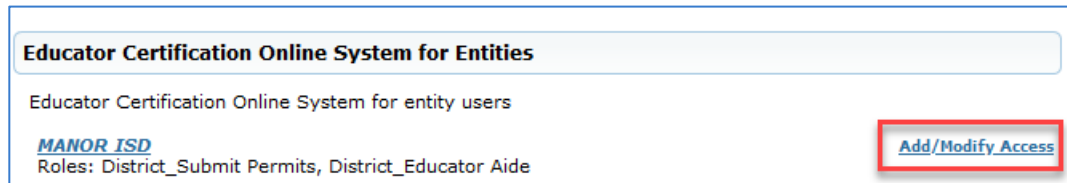
[Add/Modify Access](#)

### I Need to Add Principal Survey role to My ECOS for Entities Account

Complete these steps only if you need to add or remove any Entity role to your existing ECOS for Entities access.

1. From your Applications tab, click on the **Add/Modify Access** link to the right of your Entity ECOS link

## TEAL and ECOS Access for Human Resources Users



**Educator Certification Online System for Entities**

Educator Certification Online System for entity users

[MANOR ISD](#)

Roles: District\_Submit Permits, District\_Educator Aide

[Add/Modify Access](#)

2. Click on **Add Access** on the Edit Account tab.



Application Name:

**Educator Certification Online System for Entities**

User ID:

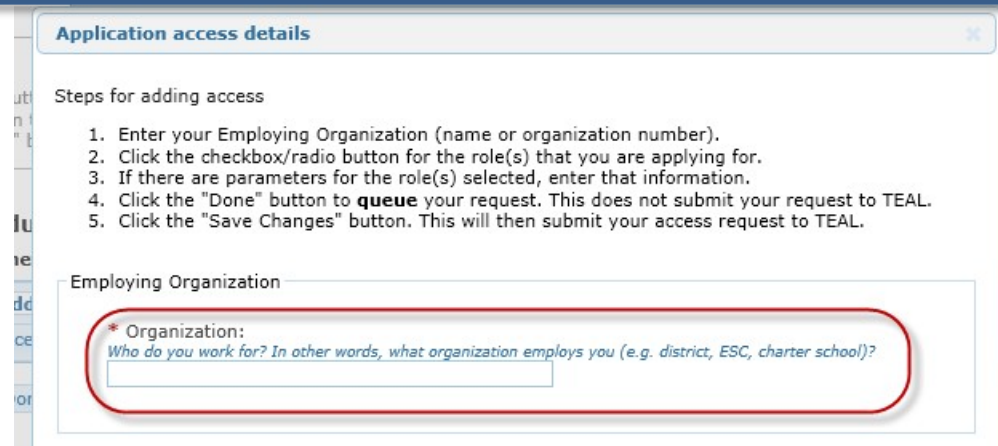
\* Accesses: [Add Access](#) [Modify Access](#) [Remove Selected](#) [Refresh Access](#)

Access Status	Employing Organization	Access Rights
Granted	MANOR ISD	Role: <b>District_Submit Permits</b> Authorizing Organization: <b>227907</b>
		Role: <b>District_Educator Aide</b> Authorizing Organization: <b>227907</b>

[Done](#)

3. Enter your **Employing Organization** name or county/district number in the Application access details page. This should be the organization you work for.

**Tip:** As you begin typing a name or county/district number, the system will display a list for you. The more characters or numbers you provide, the more specific the list will be.



**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)?

4. Under the Roles & Parameters section, you can select the Entity roles you need for the required functionality in ECOS.



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## TEAL and ECOS Access for Human Resources Users

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Roles & Parameters

<input type="checkbox"/>	District_Educator Aide
<input type="checkbox"/>	District_Fingerprint Update
<input type="checkbox"/>	District_Permits Data Entry
<input type="checkbox"/>	District_Principal Survey
<input type="checkbox"/>	District_Submit Permits
<input type="checkbox"/>	EPP_ASEP Update
<input type="checkbox"/>	EPP_ASEP Limited
<input type="checkbox"/>	EPP_ASEP Read Only
<input type="checkbox"/>	EPP_Certification Officer
<input type="checkbox"/>	EPP_Test Approval
<input type="checkbox"/>	General Access

5. Check the boxes of the appropriate roles that you wish to add to your Entity access. For each selected role, you will need to enter the **Authorizing Organization**. Once you have selected your desired roles, select **Done** at the bottom of the page.

