

AskTED Information

1. It is important that Superintendent, Human Resource Directors/Personnel staff and school Principals and their email addresses are correctly listed in AskTED.
2. The **district TED Administrator** is the person who can update information in AskTED.
3. Charter Schools AskTED updates please email the [TEA Charter Schools Division](#).
4. Here is how to look up your district TED Administrator in AskTED.

An easy way for customers to find AskTED is to have them start at the TEA website homepage:



4. Here is how to view your principal information in AskTED

Please start at the [AskTED homepage](#) .

Select “Search By” from the AskTED menu, then click on “District”.

Enter the first few letters of the district name or the district number.

Select “Personnel” for “Information Type”.

Click the checkbox for “Include School Principals”.

Click the “Search” button.

On the next screen, click the checkbox for the principal whose information you would like to view, then click the “View Details” button.

5. Here is how to find the district’s TED Administrator:

Please start at the [AskTED homepage](#).

Select “Search By” from the AskTED menu, then click on “District”.

Enter the first few letters of the district name or the district number.

Next, select “Personnel” for “Information Type”.

Click the checkbox for “Include Other District Roles” and then select and highlight “TED Administrator” from the list of district personnel roles.

Click the “Search” button. This will display the name and contact information for the district’s TED Administrator.