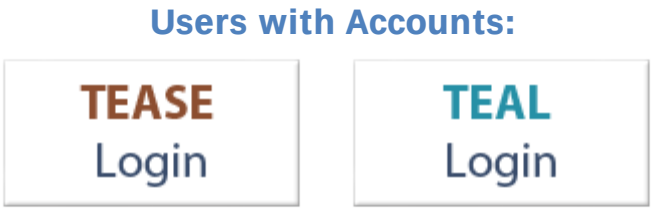
TEAL and ECOS Access Instructions for New School District HR Resource Users

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"



C. Select “Request New User Account”

D. Enter your information **EXACTLY** as it appears on your driver's license/state id.

   a. *Tip: 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.*

   b. *Your email address should be all lowercase.*

First Name: Ed

Middle Name:

Last Name: Texan

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)

Organization Type: School District The user's organization type.

Job Title:

Phone Number: 512-555-1212 May include area codes and extensions

Street Address: 1701 Congress

City: Austin

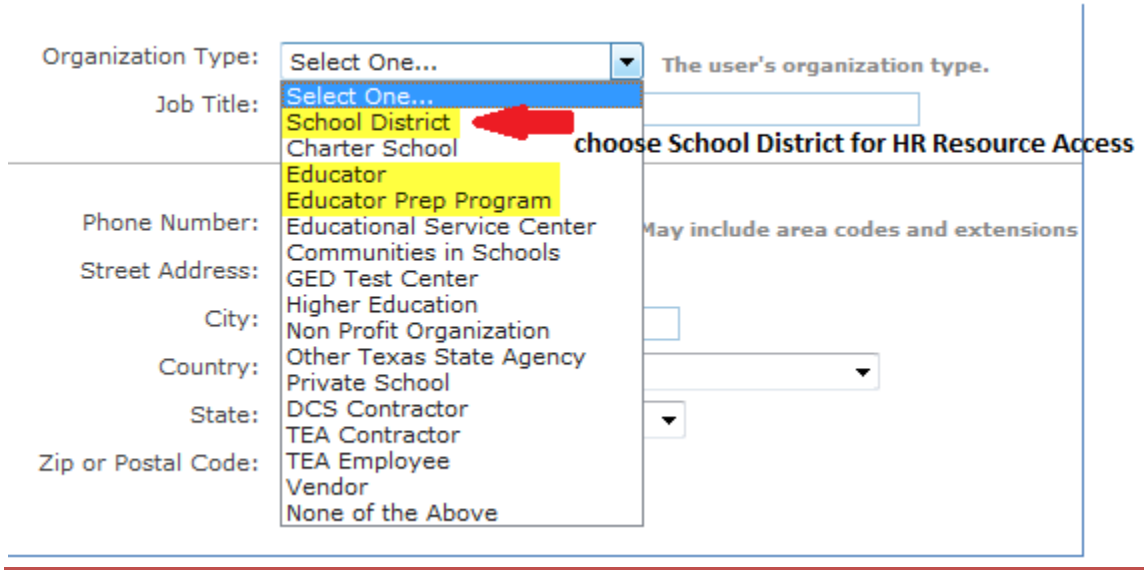
Country: United States

State: Texas

Zip or Postal Code: 78701

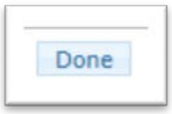
Submit Cancel

E. Select "School District" for the organization type.



F. Select "Submit" to submit the request.

G. Select "Done".



H. 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:

%JypPj8+

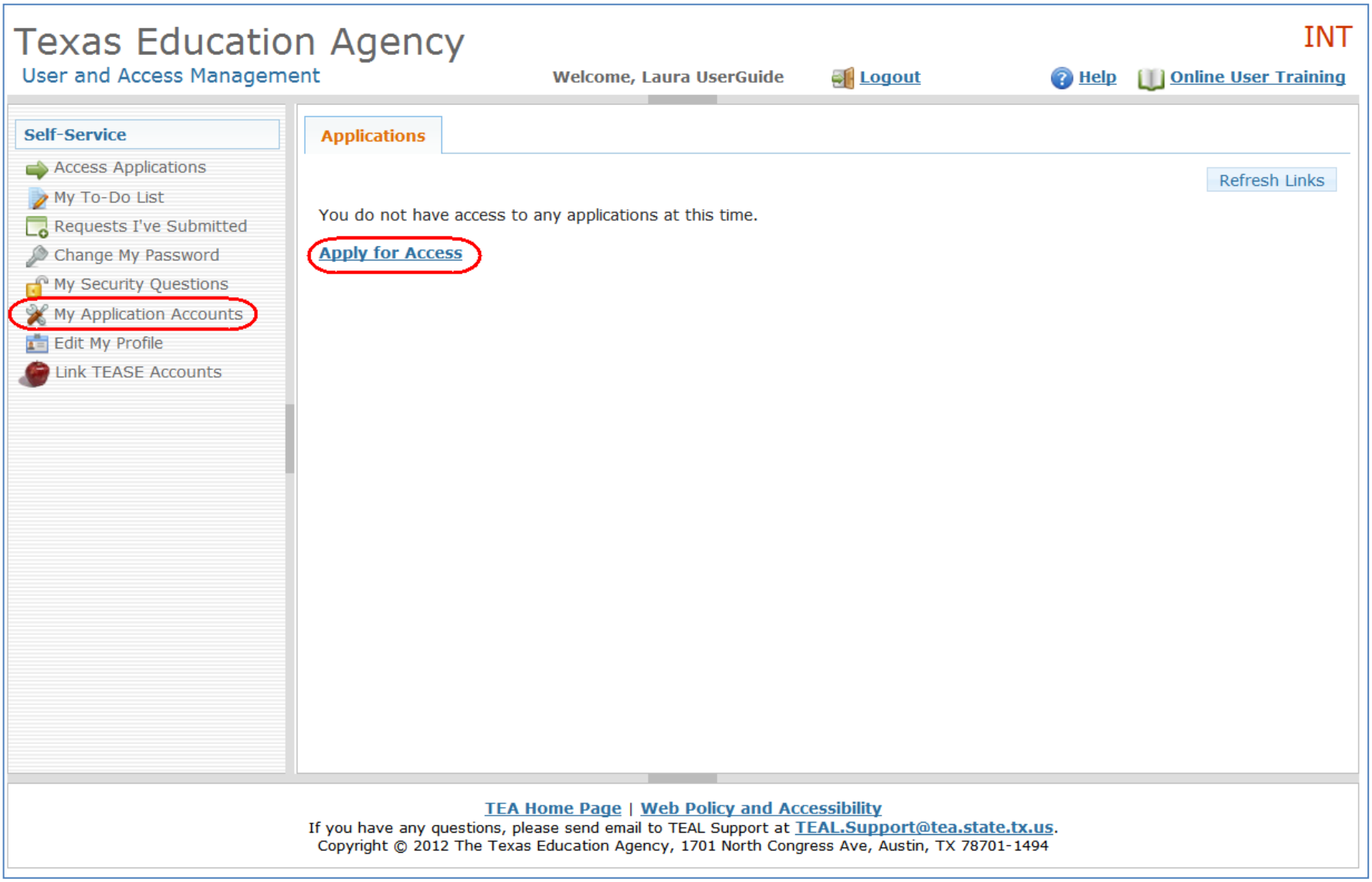
I. Read the email carefully and follow the TEAL access instructions.

c. *Tip: Copy and paste the username and temporary password, rather than typing them in.*

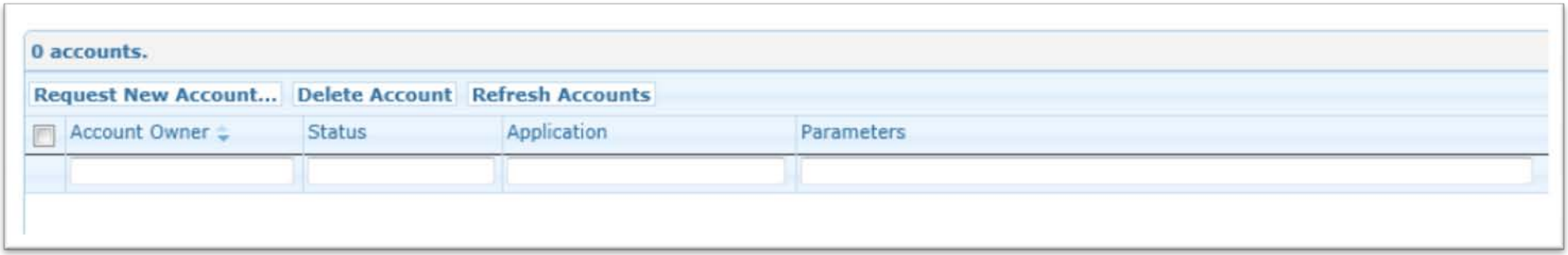
d. *You will be prompted to immediately change the temporary password and answer three security questions.*

