

TEAL and ECOS Access Instructions for School District HR Resource Users (adding a role)

Step 1: TEA Login (TEAL) Access

- A. Go to the TEA's homepage, <http://www.tea.state.tx.us/>, and select "TEASE & TEAL Secure Applications" button.



- B. Select "TEAL Login"

Users with Accounts:

TEASE
Login

TEAL
Login

C. Login to TEAL.



TEXAS EDUCATION AGENCY

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:

Step 2: Access to Educator Certification Online System (ECOS)

A. Once logged in, select “My Application Accounts” in the Self Service section in the upper left column of the page.

Texas Education Agency
User and Access Management

Welcome, Jane Districtuser Logout Help Online User Training

Self-Service

- Access Applications
- My To-Do List
- Requests I've Submitted
- Change My Password
- My Security Questions
- My Application Accounts**
- Edit My Profile
- Link TEASE Accounts

Applications Refresh Links

Educator Certification Online System for Educators

Educator Certification Online System for Educators

[Educator](#)
TEA ID:

Educator Certification Online System for Entities

Educator Certification Online System for Entities

[XXXXXX ISD](#) [Add/Modify Access](#)
Roles: General Access

[TEA Home Page](#) | [Web Policy and Accessibility](#)
If you have any questions, please send email to TEAL Support at TEAL.Support@tea.state.tx.us.
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B. Select your current Entity account access row, then select the link "Educator Certification Online System for Entities".

Texas Education Agency

User and Access Management

TEST

Welcome, Laura Tapp

Logout

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Online User Training

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- Link TEASE Accounts

Administration

- Manage Other Users
- Manage Others' Accounts

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.

3 accounts.

Request New Account...		Delete Account	Refresh Accounts
<input type="checkbox"/> Account Owner	Status	Application	Parameters
<input type="checkbox"/>			
<input checked="" type="checkbox"/> Laura.Tapp	active	Educator Certification Online System for Entities	Role(s) Granted: District_Permits Data Entry, District_Principal Survey, EPP_ASEP Update, District_Submit Permits, EPP_Test Approval, District_Educator Aide, District_Fingerprint Update, EPP_Certification Officer Authorized Org: 221502 - Abilene Christian University Employing Org: 221502 - Abilene Christian University
<input type="checkbox"/> Laura.Tapp	active	Educator Certification Online System for Educators	Role(s) Granted: Educator

C. Select "Add Access"

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Applications

My Accounts 

To modify existing access

1. Select the access that you would like to modify and click the "Modify Access" button.
2. If you have more than one role associated with an organization, please select the specific role that you would like to modify.
3. Follow the instructions on the Application access details popup.
4. Click the "Save Changes" button. This will submit your modify request to TEAL.

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

User ID: **laura.tapp**

Accesses:

Add Access

Modify Access

Remove Selected

Refresh Access

Access Statu	Employing Organization	Access Rights
--------------	------------------------	---------------

Save Changes

Done

D. Application access details page appears. Select the Employing Organization field at top and enter your employing organization name or county/district number.

The screenshot displays the Texas Education Agency's User and Access Management interface. At the top left, the logo reads "Texas Education Agency" with the subtitle "User and Access Management". On the top right, there is a "TEST" label, a "Welcome, School Teacher" message, a "Logout" button, and links for "Help" and "Online User Training".

The main content area is divided into two tabs: "Applications" and "My Accounts". The "My Accounts" tab is active, showing a form with fields for "Application Name" (partially filled with "ECC..."), "User ID" (partially filled with "sch..."), and "* Accesses:". A dropdown menu is open for the "Employing Organization" field, displaying a search input with "lake" entered. The dropdown list includes the following options:

- Organization:
- LAKE DALLAS ISD (061912)
- LAKE TRAVIS ISD (227913)
- LAKE WORTH ISD (220910)
- NORTH LAKE COLLEGE-SOUTH IRVING CENTER (NLCSIR)
- Our Lady of the Lake University (015502)
- SPRINGLAKE-EARTH ISD (140907)
- University of Houston-Clear Lake (101509)
- WESTLAKE ACADEMY CHARTER SCHOOL (220810)

Below the dropdown, there are several checkboxes for access types, including "District_Submit Permits", "EPP_ASEP Update", "EPP_ASEP Read Only", "EPP_Certification Officer", "EPP_Test Approval", and "General Access".