**Tip:** The Authorizing Organization is usually the same as your employing organization. For those that need to access another organization's certification data (i.e. - ESCs assisting districts), this would be the name or county/district number of the other organization as they will have to authorize your access to their certification data.

Employing Organization

\* Organization:  
*Who do you work for? In other words, what organization employs you (e.g. district, ESC, charter school)?*  
MANOR ISD (227907)

Roles & Parameters

☒ District\_Principal Survey

**Description:**  
Allows district HR staff to update the Principal Survey information and resources.

\* **Authorizing Organization:**  
*(Whose data do you need to see? In other words, which organization's data do you need access to view or work with?)*  
227907,

\* **Comments:**  
*(Please provide your title and role with the authorizing organization. In other words, what is your current position?)*  
HR Personnel

☐ District\_Submit Permits

Clear Roles

Done Cancel

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## TEAL and ECOS Access for Human Resources Users

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6. The Edit Account tab will display the new role(s) you requested. Click **Save Changes** at the bottom of the page to complete the submission of your request.

<a href="#">Add Access</a> <a href="#">Modify Access</a> <a href="#">Remove Selected</a> <a href="#">Refresh Access</a>		
Access Status	Employing Organization	Access Rights
Granted	MANOR ISD	Role: <b>District_Submit Permits</b> Authorizing Organization: <b>227907</b>
		Role: <b>District_Educator Aide</b> Authorizing Organization: <b>227907</b>
New	MANOR ISD (227907)	Role: <b>District_Principal Survey</b> Authorizing Organization: <b>227907</b>
<a href="#">Save Changes</a> <a href="#">Discard Changes and Return</a>		

7. A statement will display at the top of the page confirming the successful submission of your request.

[Applications](#) [Edit Account](#) ×

✓ Modify request was successfully submitted.

8. Your request will be routed for approval by the Authorizing Organization as well as the ECOS application owner at TEA. Once it is approved, the new role will display under your organization name Entity link on your Applications tab.

**Educator Certification Online System for Entities**

Educator Certification Online System for entity users

[LAKE TRAVIS ISD](#) [Add/Modify Access](#)

Roles: District\_Principal Survey, District\_Educator Aide

### Accessing Principal Survey Access

1. Log into your TEAL account and click on your district access link

**Educator Certification Online System for Entities**

Educator Certification Online System for entity users

[LAKE TRAVIS ISD](#) [Add/Modify Access](#)

Roles: District\_Principal Survey, District\_Educator Aide

2. You will see a menu to the left. This is where you will see the Principal Survey button where you may Maintain Principals and Maintain Educators, the first year teachers who need surveys.

## TEAL and ECOS Access for Human Resources Users

Main Menu

Permits ▾

View Payment History

Educational Aides ▾

Fingerprinting ▾

Career & Technology ▾

Approved Programs ▾

Educator Information ▾

**Principal Survey ▾**

Maintain Principal

Maintain Teacher

Satisfaction Survey

User Profile

File Transfer ▾

Entity Main Menu

**For Certification testing purposes, the applicant/educator's name r exactly as it appears on his/her valid state ID.**

**For purposes of Fingerprinting, the applicant/educator's first and l certification record must match the first and last name that appea valid state ID.**

**IMPORTANT NOTICE TO ALL USERS OF THE EDUCATOR CERTIFIC SYSTEM (ECOS):**  
Pursuant to Texas Education Code 21.048(c-1), the results of certification ex confidential and prohibited from disclosure under the Texas Public Informatic  
**YOU ARE NOT AUTHORIZED TO VIEW OR USE the EXAMINATIONS TAB on the E INFORMATION SCREEN (which contains the certification examination results ( employee) unless you have obtained the consent of an applicant or employee those results for a specific purpose.**

**Data Reports Due September 15 to Educator Standards**

The reporting date for all data submission for A&P is now September 15, 2021

- To access the Principal list for your district, select **Maintain Principal** link under Principal Survey button on the left navigation pane.

