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.
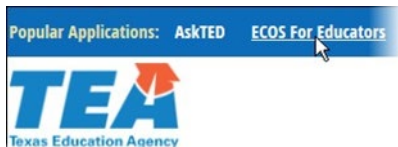
I need instructions on how to complete the Principal Survey.

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, and click **ECOS for Educators** at the top of the main page.

Popular Applications: AskTED   ECOS For Educators

TEA
Texas Education Agency

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: Edward	Last Login Date:
Middle Name:	
Last Name: Texas	
Suffix: Generational, Academic, Professional (Jr, PhD, CPA)	
* Email Address: edtexan@gmail.com	All notifications will be sent to this address.
* Verify Email: edtexan@gmail.com	
* Birth Month: 01 The month of birth (1-12)	
* Birth Day: 01 The day of the month of birth (1-31)	
Birth Year: 1975 YYYY	

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

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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.

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.

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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.
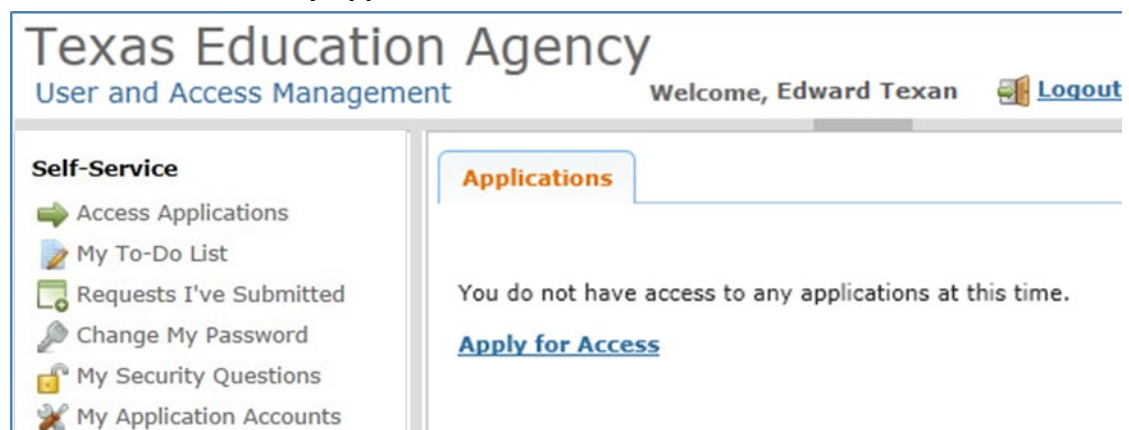
View My Educator Certification Account
TEA ID: 1234567

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.

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1. From the Self-Service menu, click **My Application Accounts**.

Texas Education Agency
User and Access Management

Welcome, Edward Texan   🚪 Logout

Self-Service
➡ Access Applications
📝 My To-Do List
📇 Requests I've Submitted
🔑 Change My Password
🔒 My Security Questions
✂ My Application Accounts

Applications

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

Apply for Access

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

3. Click on **ECOSEducator**

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

The system displays confirmation in green.

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(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.

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.

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.

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
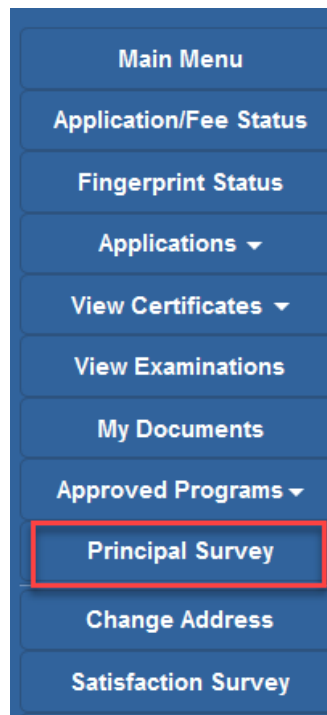
4. After clicking the Principal Survey link, you will see the following information. By selecting the "I Agree" button, the Principal can appoint a designee to respond to the survey questions if they meet the requirements cited below.

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.

6. 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).
7. Click the Remove Selected Teacher button at the bottom of the teacher list to remove the selected teacher(s). Confirm delete by selecting "OK".

8. If you select to **Add a Teacher** will bring up the following window. Here you can search by First Name & Last Name or SSN.

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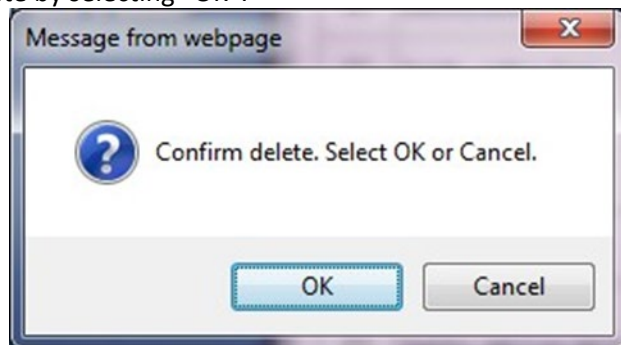
Please use the navigation buttons provided at the bottom of each page as the browser buttons have been disabled while using this application.   Help

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] [Back]

Search Results

	First Name	Last Name	Middle Name	Date of Birth	Years of Experience	Initial Certifications	Certfication Issue Date
☑	███	Snow		███	1	Special Education (EC-12)	09/12/20█

[Add a Teacher]

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

Principal Survey - Teacher List - ████

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.

[Return to Teacher List]

Confidential to the extent permitted by law.

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

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

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 9/1/20⬤.
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.

	Teacher	Date of Birth	Years of Experience	Initial Certification	Certtificate Issue Date	Date Submitted	Survey Status
☐	▬▬▬Mark A	5 6	1	Physics/Mathematics (8-12)	08/21/2012	04/15/20⬤	Submitted
☐	▬▬Matthew	8 6	1	Agricultural Science and Technology (6-12)	06/11/2010		Not Started
☐	▬▬Terry	9 0	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