- E. Under the “Roles & Parameters” section check the box of the District_Principal Survey role.
 - a. After selecting this role, under the description, you will see the Authorizing Organization field. Fill in the organization name or county/district number for the entity whose data you are requesting access

The screenshot shows a dialog box titled "Application access details" with a close button (X) in the top right corner. It is divided into two main sections: "Employing Organization" and "Roles & Parameters".

Employing Organization: A text field labeled "Organization:" contains the text "LAKE TRAVIS ISD (227913)".

Roles & Parameters: A list of roles is shown, each with a checkbox. The roles are:

- District_Educator Aide
- District_Fingerprint Update
- District_Fingerprint Read Only
- District_Permits Data Entry
- District_Principal Survey
- District_Submit Permits
- EPP_ASEP Update
- EPP_ASEP Read Only

Below the selected role, there is a description: "Description: Allows district HR staff to update the Principal Survey information and resources." Below the description is a text field labeled "Authorizing Organization:" containing the text "227913,". Below that is a text area labeled "Comments:" which is currently empty.

At the bottom of the "Roles & Parameters" section is a button labeled "Clear Roles".

At the bottom of the dialog box are two buttons: "Done" and "Cancel".

F. Select the "Done" button at the bottom of the page

EPP_Certification Officer
 EPP_Test Approval
 General Access
Clear Roles
Done Cancel

G. The application request now appears on the Application Request page. Select the "Save Changes" button at the bottom of the page. You should then see a statement, in green, that your request was successfully submitted.

Texas Education Agency

User and Access Management

Welcome, Laura Tapp

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Applications

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✓ Add request was successfully submitted with request ID 1137215454895294787.

To modify existing access

1. Select the access that you would like to modify and click the "Modify Access" button.
2. If you have more than one role associated with an organization, please select the specific role that you would like to modify.
3. Follow the instructions on the Application access details popup.
4. Click the "Save Changes" button. This will submit your modify request to TEAL.

Application Name: Educator Certification Online System for Enti

User ID: laura.tapp

Accesses:

Add Access		Modify Access	Remove Selected	Refresh Access
Access Status:	Employing Organization	Access Rights		
Requested	BIG SPRING ISD (114901)	Role: District_Principal Survey Authorizing Organization: 114901		

Save Changes

Done

Step 3: Request Approval Process

- A. Now that you've successfully submitted your request for access to an ECOS application, the request must go through an online approval process. Access requests to all applications in TEAL must be reviewed by at least two approvers.
- B. The **Organization Approver** provides the first level of approval. It is their responsibility to verify that the Requestor is part of their organization, and that the Requestor should have access to ECOS in the role that is being requested. The primary organization approver is the leader of that organization, such as the school district superintendent or the EPP Director.
- C. **Service Approvers** provide the final approval for access requests to ECOS applications. Service approvers are TEA employees with deep understanding of the application and the relevant roles and permissions.
- D. A denial from any approver will result in an email notification to the requestor.

Step 4: Accessing your Entity Account

- A. After you have requested and been granted access to an ECOS application, you can easily access that application through TEAL by selecting the Access Applications link in the Self-Service section. ECOS for Educators and ECOS for Entities will each have separate links.
- B. You should now see under “Educator Certification Online System for Entities” the **District_Principal Survey** role.
- C. Select the link “*Your Entity* ISD” name link (the roles granted for this entity are shown below). This will bring up the main page in ECOS.

The screenshot displays the Texas Education Agency (TEA) user interface. At the top, it says "Texas Education Agency" and "User and Access Management". The user is identified as "Jane Districtuser" and is logged in. There are links for "Logout", "Help", and "Online User Training".