Click on principal name to view teacher list.

Principal ▾ ▲	Campus ▾ ▲	Date Complete	Principal Survey Profile
<input type="checkbox"/> <a href="#">Click to Add Principal Name</a>	GRADUATION PREP ACADEMY TRAVIS		
<input type="checkbox"/> <a href="#">Click to Add Principal Name</a>	TRAVIS COUNTY DAY SCHOOL		
<input type="checkbox"/> <a href="#">Click to Add Principal Name</a>	LEADERSHIP ACADEMY		
<input type="checkbox"/> <a href="#">Click to Add Principal Name</a>	TRAVIS COUNTY J J A E P		
<input type="checkbox"/> <a href="#">Click to Add Principal Name</a>	BEDICHEK MIDDLE		
<input type="checkbox"/> <a href="#">Click to Add Principal Name</a>	SOUTHEAST MIDDLE		
<input type="checkbox"/> <a href="#">Click to Add Principal Name</a>	GARCIA YMLA		
<input type="checkbox"/> <a href="#">Click to Add Principal Name</a>	SIMS EL		
<input type="checkbox"/> <a href="#">Click to Add Principal Name</a>	ANITA FERRALES COY FACILITY		
<input type="checkbox"/> <a href="#">Click to Add Principal Name</a>	AUSTIN ISD CHILD DEVELOPMENT CENTER		
<input type="checkbox"/> <a href="#">Click to Add Principal Name</a>	MAINSRING SCHOOLS		
<input type="checkbox"/> <a href="#">PRINCIPAL ONE</a>	BARTON HILLS EL		
<input type="checkbox"/> <a href="#">PRINCIPAL TWO</a>	SADLER MEANS YWLA		
<input type="checkbox"/> <a href="#">PRINCIPAL THREE</a>	HOUSTON EL		
<input type="checkbox"/> <a href="#">PRINCIPAL FOUR</a>	TRAVIS HTS EL		

- By selecting a link that is a Principal's name, you will see the list of first year teachers

Select Campus:

Principal(s): [PRINCIPAL ONE](#)

If an eligible 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.

	Teacher	Date of Birth	Years of Experience	Initial Certification	Certificate Issue Date	Date Submitted	Survey Status	Reason Removed
<input type="checkbox"/>	One, Teacher	01/01/1980	1	Core Subjects (EC-6) English as a Second Language Supplemental (NA)	08/14/2019		Not Started	<div> <div>Select a Reason ▾</div> <div>Select a Reason</div> <div>Not a 1st year teacher</div> <div>Not assigned to this campus</div> <div>Taught less than 5 months</div> <div>Other</div> </div>
<div> <input type="button" value="Add a Teacher"/> <input type="button" value="Remove Selected Teacher"/> </div>								

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## TEAL and ECOS Access for Human Resources Users

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5. Selecting the Principal's name link here will take you to Edit Principal window, where you can update or completely change the Principal for that campus if needed.

Principal Survey - Maintain Principal

Edit Principal

\* SSN:

\* Last Name:

\* First Name:

Middle Name:

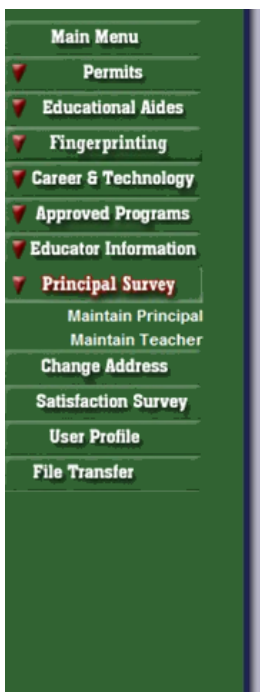
Email:

Phone Number:

\* Campus:

6. At the bottom of the Maintain Principal window, the check box next to a name and a campus can be checked, to either **Add Principal**; or to **Remove Selected Principal** and then selecting the appropriate button.