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

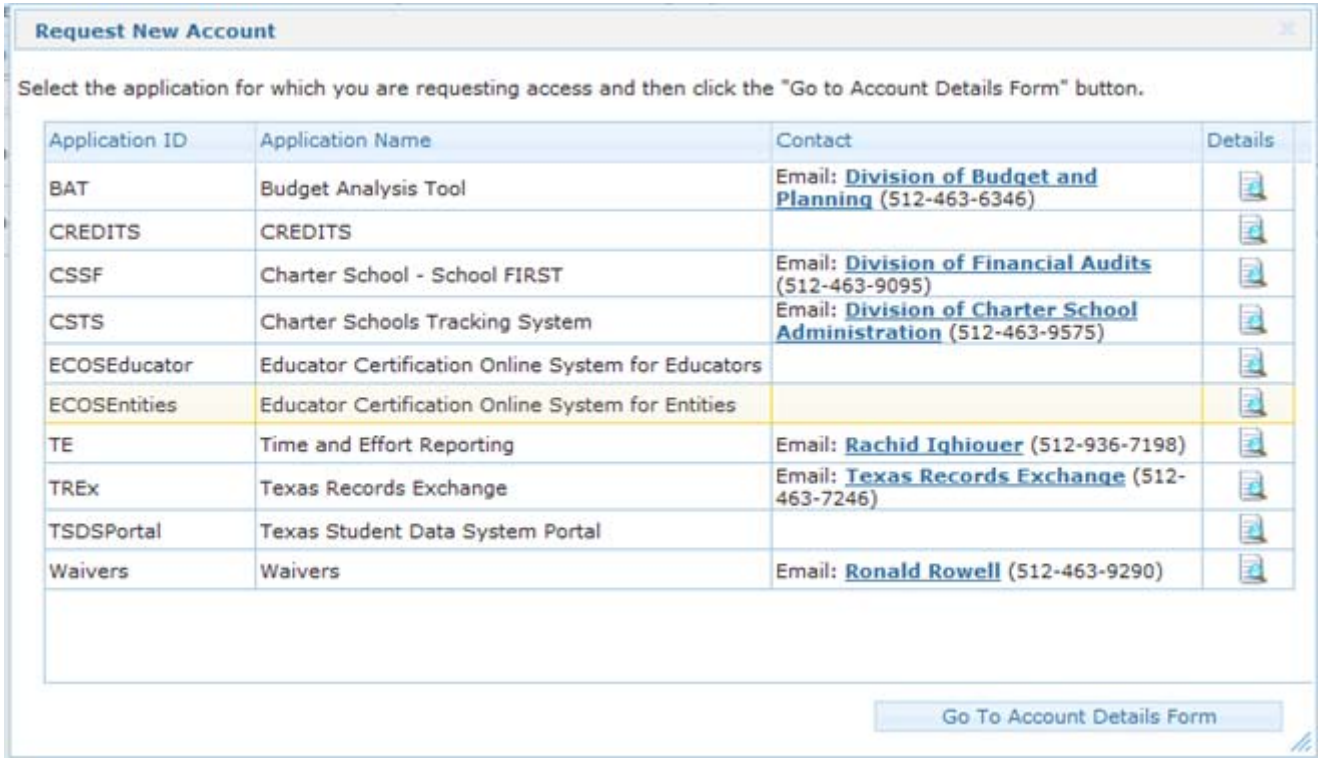
A. Once logged in, select “Apply for Access” link or select “My Application Accounts” in the Self Service section in the upper left column of the page.



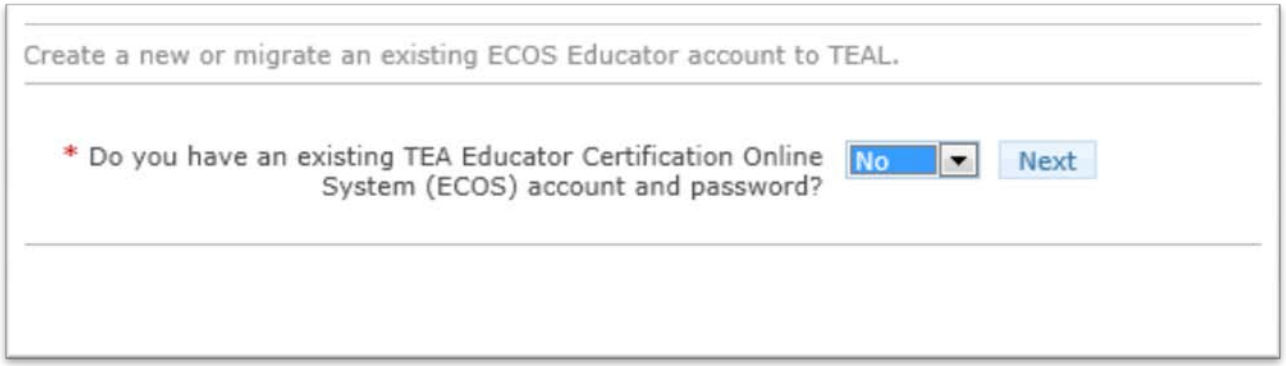
B. Select “Request New Account.”



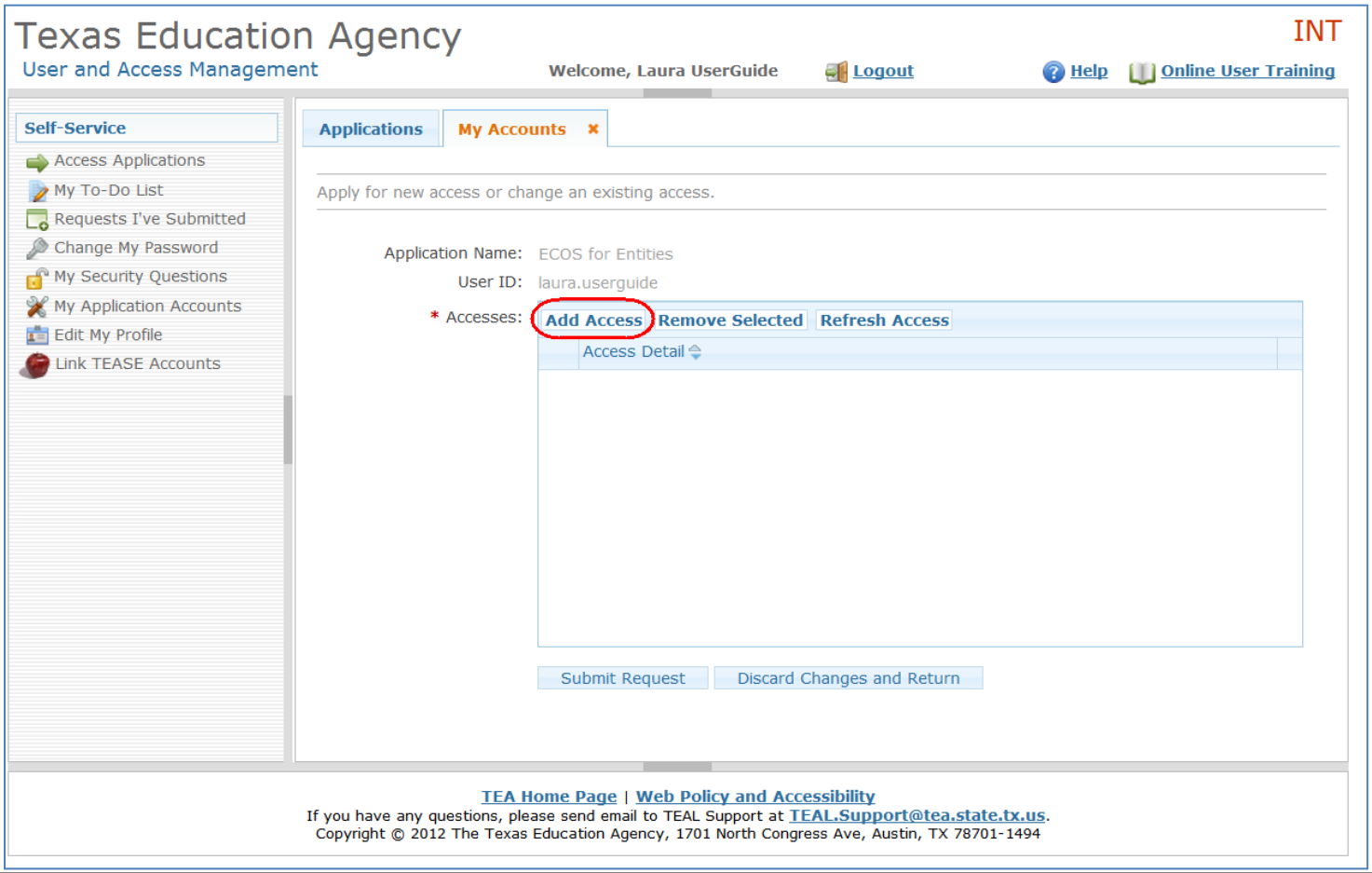
C. Double-click on “ECOSEntities” or highlight ECOSEntities and select the “Go To Account Details Form” in the bottom right hand corner.