The main content area is titled "Applications" and contains two sections:

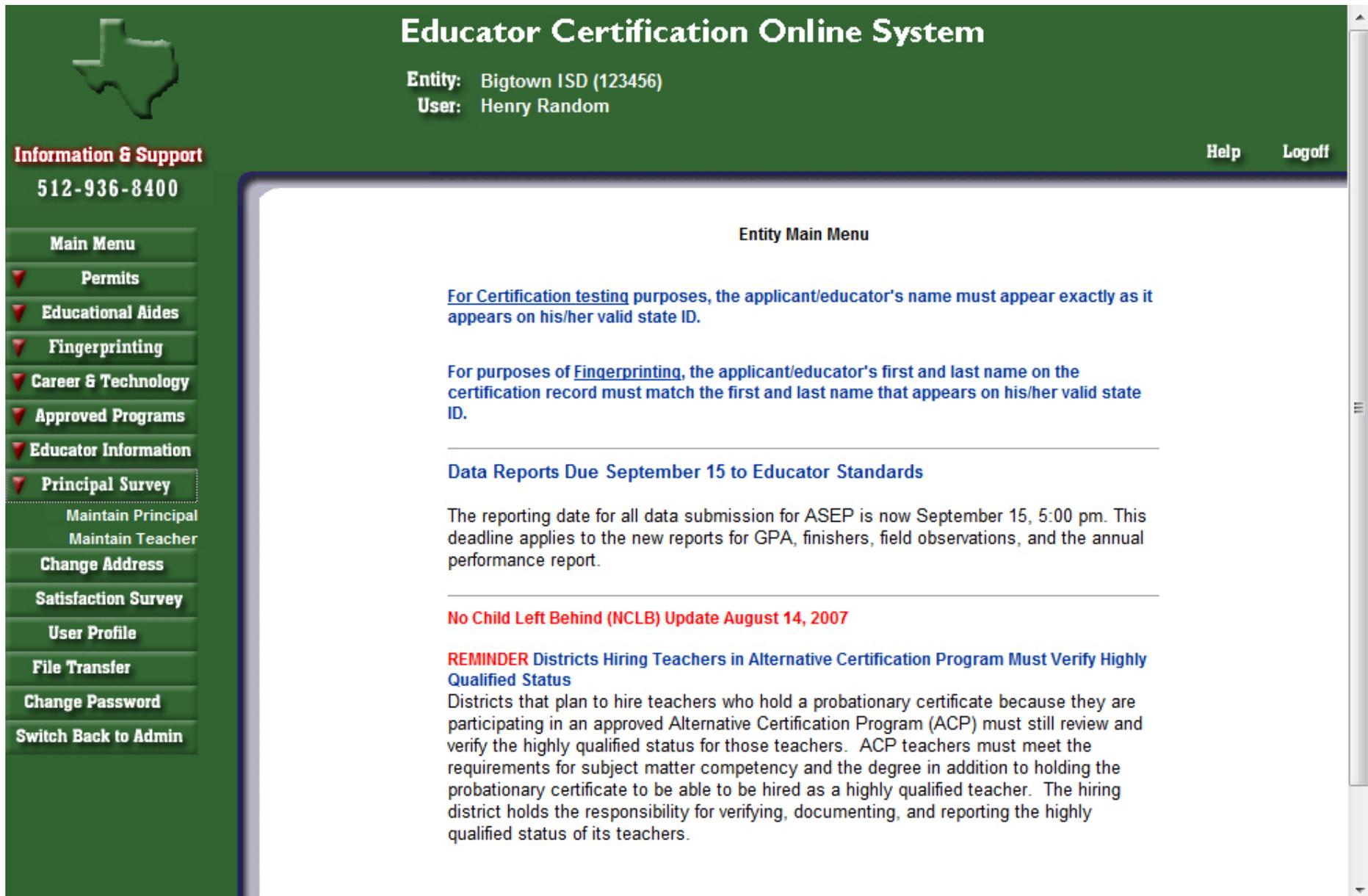
- Educator Certification Online System for Educators**: This section includes a link for "Educator" and a field for "TEA ID:".
- Educator Certification Online System for Entities**: This section includes a link for "XXXXXX ISD" and a list of roles: "General Access, District_Principal Survey". There is also a link for "Add/Modify Access".

A "Refresh Links" button is located in the top right corner of the Applications section.

At the bottom of the page, there is a footer with the following text: "TEA Home Page | Web Policy and Accessibility. If you have any questions, please send email to TEAL Support at TEAL.Support@tea.state.tx.us. Copyright © 2012 The Texas Education Agency, 1701 North Congress Ave, Austin, TX 78701-1494".