7. Selecting **Add Principal** will bring up the following window. Here you can search by First Name, Last Name or SSN.



Principal Survey - Maintain Principal

First Name:

Last Name:

or

SSN:

Search Results

Click last name to edit or click Add Principal if principal not found.

Last Name	First Name	Middle Name	SSN	Campus	Email
<a href="#">Snow</a>	B		<input type="text" value="1"/>	D P MORRIS EL	@email.com
<a href="#">SNOW</a>	Bo		<input type="text" value="3"/>	D P MORRIS EL	@email.com
<a href="#">SNOW</a>	K		<input type="text" value="4"/>	TERAVISTA EL	ksnow@email.com
<a href="#">SNOW</a>	R		<input type="text" value="5"/>	MALAKOFF EL	@email.com
<a href="#">SNOWDEN</a>	S		<input type="text" value="6"/>	WALL MIDDLE	ssnow@email.com

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8. Here you can add a **new** principal to a campus by electing the **Add Principal** button at the bottom.

Principal Survey - Maintain Principal

Add Principal

\* SSN:

\* Last Name:

\* First Name:

Middle Name:

Email:

Phone Number:

\* Campus:  Select

Save Back

9. Input the required information (denoted by \*). There will be a list of campuses in the dropdown list for your district to choose from. Select **Save** and then **Confirm Save** to update the record; where the message **Update Complete** will show.

Principal Survey - Maintain Principal

Update Complete

Edit Principal

\* SSN:

\* Last Name: Smith

\* First Name: Jane

Middle Name:

Email Address:

Phone Number:

\* Campus: ABBOTT SCHOOL

10. If the SSN is not listed, the principal will not be able to access the survey, click on the **Click to Complete Access** link to the right of the campus name to update that record.

District: ISD

Superintendent: THOMAS

Click on principal name to view teacher list.

Principal	Campus	Date Complete	Principle Survey Profile
<a href="#">Click to Add Principal Name</a>	TRAMS CO J J A E P		
<a href="#">Click to Add Principal Name</a>	ADULT TRANSITION SERVICES		
<a href="#">JESSICA</a>	CEDAR CREEK EL		
<a href="#">JOHN</a>	WESTLAKE H S		
<a href="#">JOHN</a>	WESTLAKE ALTER		<a href="#">Click to Complete Access</a>
<a href="#">JENNIFER</a>	VALLEY VIEW EL		
<a href="#">CHARLES</a>	FOREST TRAIL EL		
<a href="#">STEVE</a>	WEST RIDGE MIDDLE		
<a href="#">BRYAN</a>	BARTON CREEK EL		
<a href="#">KATHLEEN</a>	HILL COUNTRY MIDDLE		
<a href="#">JODI</a>	EANES EL		
<a href="#">BRAD</a>	BRIDGE POINT EL	2/14/2015 8:59:00 PM	

Add Principal Remove Selected Principal

## TEAL and ECOS Access for Human Resources Users

11. To access the teacher list for your district, select on **Maintain Teacher** link under Principal Survey button on the left navigation pane. Then choose the campus where the teacher needs to be added and select the **Go** button.

12. A list of first year teachers already assigned to this campus will appear. To add a first year teacher, select on the **Add a Teacher** button below the list.
13. To remove a teacher from your district's 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).

Select Campus:

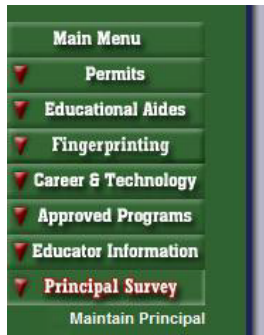
Principal(s): [PRINCIPAL ONE](#)

If an eligible 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.

