Step 1: TEA Login (TEAL) Access

A. Go to the TEA website, tea.texas.gov, select “ECOS for Educators” for NEW TEAL accounts. If you already have a TEAL account, go to page 10, item D.

B. Select “Follow this link to create a new TEAL account.”
C. Enter your information **EXACTLY** as it appears on your driver’s license/state id, if your name has changed **STOP** and follow the name change instructions at the end of this training
   
a. Tip: Make sure you capitalize the first letter of your first and last name and the rest should be lower case for example: Jane Doe; Not JANE DOE or jane doe

b. Your email should be all lowercase
D. **SELECT “EDUCATOR FOR THE ORGANIZATION TYPE”**

<table>
<thead>
<tr>
<th>Organization Type:</th>
<th>Select One...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Title:</td>
<td>Select One...</td>
</tr>
<tr>
<td></td>
<td>School District</td>
</tr>
<tr>
<td></td>
<td>Charter School</td>
</tr>
<tr>
<td></td>
<td>Educator</td>
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<td>Educator Prep Program</td>
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<td>Educational Service Center</td>
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<td>Communities in Schools</td>
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<td>GED Test Center</td>
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<td>Higher Education</td>
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<td></td>
<td>Non Profit Organization</td>
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<td></td>
<td>Other Texas State Agency</td>
</tr>
<tr>
<td></td>
<td>Private School</td>
</tr>
<tr>
<td></td>
<td>DCS Contractor</td>
</tr>
<tr>
<td></td>
<td>TEA Contractor</td>
</tr>
<tr>
<td></td>
<td>TEA Employee</td>
</tr>
<tr>
<td></td>
<td>Vendor</td>
</tr>
<tr>
<td></td>
<td>None of the Above</td>
</tr>
</tbody>
</table>

E. Select “Submit” to submit the request.

F. Select “Done”.

![Done Button](image)
G. Wait for a system-generated email.

***PLEASE READ CAREFULLY***

TEAL Access

Your request for a user account to access TEA online applications has been processed. You must use the username and password provided below to log on to TEAL. You will also receive additional email message(s) when access is provided to the specific TEA application(s) you request.

After entering the password for the first time, the system will prompt you to change it.

* Your password must be 8-30 characters; must contain the following character types: letters, numbers, and special characters (for example - #, *, $, or @); must not include your name or your username; must not contain variations of the word “password”; must not contain a character repeated more than 2 times; and must not be the same as your previous ten passwords.

* The system will prompt you to complete your Challenge and Response selection. You must select three security questions and provide answers. These questions are required and will be used to recover your password if you forget or lose it. The answers are confidential and will not be used for any other purpose. Later, if you forget your password, click the ‘Forgot your password?’ link on the TEAL Login page. The system will allow you to reset your password when you correctly answer the challenge questions that you previously set up. Remember: The answers to your challenge questions are also case sensitive.

* Do not save your password in any browser. If a box comes up asking if you want to save your password, check NO. You are responsible for any use of your login and password, even if it has been saved in your browser and someone else uses it.

NOTE: You will need both your username and your password to access any applications. Do not delete this email without committing your username to memory.

Your username is: Ed.Texan

Your password is: %JyPj8+
H. Read the email carefully and follow the TEAL access instructions
   a. Tip: Copy and Paste the username and temporary password rather than typing in the information
   b. You will be prompted to immediately change the temporary password and answer security questions

I. Once you have logged in and see the Self Service menu on the left select “Access Applications”

J. You should see the word “Educator” and your TEA Id number below. If you do not see this option, then complete the instructions for Step 2.

K. If you see the word “Educator” proceed to Step 3
Step 2: Access to Educator Certification Online System (ECOS)

A. From the Self Service menus select “Edit My Profile”

B. Make sure organization type is “Educator” submit to make the change if necessary

C. From the Self Service Menu select “My Application Accounts”

D. Select “Request New Account”
E. Double-click on “ECOSEducator” or highlight ECOSEducator and select the “Go To Account Details Form” in the bottom right hand corner.

F. Enter your social security number and then select “Done”

G. You should then see a statement in green that your request was successfully submitted
   a. TIP: If you receive an error please review the name change instructions at the end of this training. Your TEAL access name and the name on your certification/ECOS account must match exactly.
Create a new or migrate an existing ECOS Educator account to TEAL.