Step 5: Accessing Principal Survey functions

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



Educator Certification Online System

Entity: Bigtown ISD (123456)
User: Henry Random

Information & Support
512-936-8400

Help Logoff

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- Switch Back to Admin

Entity Main Menu

[For Certification testing purposes, the applicant/educator's name must appear exactly as it appears on his/her valid state ID.](#)

[For purposes of Fingerprinting, the applicant/educator's first and last name on the certification record must match the first and last name that appears on his/her valid state ID.](#)

[Data Reports Due September 15 to Educator Standards](#)

The reporting date for all data submission for ASEP is now September 15, 5:00 pm. This deadline applies to the new reports for GPA, finishers, field observations, and the annual performance report.

No Child Left Behind (NCLB) Update August 14, 2007

REMINDER Districts Hiring Teachers in Alternative Certification Program Must Verify Highly Qualified Status

Districts that plan to hire teachers who hold a probationary certificate because they are participating in an approved Alternative Certification Program (ACP) must still review and verify the highly qualified status for those teachers. ACP teachers must meet the requirements for subject matter competency and the degree in addition to holding the probationary certificate to be able to be hired as a highly qualified teacher. The hiring district holds the responsibility for verifying, documenting, and reporting the highly qualified status of its teachers.

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

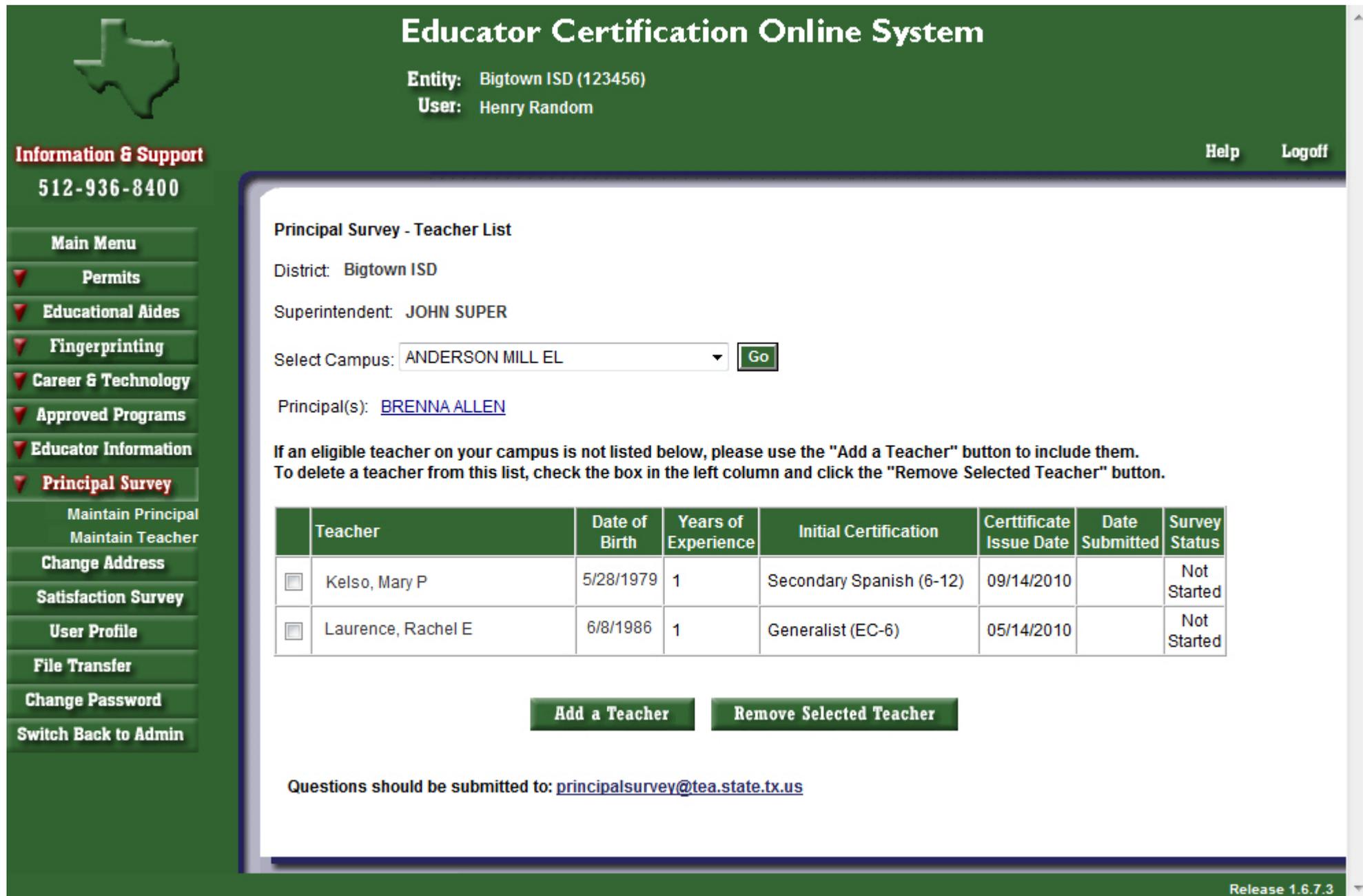
Information & Support Help Logoff
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District: Bigtown ISD
Superintendent: JOHN SUPER
Click on principal name to view teacher list.

