TEAL and ECOS Access Instructions for Entities

These instructions are for employees of Educational Service Centers (ESCs), Educator Preparation Programs (EPPs), Districts, and Charter Schools that require access to the Educator Certification Online System (ECOS) for Entities.

Tip: Individuals wishing to access their Educator Account in ECOS may follow the appropriate instructions to gain access to their Educator Account through TEAL.

TEAL is the security gateway to TEA web resources. To access your ECOS for Entities Account, you will need a TEAL profile that is set up with the correct organization and role(s) for the functionality you handle within ECOS. To review the roles available for ECOS for Entities, there is a reference table at the end of this document.

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 or remove a role.
- I want to review Entity roles for ECOS.
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.
2. Enter required information on the TEAL profile page. Select the appropriate **Organization Type** and click **Submit**.

3. On the next screen, create a new password.
4. After you log in, you will need to set up three security questions. Click **Save Changes**.

5. 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.

1. 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 or removing an Entity role.
2. Then click **Request New Account**.

3. Click on **ECOSEntities** and then click **Go To Account Details Form** at the bottom of the page.
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4. Click on **Add Access** on the My Accounts tab.

   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:  
   
   *Accesses:*  
   
   Access State | Employing Organization | Access Rights 
   
   [Add Access]  
   [Remove Selected]  

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 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.

*Tip: You can review a list of roles and descriptions at the end of the document.*

“District” roles are for employees of public school districts or charters schools.

“EPP” roles are for employees of approved Educator Preparation Programs.
7. Check the boxes for all appropriate roles. For each selected role, you will need to enter the **Authorizing Organization**. Comments may also be required. 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.
8. On the next page, click **Save Changes** at the bottom of the page to submit your request for access.

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

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.
I Need to Add or Remove a Role for 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.

**Adding a Role**

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

![Add/Modify Access](image)

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

![Add Access](image)
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.*

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

*Tip: You can review a list of roles and descriptions at the end of the document.*
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.

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

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.

**REMOVING A ROLE**

1. From your Applications tab, click on the **Add/Modify Access** link to the right of your Entity ECOS link.
2. On the Edit Account tab click on the access you want to change to select it. Then click on **Remove Selected**.

3. You will be prompted to select the role(s) that you want to remove. Check the box next to the role(s) you want removed. Then click **Remove**.

4. Click **OK** to confirm that you wish to delete the selected access.
5. The Edit Account tab will display the removed role(s) you selected. Click **Save Changes** at the bottom of the page to complete the submission of your request.

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

7. On the Applications tab, click **Refresh Links** in the upper right corner. The removed role(s) should no longer display under your organization name Entity link.
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Entity Roles for ECOS

**District_Educator Aide** - Allows read and write access to the Educational Aide menu which includes "Educational Aide List", "Search for Educator", "Search Add/Edit Applicants". Allows Educator search and view capability.

**District_Fingerprint Update** - Allows read and write access to the Fingerprinting menu which includes "Certified", "Non-Certified", "Fingerprinting file upload", and "Upload Status". Allows Educator search and view capability.

**District_Permits Data Entry** - Allows read and write access to the Permits menu which includes "Permit List", "Apply for Emergency Permit", "Apply for Nonrenewable Permit", "Permit Information". Allows Educator search and view capability.

**District_Principal Survey** - Allows district HR staff to update the Principal Survey information and resources. Allows Educator search and view capability.

**District_Submit Permits** - Allows read and write access to the Permits menu which includes "Permit List", "Apply for Emergency Permit", "Apply for Nonrenewable Permit", "Permit Information". Allows Educator search and view capability.

**EPP_ASEP Limited*** - Allows limited read and write access to the User Profile menu, the Entity Change Address menu, and the ASEP menu.

**EPP_ASEP Update*** - Allows read and write access to all items under the ASEP menu. Allows Educator search and view capability.

**EPP_ASEP Read Only*** - Allows read and write access to the ASEP menu, but removes Save button from "Maintain Finishers" and "Add Finishers". Allows Educator search and view capability.

*Tip: EPPs should only request EPP_ASEP Update or EPP_ASEP Read Only. If both roles are approved, the Read Only role will override the Update role.*

**EPP_Certification Officer** - Allows read and write access to the Standard Certification and Probationary menus which include "Recommendation List" and "Search for Educator". Allows the ability to recommend applications for certification and to search and view Educator information.

**EPP_Test Approval** - Allows read and write access to the Test Approval menu which includes "Upload New Students/Test Approvals", "Upload Status", "Search Add/Edit Applicants", "Maintain Test List". Allows Educator search and view capability.

**General Access** - Allows entity access to the User Profile menu. Allows Educator search and view capability.