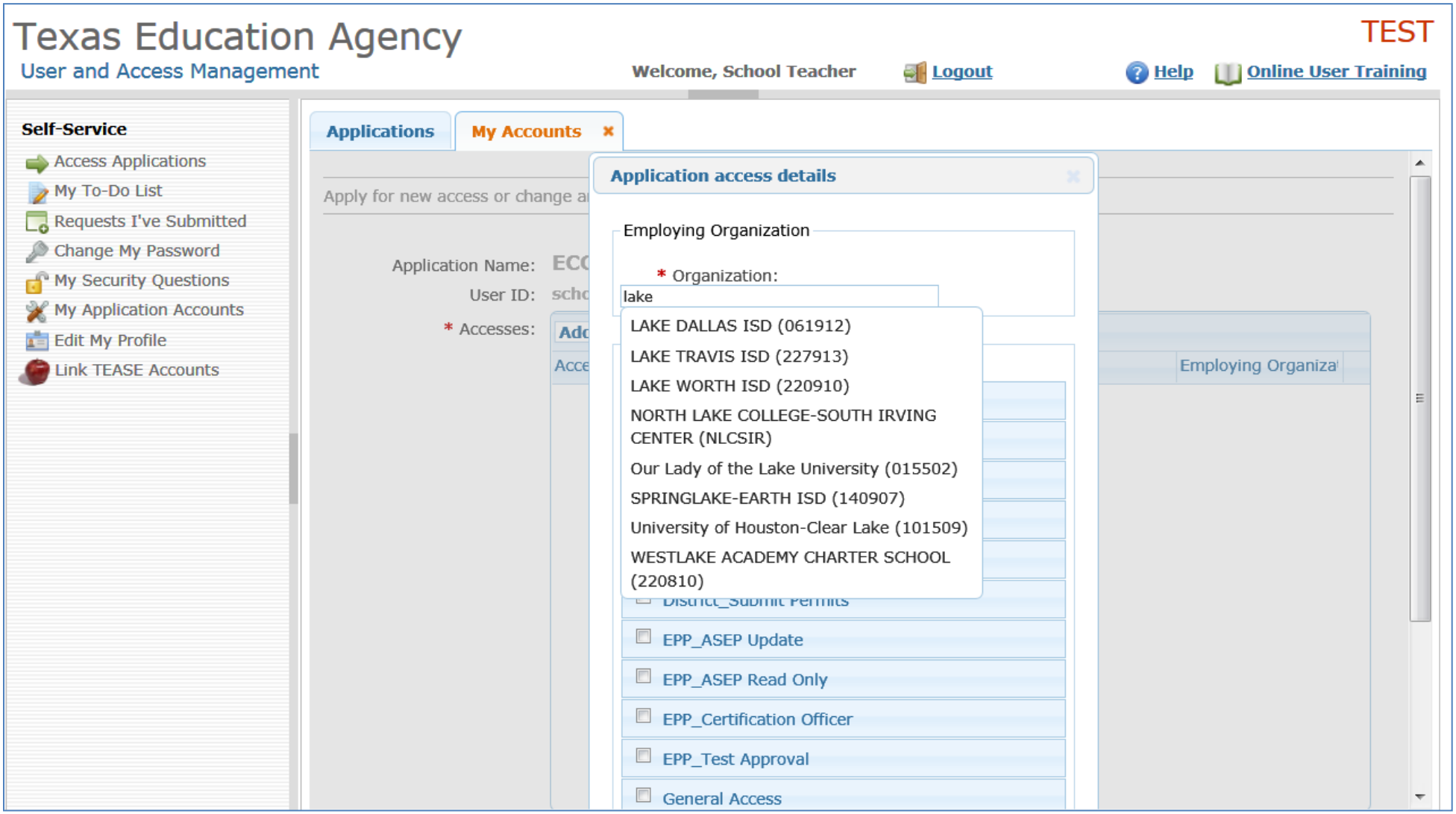
D. **ANSWER "NO" TO THE QUESTION THAT ASKS ABOUT A PREVIOUS ACCOUNT (EVEN IF YOU HAVE HAD A PREVIOUS ACCOUNT)!**



E. The Application Access page appears. Select the "Add Access" button.

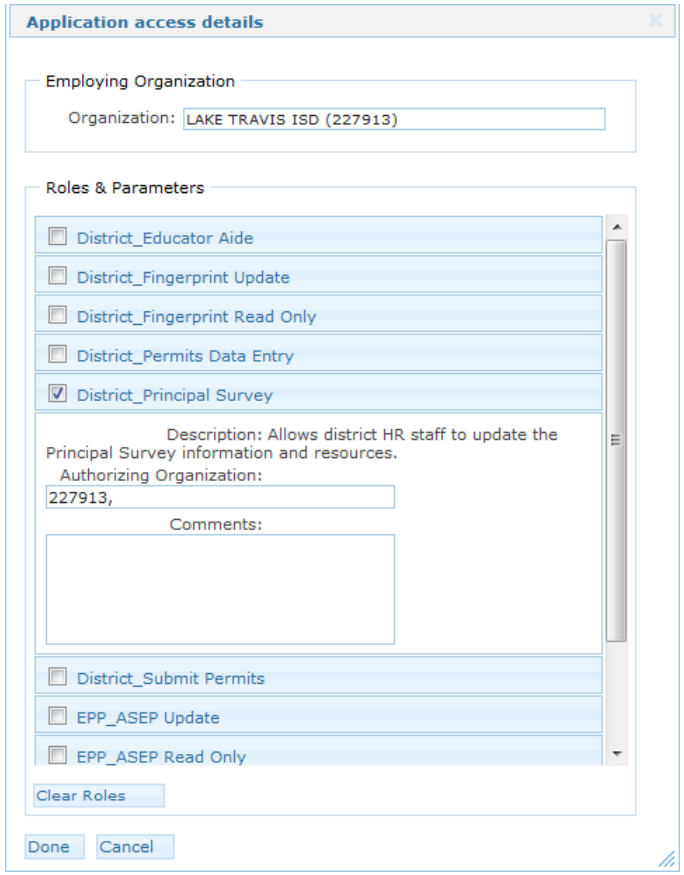


F. Application access details page appears. Select the Employing Organization field at top and enter your employing organization name or county/district number.



G. Next, select a checkbox for your role (will display a description of the role you have selected).

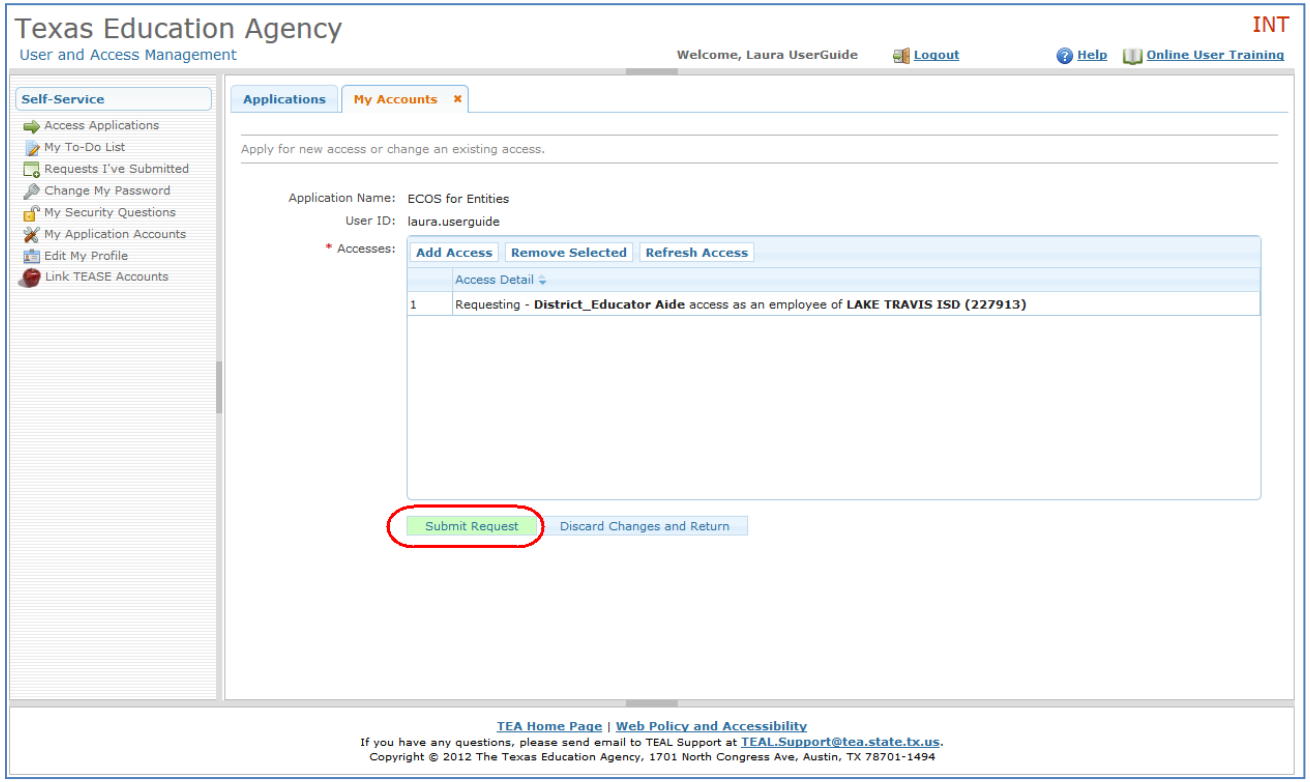
a. When you select a role(s), you will also have to provide the Organization name or ID for the entity whose data you are requesting access.