	Principal ▼ ▲	Campus ▼ ▲	Date Complete
<input checked="" type="checkbox"/>	BRENNAL ALLEN	ANDERSON MILL EL	
<input type="checkbox"/>	FRED BINNER	POND SPRINGS EL	6/13/2012 12:53:00 PM
<input type="checkbox"/>	LINDA BRENNER	PFC ROBERT P HERNANDEZ MIDDLE	
<input type="checkbox"/>	JANE BRINKLEY	NOEL GRISHAM MIDDLE	4/13/2012 6:28:00 PM
<input type="checkbox"/>	LANNY CINNO	WELLS BRANCH EL	6/7/2012 12:09:00 PM
<input type="checkbox"/>	BRAD COHEN	UNION HILL EL	
<input type="checkbox"/>	VANDA CROW	CACTUS RANCH EL	
<input type="checkbox"/>	BECKY DONNELLY	WESTWOOD H S	6/11/2012 12:47:00 PM
<input type="checkbox"/>	NANCY DRAPER	DOUBLE FILE TRAIL EL	
<input type="checkbox"/>	PATTI EPPLIN	VIC ROBERTSON EL	6/11/2012 2:11:00 PM
<input type="checkbox"/>	EDWARD ESTER	CALDWELL HEIGHTS EL	
<input type="checkbox"/>	HANNAH GALLO	RIDGEVIEW MIDDLE SCHOOL	2/5/2013 1:32:00 PM

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



The screenshot shows the 'Educator Certification Online System' interface. At the top, it displays the system name and user information: 'Entity: Bigtown ISD (123456)' and 'User: Henry Random'. On the left, there is a navigation menu with options like 'Main Menu', 'Permits', 'Educational Aides', 'Fingerprinting', 'Career & Technology', 'Approved Programs', 'Educator Information', and 'Principal Survey' (which is highlighted). Below the menu are links for 'Maintain Principal', 'Maintain Teacher', 'Change Address', 'Satisfaction Survey', 'User Profile', 'File Transfer', 'Change Password', and 'Switch Back to Admin'. The main content area is titled 'Principal Survey - Teacher List' and shows details for 'District: Bigtown ISD' and 'Superintendent: JOHN SUPER'. A 'Select Campus' dropdown menu is set to 'ANDERSON MILL EL' with a 'Go' button. Below this, the principal's name 'BRENNNA ALLEN' is listed. A message instructs users to use the 'Add a Teacher' button if a teacher is not listed and to use the 'Remove Selected Teacher' button to delete a teacher. A table lists two teachers: Mary P. Kelso and Rachel E. Laurence, with columns for Teacher, Date of Birth, Years of Experience, Initial Certification, Certificate Issue Date, Date Submitted, and Survey Status. At the bottom, there are buttons for 'Add a Teacher' and 'Remove Selected Teacher', and a contact email: principalsurvey@tea.state.tx.us. The release version 'Release 1.6.7.3' is shown in the bottom right corner.