	Teacher	Date of Birth	Years of Experience	Initial Certification	Certificate Issue Date	Date Submitted	Survey Status	Reason Removed
<input type="checkbox"/>	One, Teacher	01/01/1980	1	Core Subjects (EC-6) English as a Second Language Supplemental (NA)	08/14/2019		Not Started	<div> <div>Select a Reason</div> <div>Select a Reason</div> <div>Not a 1st year teacher</div> <div>Not assigned to this campus</div> <div>Taught less than 5 months</div> <div>Other</div> </div>
<div> <div>Add a Teacher</div> <div>Remove Selected Teacher</div> </div>								

14. To add a teacher to the campus, click **Add a Teacher**. The search screen will appear so you may search by First Name, Last Name or SSN.

## TEAL and ECOS Access for Human Resources Users



**Add a Teacher to TERAVIDA EL Survey List**  
Search on Name or SSN. Full Last Name required for name search. Full First Name may also be entered. Teacher must have only 1 year of experience

First Name:   
Last Name:   
Or  
SSN:

**Search**

**Back**

15. A list of first year teachers to choose from will appear. Select the check box next to the teacher you want to add and select the **Add a Teacher** button below.

Search on Name or SSN. Full Last Name required for name search. Full First Name may also be entered. Teacher must have only 1 year of experience

First Name:   
Last Name:   
Or  
SSN:

**Search**

**Back**

Search Results

	First Name	Last Name	Middle Name	Date of Birth	Years of Experience	Initial Certifications	Certification Issue Date
<input type="checkbox"/>	Teacher	One		12/8/1982	1	Special Education (EC-12)	08/15/2019
<input type="checkbox"/>	Teaching	One		8/28/1995	1	English Language Arts and Reading (7-12)	08/17/2019
<input type="checkbox"/>	Teach	One		11/5/1979	1	Core Subjects (EC-6)	01/11/2019

**Add a Teacher**

16. You will receive a message that the teacher has been added.

**Principal Survey - Teacher List**

District: **AUSTIN ISD**

Superintendent: **JANE SMITH**

Select Campus:  **Go**

Principal(s): [PRINCIPAL ONE](#)

If an eligible 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.

Teacher Added

	Teacher	Date of Birth	Years of Experience	Initial Certification	Certificate Issue Date	Date Submitted	Survey Status	Reason Removed
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17. To track the completion of campus surveys, click on the Principal Survey in the left hand menu. You will then see the list of principals and campuses. To the right of each, there will be a submit date for those campuses that are complete.



## TEAL and ECOS Access for Human Resources Users

Main Menu  
Permits  
Educational Aides  
Fingerprinting  
Career & Technology  
Approved Programs  
Educator Information  
Principal Survey  
Maintain Principal  
Maintain Teacher  
Satisfaction Survey  
User Profile  
File Transfer

District: ISD  
Superintendent: THOMAS  
Click on principal name to view teacher list.

	Principal ▼ ▲	Campus ▼ ▲	Date Complete	Principle Survey Profile
<input type="checkbox"/>	<a href="#">Click to Add Principal Name</a>	TRAMS CO J J A E P		
<input type="checkbox"/>	<a href="#">Click to Add Principal Name</a>	ADULT TRANSITION SERVICES		
<input type="checkbox"/>	<a href="#">JESSICA</a>	CEDAR CREEK EL		
<input type="checkbox"/>	<a href="#">JOHN</a>	WESTLAKE H S		
<input type="checkbox"/>	<a href="#">JOHN</a>	WESTLAKE ALTER		<a href="#">Click to Complete Access</a>
<input type="checkbox"/>	<a href="#">JENNIFER</a>	VALLEY VIEW EL		
<input type="checkbox"/>	<a href="#">CHARLES</a>	FOREST TRAIL EL		
<input type="checkbox"/>	<a href="#">STEVE</a>	WEST RIDGE MIDDLE		
<input type="checkbox"/>	<a href="#">BRYAN</a>	BARTON CREEK EL		
<input type="checkbox"/>	<a href="#">KATHLEEN</a>	HILL COUNTRY MIDDLE		
<input type="checkbox"/>	<a href="#">JODI</a>	EANES EL		
<input type="checkbox"/>	<a href="#">BRAD</a>	BRIDGE POINT EL	2/14/2015 8:59:00 PM	

Add Principal
Remove Selected Principal