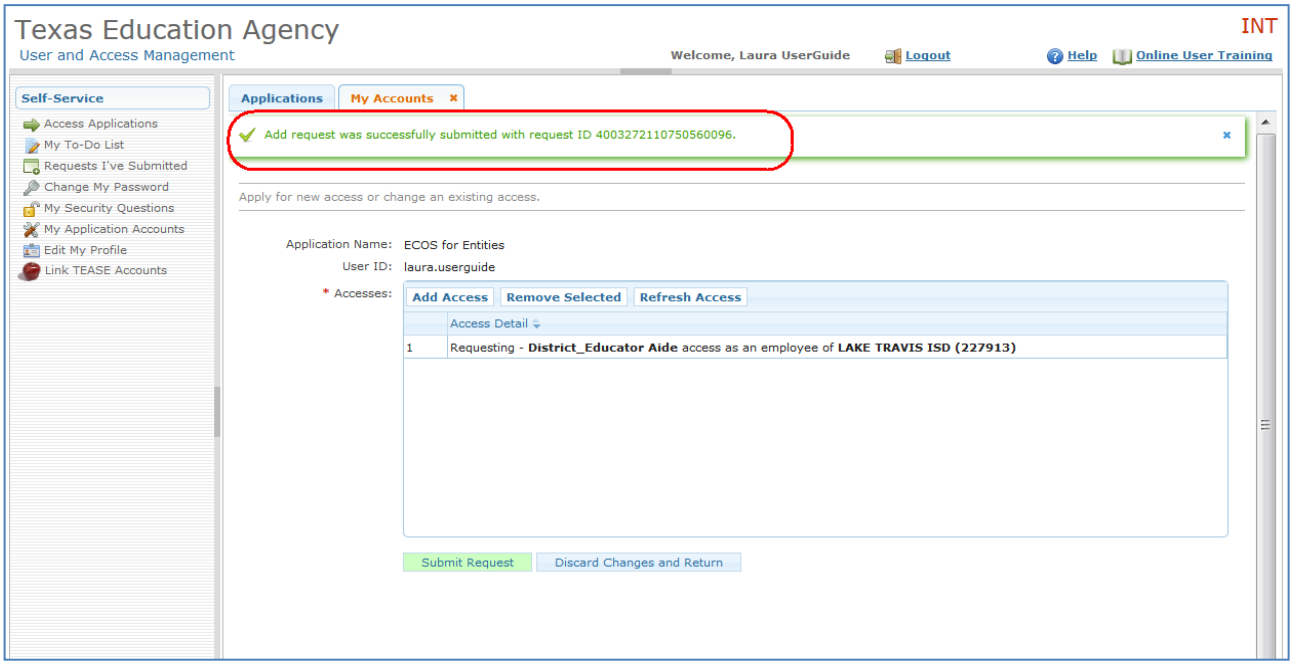
H. Select the “Done” button at the bottom of the page

I. The application request now appears on the Application Request page.

J. Select the “Submit Request” button at the bottom of the page.



K. You should then see a statement, in green, that your request was successfully submitted.



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.

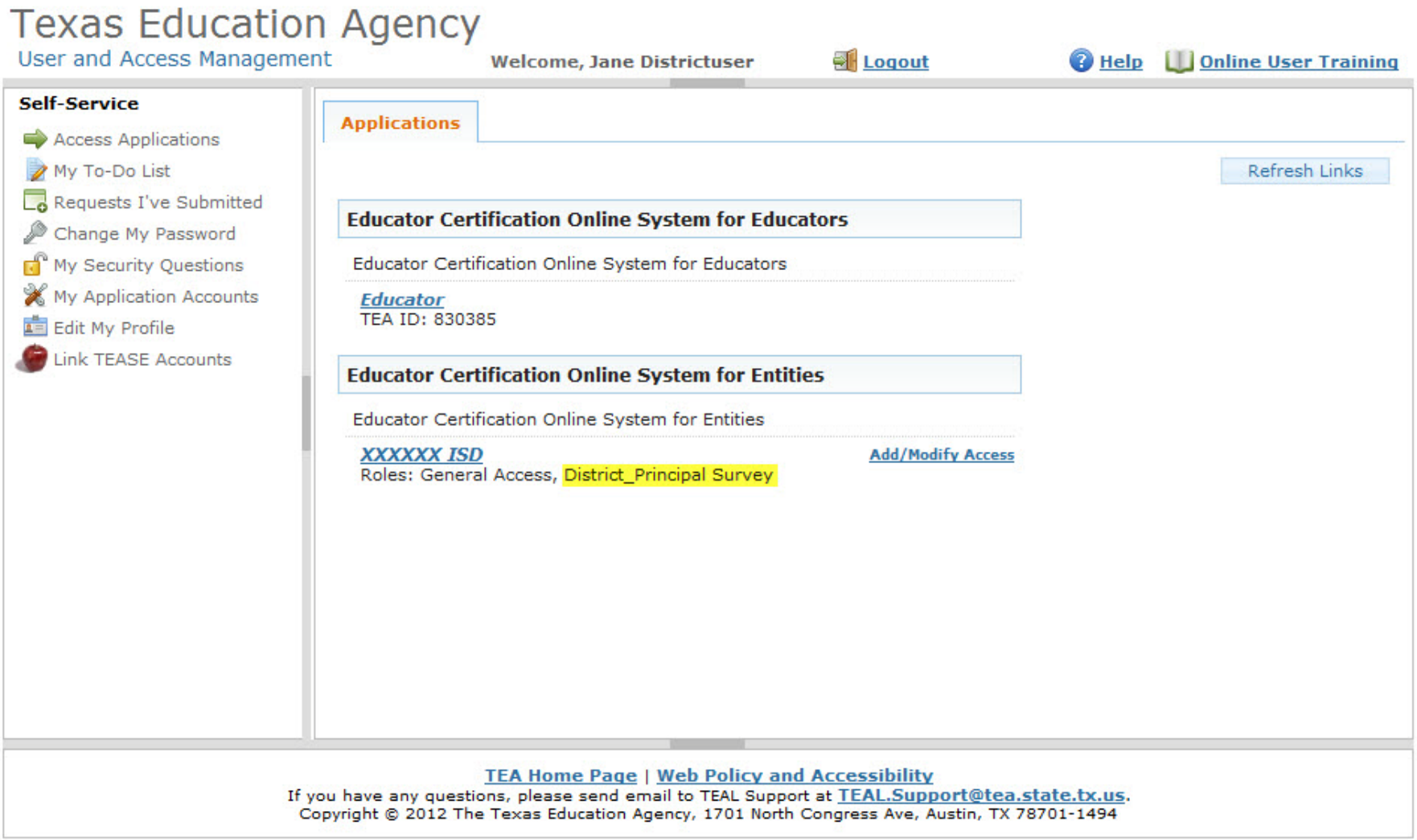
D. A denial from any approver will result in an email notification to the requestor.

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.