Educator Certification Online System

Entity: Bigtown ISD (123456)
User: Henry Random

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Principal Survey - Teacher List

District: Bigtown ISD

Superintendent: JOHN SUPER

Select Campus: ANDERSON MILL EL

Principal(s): [BRENNNA ALLEN](#)

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
<input type="checkbox"/>	Kelso, Mary P	5/28/1979	1	Secondary Spanish (6-12)	09/14/2010		Not Started
<input type="checkbox"/>	Laurence, Rachel E	6/8/1986	1	Generalist (EC-6)	05/14/2010		Not Started

Questions should be submitted to: principalsurvey@tea.state.tx.us

Release 1.6.7.3

- D. 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.

The screenshot displays the 'Educator Certification Online System' interface. At the top, it shows the user's entity as 'Bigtown ISD (123456)' and the user as 'Henry Random'. A navigation menu on the left includes options like 'Main Menu', 'Permits', 'Educational Aides', 'Fingerprinting', 'Career & Technology', 'Approved Programs', 'Educator Information', and 'Principal Survey'. The 'Principal Survey' section is expanded, showing 'Maintain Principal' and 'Maintain Teacher' options. The main content area is titled 'Principal Survey - Maintain Principal' and contains an 'Edit Principal' form. The form fields are: * SSN: 123456789, * Last Name: ALLEN, * First Name: BRENNNA, Middle Name: (empty), Email: brenna_allen@bigtownisd.org, Phone Number: 512 555-1212, and * Campus: ANDERSON MILL EL. There are 'Save' and 'Back' buttons at the bottom of the form. The footer of the page indicates 'Release 1.6.7.3'.

Educator Certification Online System

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Principal Survey - Maintain Principal

Edit Principal

* SSN: 123456789
* Last Name: ALLEN
* First Name: BRENNNA
Middle Name:
Email: brenna_allen@bigtownisd.org
Phone Number: 512 555-1212
* Campus: ANDERSON MILL EL

Save Back

Release 1.6.7.3

- E. 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.

Add Principal

Remove Selected Principal

The screenshot displays the 'Educator Certification Online System' interface. At the top, a green header contains the system name and user information: 'Entity: Bigtown ISD (123456)' and 'User: Henry Random'. On the left, a navigation menu includes 'Information & Support' with the phone number '512-936-8400', and a list of options such as 'Main Menu', 'Permits', 'Educational Aides', 'Fingerprinting', 'Career & Technology', 'Approved Programs', 'Educator Information', 'Principal Survey' (highlighted), 'Maintain Principal', 'Maintain Teacher', 'Change Address', 'Satisfaction Survey', 'User Profile', 'File Transfer', 'Change Password', and 'Switch Back to Admin'. In the top right corner, there are links for 'Help' and 'Logoff'. The main content area is titled 'Principal Survey - Maintain Principal' and contains a form with three input fields: 'First Name:', 'Last Name:', and 'SSN:'. Below these fields are two buttons: 'Search' and 'Back'. At the bottom right of the page, the text 'Release 1.6.7.3' is visible.

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

User: Henry Random

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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
Snow	Bill		234567890	D P MORRIS EL	billsnow@email.com
SNOW	Bobby		345678901	D P MORRIS EL	bobbysnow@email.com
SNOW	Katherine		456789012	TERAVISTA EL	ksnow@email.com
SNOW	Rick		567890123	MALAKOFF EL	ricksnow@email.com
SNOWDEN	Steve		678901234	WALL MIDDLE	ssnow@email.com

Release 1.6.7.3

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



Educator Certification Online System

Entity: Bigtown ISD (123456)

User: Henry Random

[Help](#)

[Logoff](#)

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▼ **Principal Survey**

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Switch Back to Admin

Principal Survey - Maintain Principal

Add Principal

* SSN:

* Last Name:

* First Name:

Middle Name:

Email:

Phone Number:

* Campus: ----- Select ----- ▼

Save

Back

Release 1.6.7.3

- H. 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.
- I. 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.