Please enter the following information in order to search for an existing Educator account that belongs to you.
SSN must be nine (9) numeric characters only. Spaces, alphabetic characters, hyphens, slashes or any other special characters are not allowed.

SSN: 555115556

or

Previously assigned file number: 

None

TEA ID:

Done

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H. Logout and log back in
I. You should now see the word “Educator” with your TEA ID number underneath

J. Proceed to Step 3
Step 3: Accessing your Personal Educator Account

A. Select “Educator”
B. This will bring up your profile page in ECOS make any necessary changes and select continue at the bottom to save the changes
   a. TIP: This is the profile page from which the testing company pulls your information. Changes if needed, must be made here so that they reflect in your account with the Educational Testing Service at www.texes.ets.org
C. Once you select continue at the bottom of the page you will see a menu to the left. This is where you will complete the first year teacher surveys.

D. To access your account after your initial setup select “TEASE & TEAL Secure Applications” to login through TEAL.
Name Change Information:
To submit a change or correction of name, gender or date of birth please fax or mail the required documents along with a daytime phone number.

1. A photocopy or scanned copy of your valid state issued driver’s license or state ID. (Out-of-Country educators who do not hold a state issued drivers’ license may submit a copy of a current passport)
2. TEA ID# or last four digits of your social security number
3. If your name is different from what is on your state ID, please indicate your name as it appears in your profile(s)
4. A current email address and valid daytime phone number

Please scan documents and email to:
namechange@tea.texas.gov

Or Mail to:
TEA-CRT
5th Floor
1701 North Congress Ave.
Austin, TX 78701

You will be notified by email when your request is complete. Please allow a minimum of 10 business days for your request to be processed.

Thank you for submitting your request for name, gender or date of birth updates. Please be sure you've included the following information:

If you do not receive notification within 10 business days, forward the original sent copy (from your email sent mailbox or folder) and in the subject line indicate “2nd Request”.

Educator Testing and Certification
Texas Education Agency
Step 4: Accessing Principal Survey functions

A. To access the teacher list for your campus, select ‘Maintain Principal’ link under Principal Survey button on the left navigation pane.

B. 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.

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
C. 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.

D. 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).
E. Click the **Remove Selected Teacher** button at the bottom of the teacher list to remove the selected teacher(s). Confirm delete by selecting “OK”.

![Message from webpage](image)

F. Selecting “Add a Teacher” will bring up the following window. Here you can search by First Name & Last Name or SSN.

![Add a Teacher to Survey List](image)
G. 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.
H. You will receive a message that the teacher has been added.

Principal Survey - Teacher List - OZONA H S

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

Surveys must be submitted by 9/1/2013.
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

<table>
<thead>
<tr>
<th>Teacher</th>
<th>Date of Birth</th>
<th>Years of Experience</th>
<th>Initial Certification</th>
<th>Certificate Issue Date</th>
<th>Date Submitted</th>
<th>Survey Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ellermann, Mark A</td>
<td>$</td>
<td>1</td>
<td>Physics/Mathematics (6-12)</td>
<td>08/21/2012</td>
<td>Not Started</td>
<td></td>
</tr>
<tr>
<td>Sewell, Mathew</td>
<td>$</td>
<td>1</td>
<td>Agricultural Science and Technology (6-12)</td>
<td>06/11/2010</td>
<td>Not Started</td>
<td></td>
</tr>
<tr>
<td>Snow, Terry</td>
<td>$</td>
<td>1</td>
<td>Special Education (EC-12)</td>
<td>09/12/2007</td>
<td>Not Started</td>
<td></td>
</tr>
</tbody>
</table>

Questions about this survey should be submitted to: principalsurvey@tea.state.tx.us
I. 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.

Return to Teacher List

Confidential to the extent permitted by law.

Questions about this survey should be submitted to: principalsurvey@tea.texas.gov

J. Survey is now submitted. Select “Return to Teacher List” button.

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.

Return to Teacher List

Confidential to the extent permitted by law.

Questions about this survey should be submitted to: principalsurvey@tea.texas.gov
K. 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.

**Principal Survey - Teacher List - OZONA H S**

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

Surveys must be submitted by 9/1/20... 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.

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<td>04/15/20...</td>
<td>Submitted</td>
</tr>
<tr>
<td>Matthew</td>
<td></td>
<td>1</td>
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