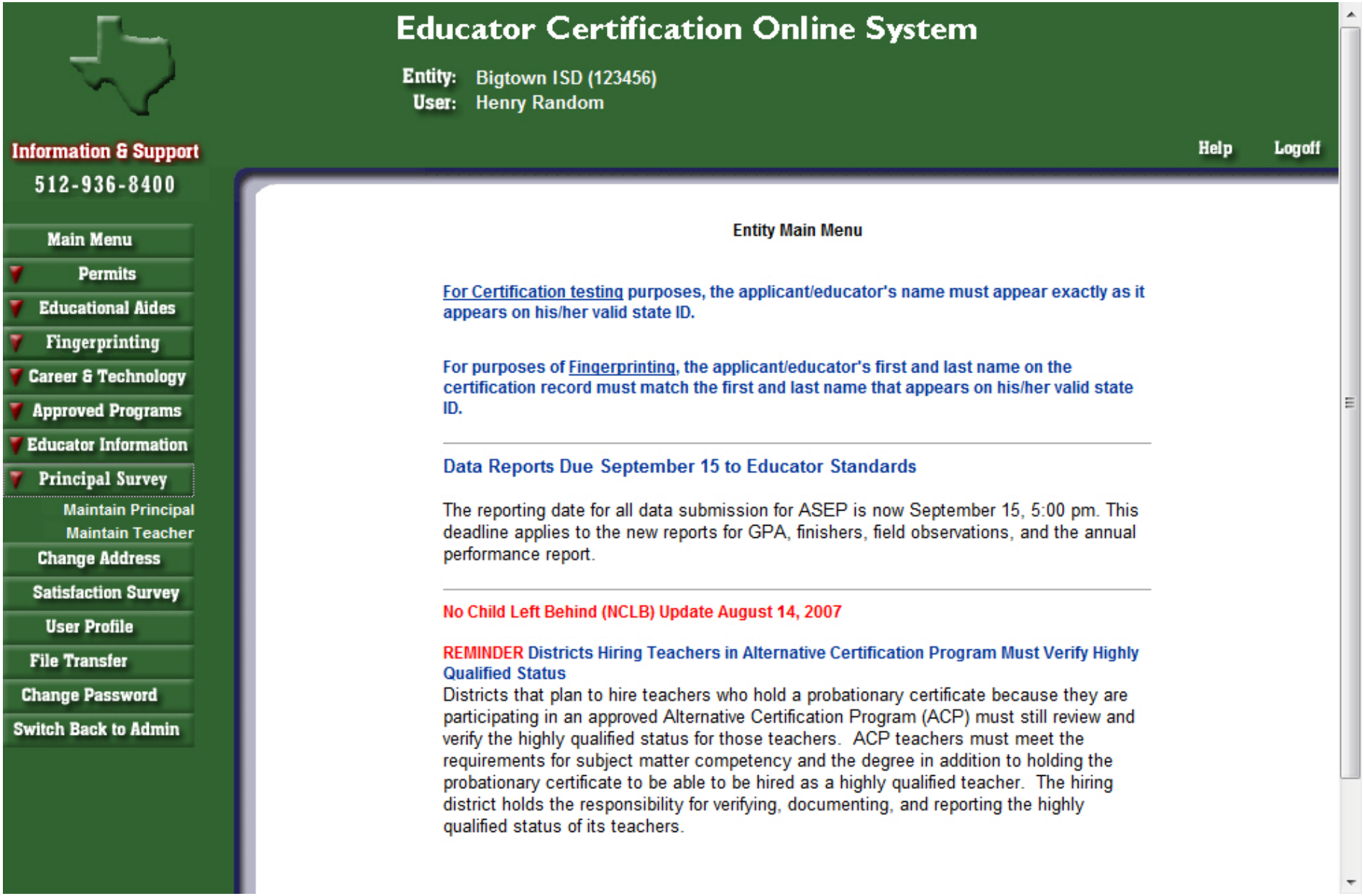
B. You should now see "Educator Certification Online System for Entities" underneath "Applications".

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.



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.



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

Information & Support
512-936-8400

Help Logoff

Main Menu
Permits
Educational Aides
Fingerprinting
Career & Technology
Approved Programs
Educator Information
Principal Survey
Maintain Principal
Maintain Teacher
Change Address
Satisfaction Survey
User Profile
File Transfer
Change Password
Switch Back to Admin

District: Bigtown ISD

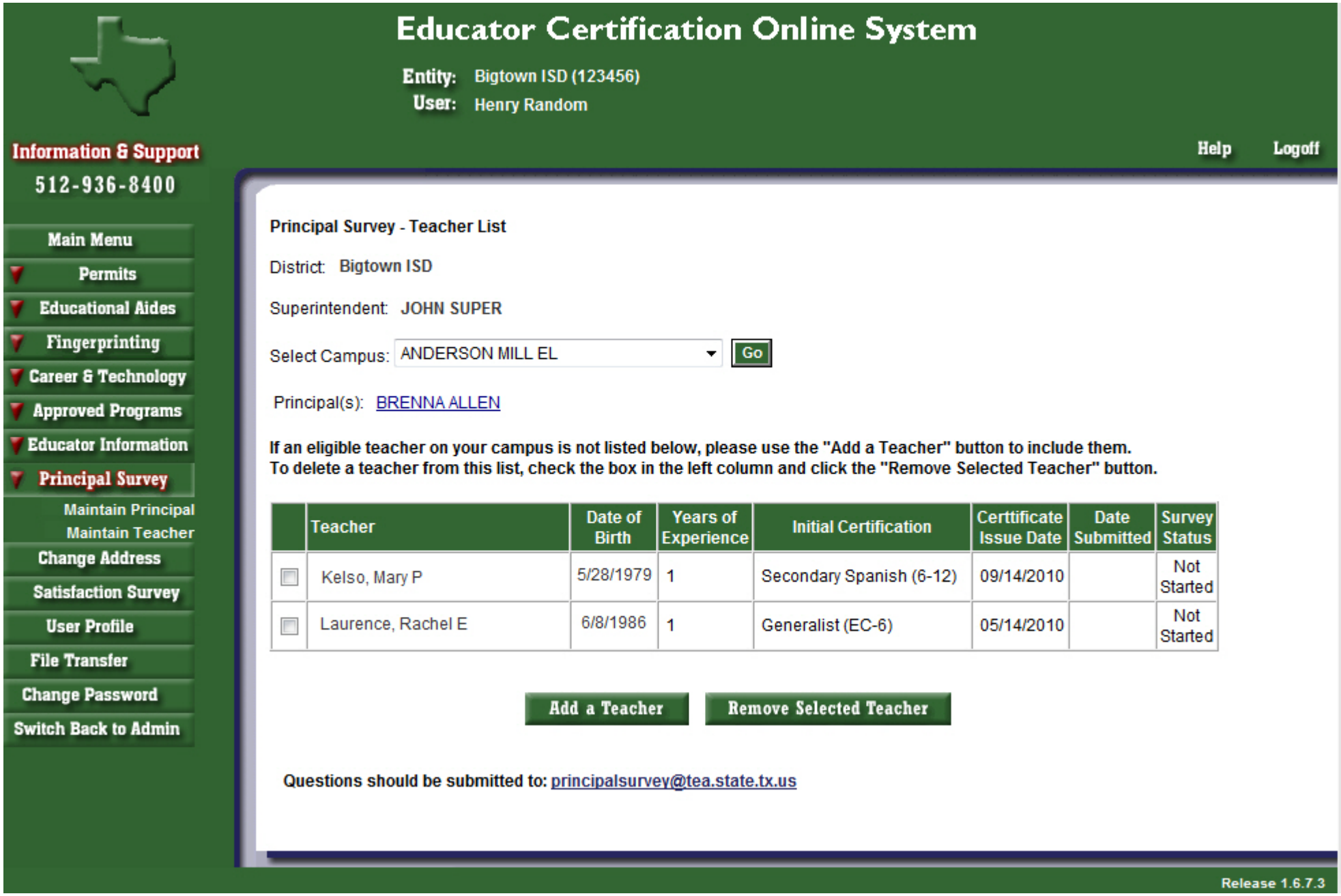
Superintendent: JOHN SUPER

Click on principal name to view teacher list.

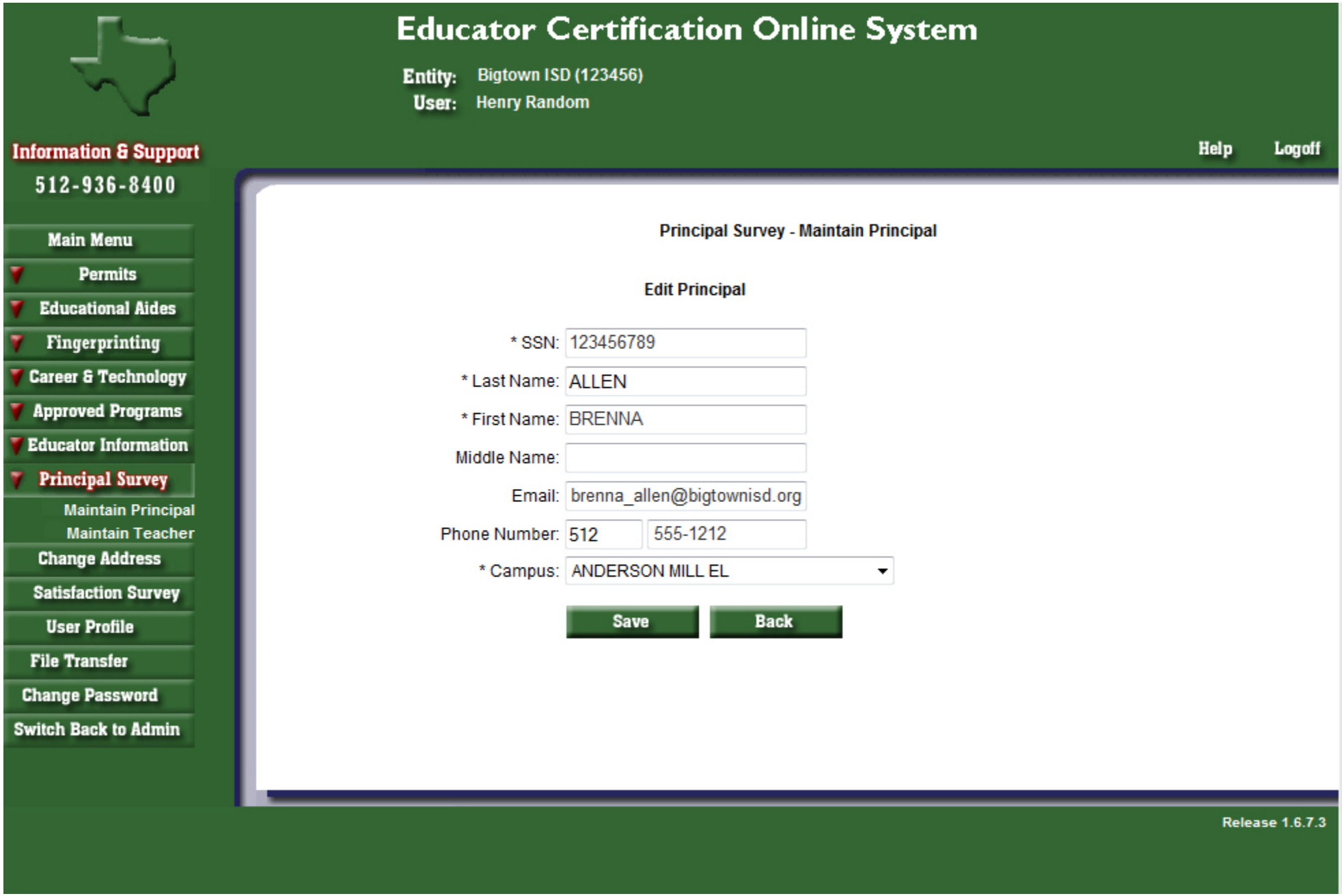
	Principal	Campus	Date Complete
	BRENNA ALLEN	ANDERSON MILL EL	
	FRED BINNER	POND SPRINGS EL	6/13/2012 12:53:00 PM
	LINDA BRENNER	PFC ROBERT P HERNANDEZ MIDDLE	
	JANE BRINKLEY	NOEL GRISHAM MIDDLE	4/13/2012 6:28:00 PM
	LANNY CINNO	WELLS BRANCH EL	6/7/2012 12:09:00 PM
	BRAD COHEN	UNION HILL EL	
	VANDA CROW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