Educator Certification Online System

Entity: Bigtown ISD (123456)
User: Henry Random

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Principal Survey - Teacher List

District: Bigtown ISD

Superintendent: JOHN SUPER

Select Campus: ----- Select -----

Questions sho tate.tx.us

- FOREST NORTH EL
- GATTIS EL
- GREAT OAKS EL
- HOPEWELL MIDDLE
- JAMES GARLAND WALSH MIDDLE
- JOLLYVILLE EL
- KATHY CARAWAY EL
- LAUREL MOUNTAIN EL
- LINDA HERRINGTON EL
- LIVE OAK EL
- MCNEIL H S
- NEYSA CALLISON EL
- NOEL GRISHAM MIDDLE
- OLD TOWN EL
- PATSY SOMMER EL
- PFC ROBERT P HERNANDEZ MIDDLE
- POND SPRINGS EL
- PURPLE SAGE EL
- RIDGEVIEW MIDDLE SCHOOL
- ROUND ROCK H S
- ROUND ROCK OPPORT CTR DAEP
- SPICEWOOD EL
- STONY POINT H S
- SUCCESS H S
- TERAVISTA EL**
- UNION HILL EL
- VIC ROBERTSON EL
- WELLS BRANCH EL
- WESTWOOD H S
- XENIA VOIGT EL

Release 1.6.7.3

- J. 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.

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Principal Survey - Teacher List

District: Bigtown ISD

Superintendent: JOHN SUPER

Select Campus: TERAVISTA EL

Principal(s): [CHRIS SAGUIN](#)

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
<input type="checkbox"/>	Hamm, Arnold	6/3/1975	1	Generalist (EC-6) Special Education (EC-12)	06/02/2011	06/13/2012	Submitted
<input type="checkbox"/>	Kramer, Janet Anne	11/29/1982	1	Art (EC-12)	05/26/2011	06/13/2012	Submitted
<input type="checkbox"/>	McCarthy, Kathy B	5/2/1978	1	English as a Second Language Generalist (EC-6)	11/04/2011	06/13/2012	Submitted

Questions should be submitted to: principalsurvey@tea.state.tx.us

- K. The search screen will appear so you may search by First Name, Last Name or SSN.



Educator Certification Online System

Entity: Bigtown ISD (123456)

User: Henry Random

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Maintain Principal

Maintain Teacher

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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](#)

Release 1.6.7.3

- L. 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.



Educator Certification Online System

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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

Search Results

	First Name	Last Name	Middle Name	Date of Birth	Years of Experience	Initial Certifications	Certification Issue Date
<input type="checkbox"/>	Jenni	Snow	Lynn	4/17/1976	1	English as a Second Language Supplemental (NA) Generalist (EC-6) Special Education (EC-12)	06/14/2011
<input type="checkbox"/>	Karen	Snow		8/20/1979	1	Mathematics (4-8)	09/21/2011
<input type="checkbox"/>	Thomas	Snow		9/11/1980	1	Special Education (EC-12)	09/12/2007
<input type="checkbox"/>	Wendy	Snowton	Elaine	3/24/1968	1	Mathematics (4-8)	05/11/2011

Add a Teacher

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



Educator Certification Online System

Entity: Big Spring ISD (114901)
User: Brenda Mele

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Information & Support

512-936-8400

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Maintain Principal

Maintain Teacher

Change Address

Satisfaction Survey

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Principal Survey - Teacher List

District: Big Spring ISD

Superintendent: STEVEN SALDIVAR

Select Campus:

Principal(s): [GEORGE BANCROFT](#)

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
<input type="checkbox"/>	Delacot, Jessica Kristine	8/17/1987	1	English as a Second Language Supplemental (NA) Generalist (EC-6)	06/26/2012		Not Started
<input type="checkbox"/>	Macke, Cristen Justine	9/22/1988	1	English as a Second Language Supplemental (NA) Generalist (EC-6)	12/21/2010		Not Started
<input type="checkbox"/>	Sheldon, Brandi	6/24/1973	1	Art (EC-12)	05/25/2011		Not Started
<input type="checkbox"/>	Snow, Terry	9/11/1970	1	Special Education (EC-12)	09/12/2007		Not Started

Questions should be submitted to: principalsurvey@tea.state.tx.us