Add Principal Remove Selected Principal

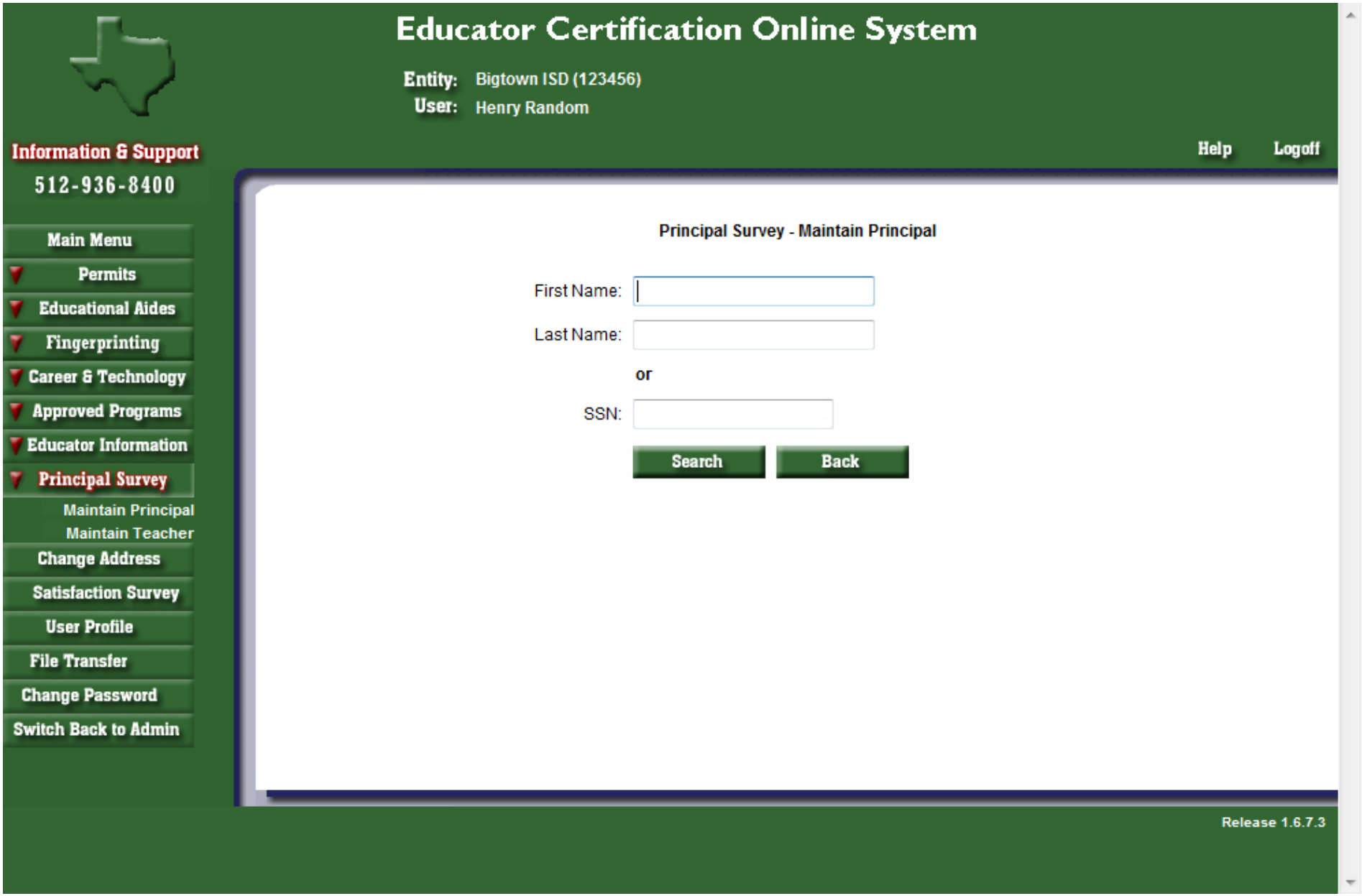
C. By selecting a link that is a Principal's name, you will see the list of first year teachers



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.



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.



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

User: Henry Random

Information & Support
512-936-8400

Help Logoff

Main Menu
Permits
Educational Aides
Fingerprinting
Career & Technology
Approved Programs
Educator Information
Principal Survey
Maintain Principal
Maintain Teacher
Change Address
Satisfaction Survey
User Profile
File Transfer
Change Password
Switch Back to Admin

Principal Survey - Maintain Principal

First Name:

Last Name: snow

or

SSN:

Search Back

Search Results

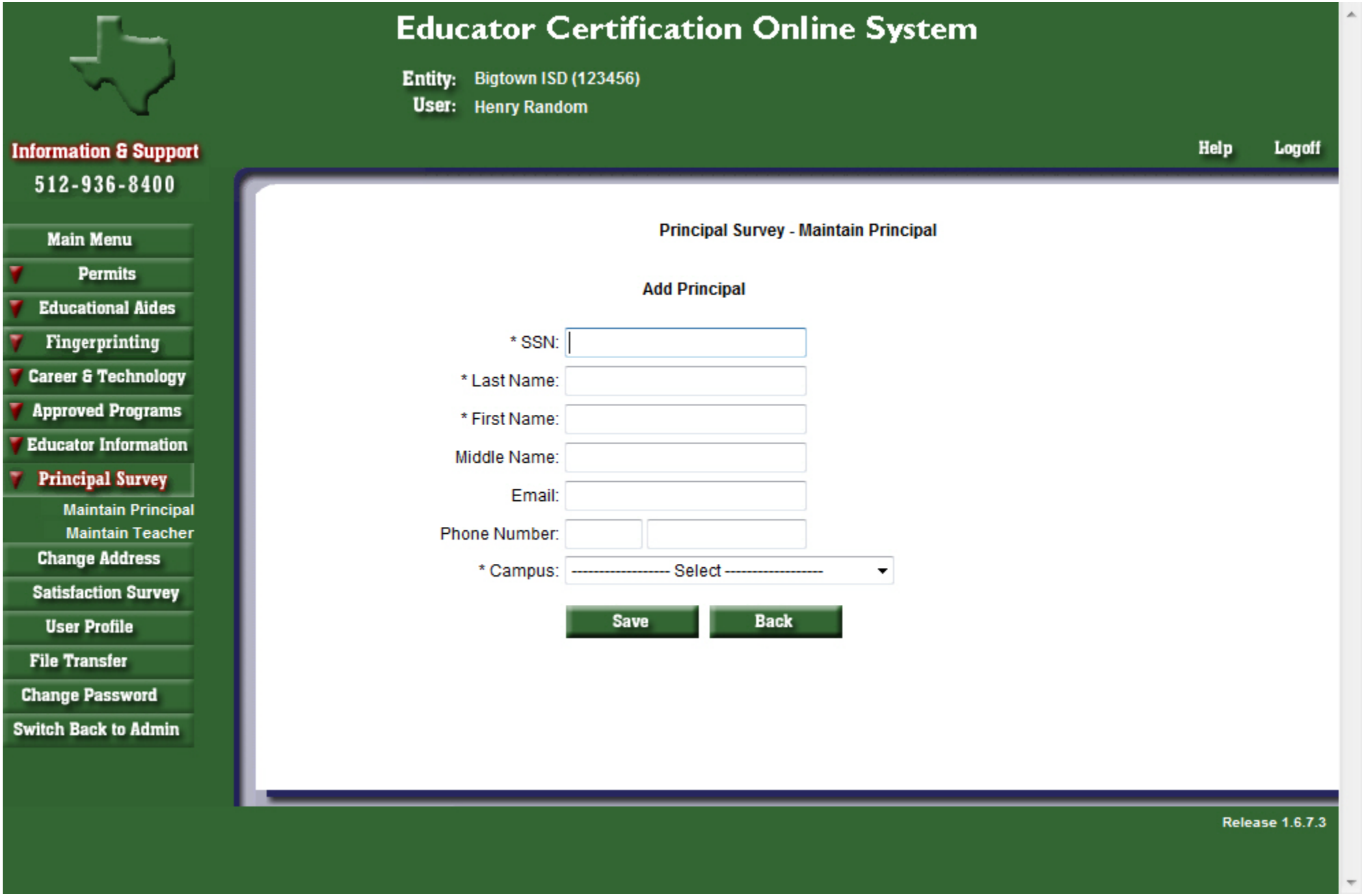
Click last name to edit or click Add Principal if principal not found.

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

Add Principal

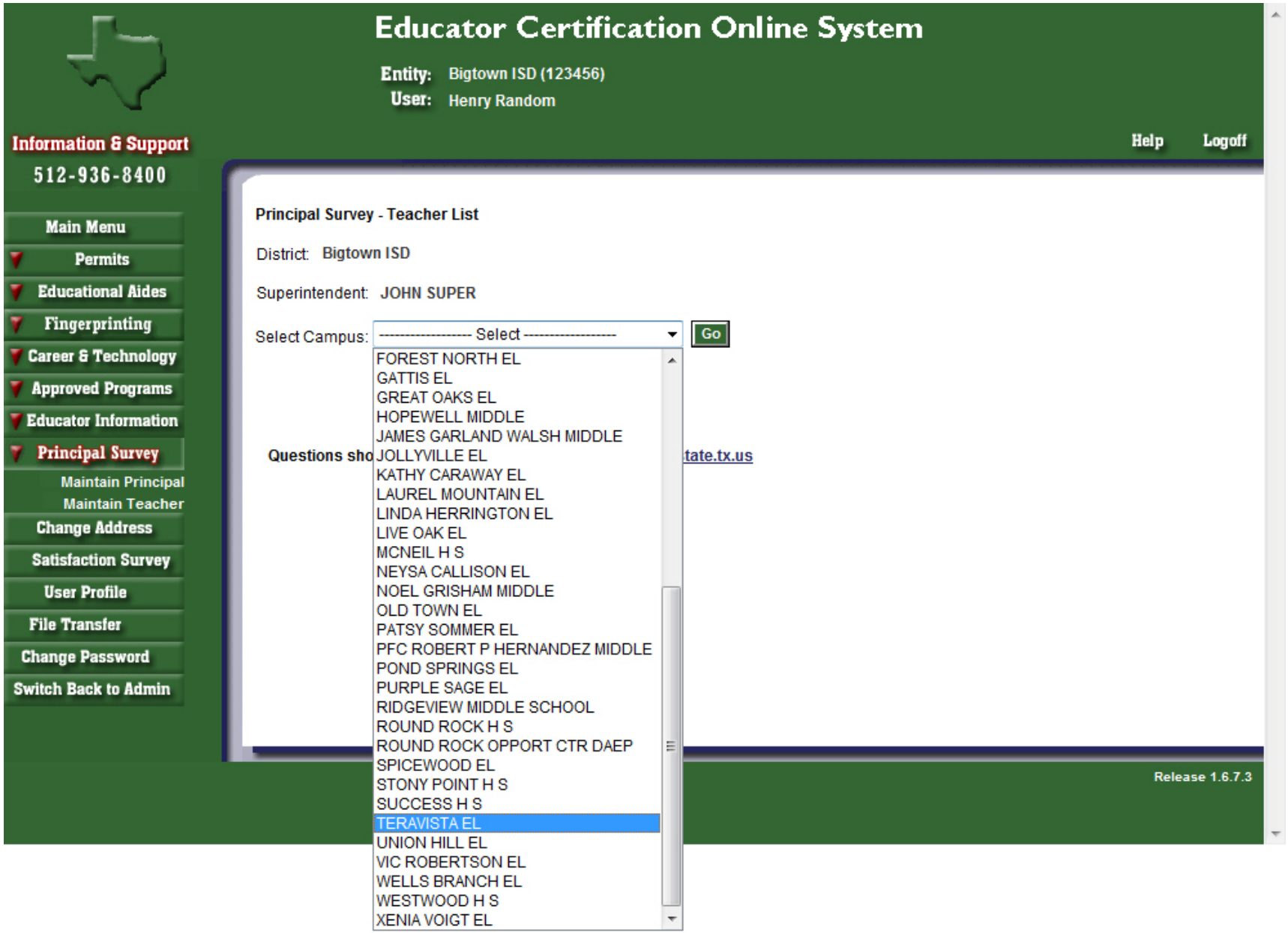
Release 1.6.7.3

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



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.



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.

Educator Certification Online System

Entity: Bigtown ISD (123456)
User: Henry Random

Help Logoff

Information & Support
512-936-8400

- Main Menu
- Permits
- Educational Aides
- Fingerprinting
- Career & Technology
- Approved Programs
- Educator Information
- Principal Survey
  - Maintain Principal
  - Maintain Teacher
- Change Address
- Satisfaction Survey
- User Profile
- File Transfer
- Change Password
- Switch Back to Admin

Principal Survey - Teacher List

District: Bigtown ISD

Superintendent: JOHN SUPER

Select Campus: TERAVISTA EL Go

Principal(s): CHRIS SAGUIN

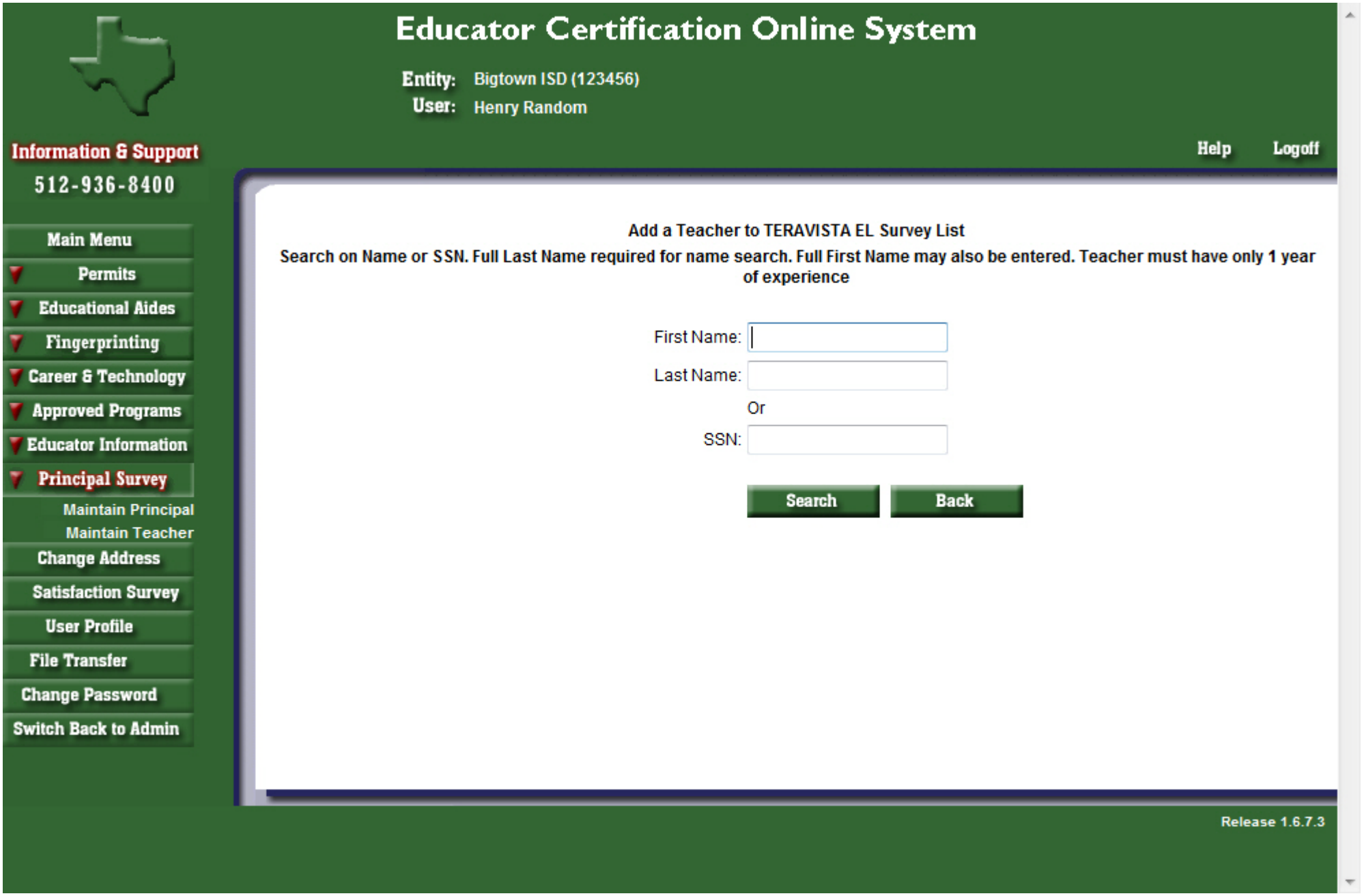
If an eligible teacher on your campus is not listed below, please use the "Add a Teacher" button to include them.
To delete a teacher from this list, check the box in the left column and click the "Remove Selected Teacher" button.

	Teacher	Date of Birth	Years of Experience	Initial Certification	Certtificate Issue Date	Date Submitted	Survey Status
☐	Hamm, Arnold	6/3/1975	1	Generalist (EC-6) Special Education (EC-12)	06/02/2011	06/13/2012	Submitted
☐	Kramer, Janet Anne	11/29/1982	1	Art (EC-12)	05/26/2011	06/13/2012	Submitted
☐	McCarthy, Kathy B	5/2/1978	1	English as a Second Language Generalist (EC-6)	11/04/2011	06/13/2012	Submitted

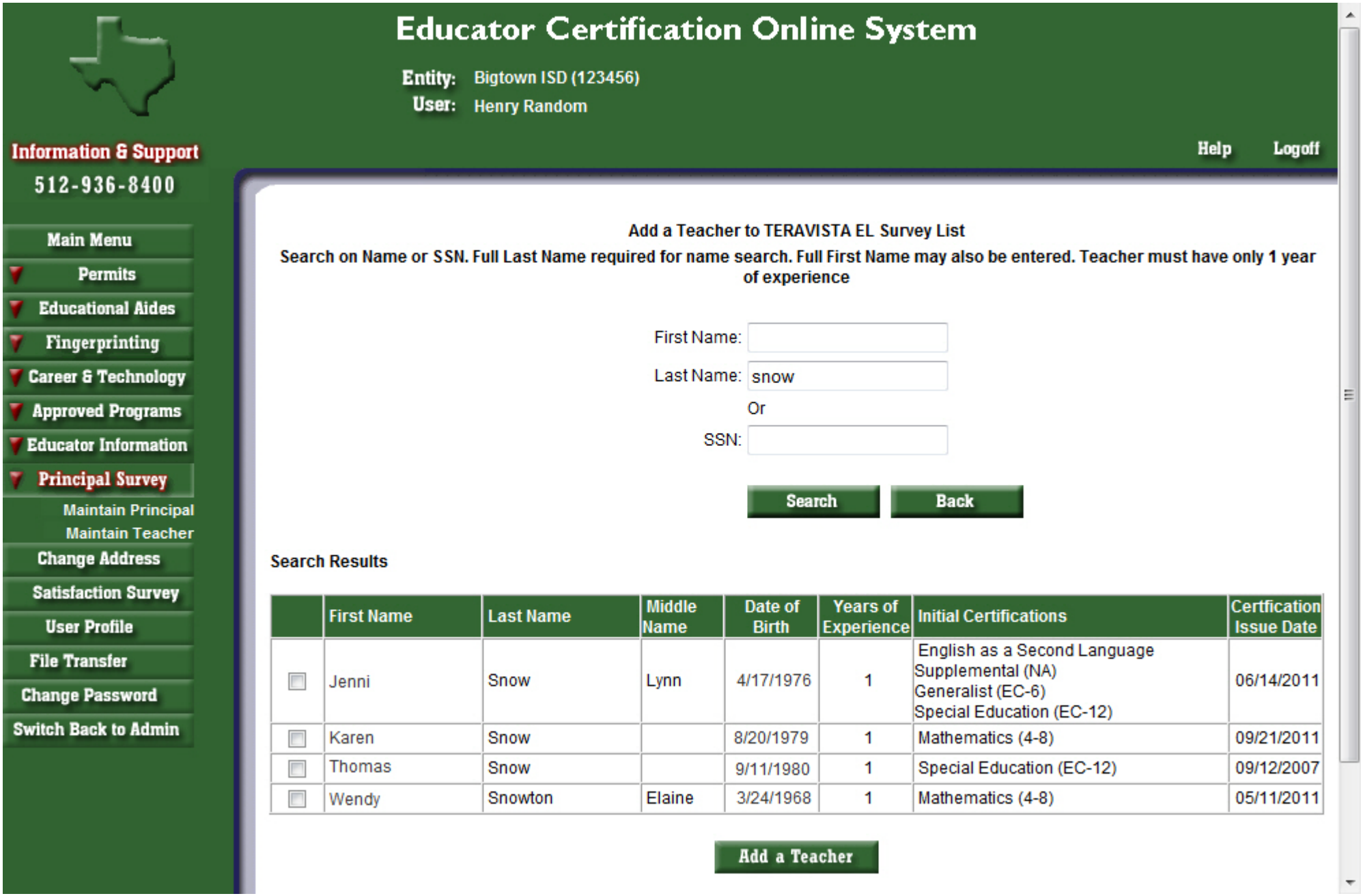
Add a Teacher Remove Selected Teacher

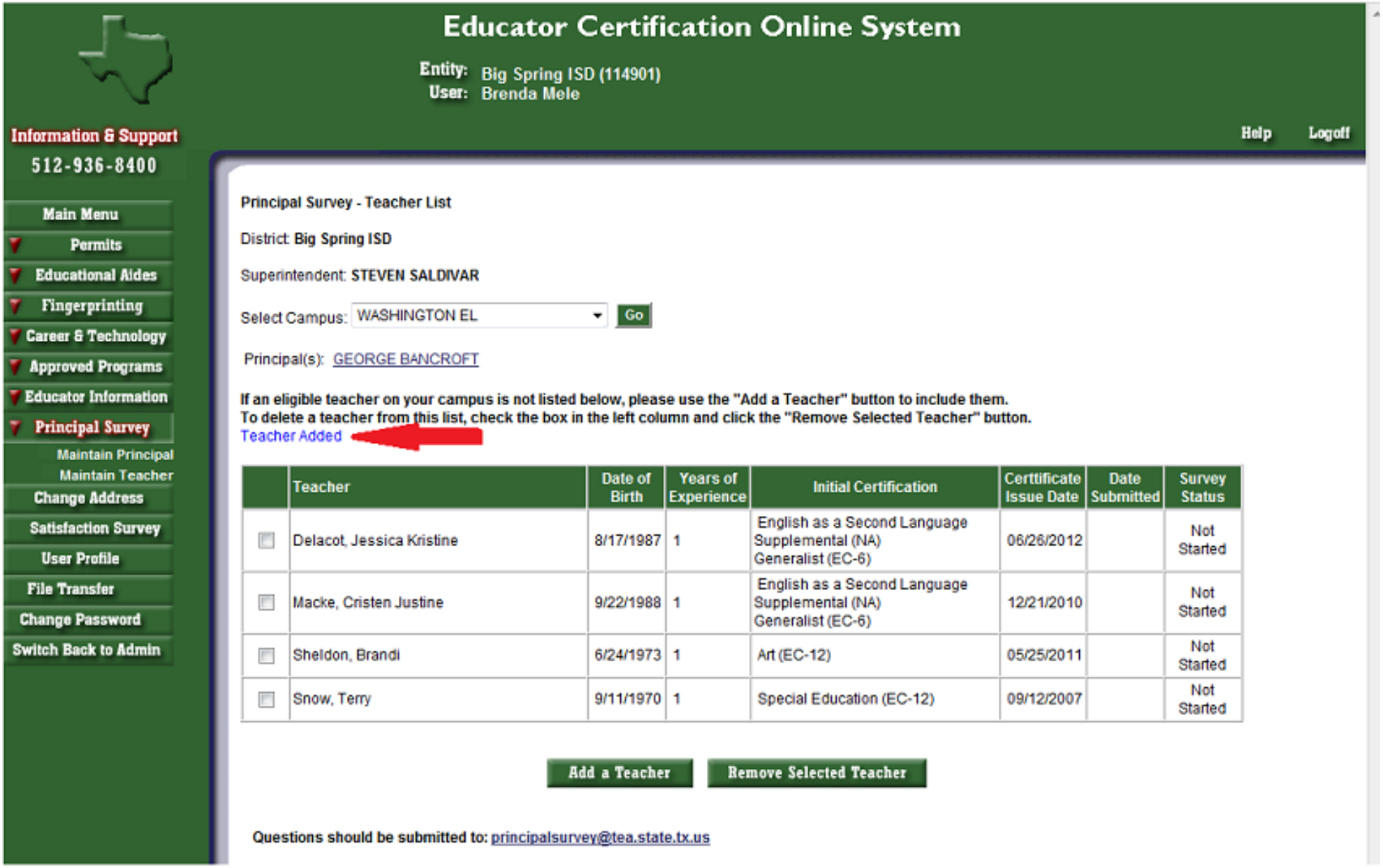
Questions should be submitted to: principalsurvey@tea.state.tx.us

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



L. A list of first year teachers to choose from will appear. Select the check box next to the correct teacher you are adding and select the "Add a Teacher" button below.



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

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