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.

TEASE & TEAL
Secure
Applications

B. Select "TEAL Login"

Users with Accounts:

TEASE	TEAL
Login	Login

C. Select "Request New User Account"

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: [   ] **Show Password**

[Login]

To log in, type your username and password and then click "Login". Please refer to the help documentation for more information.

Online User Training

Forgot your password?
Forgot your username?

WARNING: Unauthorized use of this system or its data is prohibited; usage may be subject to security testing and monitoring; misuse is subject to criminal prosecution; and users have no expectation of privacy except as otherwise provided by applicable privacy laws.

D. Enter your information <u>EXACTLY</u> 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.

Organization Type: Select One... ▾ The user's organization type.

Job Title:	Select One...
	School District ← choose School District for HR Resource Access
	Charter School
	Educator
	Educator Prep Program
Phone Number:	Educational Service Center May include area codes and extensions
	Communities in Schools
Street Address:	GED Test Center
City:	Higher Education
	Non Profit Organization
Country:	Other Texas State Agency
	Private School
State:	DCS Contractor
	TEA Contractor
Zip or Postal Code:	TEA Employee
	Vendor
	None of the Above

F. Select "Submit" to submit the request.

G. Select "Done".

Done
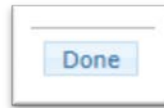
H. Wait for a system-generated email.

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.*

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: ed.texan

Password: ••••••••   Show Password

Login

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."

0 accounts.			
Request New Account...	**Delete Account**	**Refresh Accounts**	
☐ Account Owner ⇕	Status	Application	Parameters

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

Request New Account   ✕

Select the application for which you are requesting access and then click the "Go to Account Details Form" button.

Application ID	Application Name	Contact	Details
BAT	Budget Analysis Tool	Email: Division of Budget and Planning (512-463-6346)	📄
CREDITS	CREDITS		📄
CSSF	Charter School - School FIRST	Email: Division of Financial Audits (512-463-9095)	📄
CSTS	Charter Schools Tracking System	Email: Division of Charter School Administration (512-463-9575)	📄
ECOSEducator	Educator Certification Online System for Educators		📄
ECOSEntities	Educator Certification Online System for Entities		📄
TE	Time and Effort Reporting	Email: Rachid Ighiouer (512-936-7198)	📄
TREx	Texas Records Exchange	Email: Texas Records Exchange (512-463-7246)	📄
TSDSPortal	Texas Student Data System Portal		📄
Waivers	Waivers	Email: Ronald Rowell (512-463-9290)	📄

Go To Account Details Form

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

Create a new or migrate an existing ECOS Educator account to TEAL.

* Do you have an existing TEA Educator Certification Online System (ECOS) account and password? [No ▼] [Next]

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

Texas Education Agency
User and Access Management

Welcome, Laura UserGuide   Logout   Help   Online User Training   INT

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 | **My Accounts** ✕

Apply for new access or change an existing access.

Application Name: ECOS for Entities
User ID: laura.userguide

* Accesses: Add Access Remove Selected Refresh Access

Access Detail ⇕

Submit Request   Discard Changes and Return

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

Texas Education Agency
User and Access Management

TEST

Welcome, School Teacher　　🖳 **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 | **My Accounts** ✖ |

Apply for new access or change a

Application access details　　　　　　　✖

Application Name: ECC
User ID: scho

* Accesses: **Add**

Accesses

Employing Organization

* Organization:

lake

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)

District_Submit Permits

☐ EPP_ASEP Update

☐ EPP_ASEP Read Only

☐ EPP_Certification Officer

☐ EPP_Test Approval

☐ General Access

Employing Organiza

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.

Application access details   ✕

Employing Organization

Organization: LAKE TRAVIS ISD (227913)

Roles & Parameters

☐ District_Educator Aide

☐ District_Fingerprint Update

☐ District_Fingerprint Read Only

☐ District_Permits Data Entry

☑ District_Principal Survey

Description: Allows district HR staff to update the
Principal Survey information and resources.
Authorizing Organization:
227913,

Comments:

☐ District_Submit Permits

☐ EPP_ASEP Update

☐ EPP_ASEP Read Only

Clear Roles

Done   Cancel
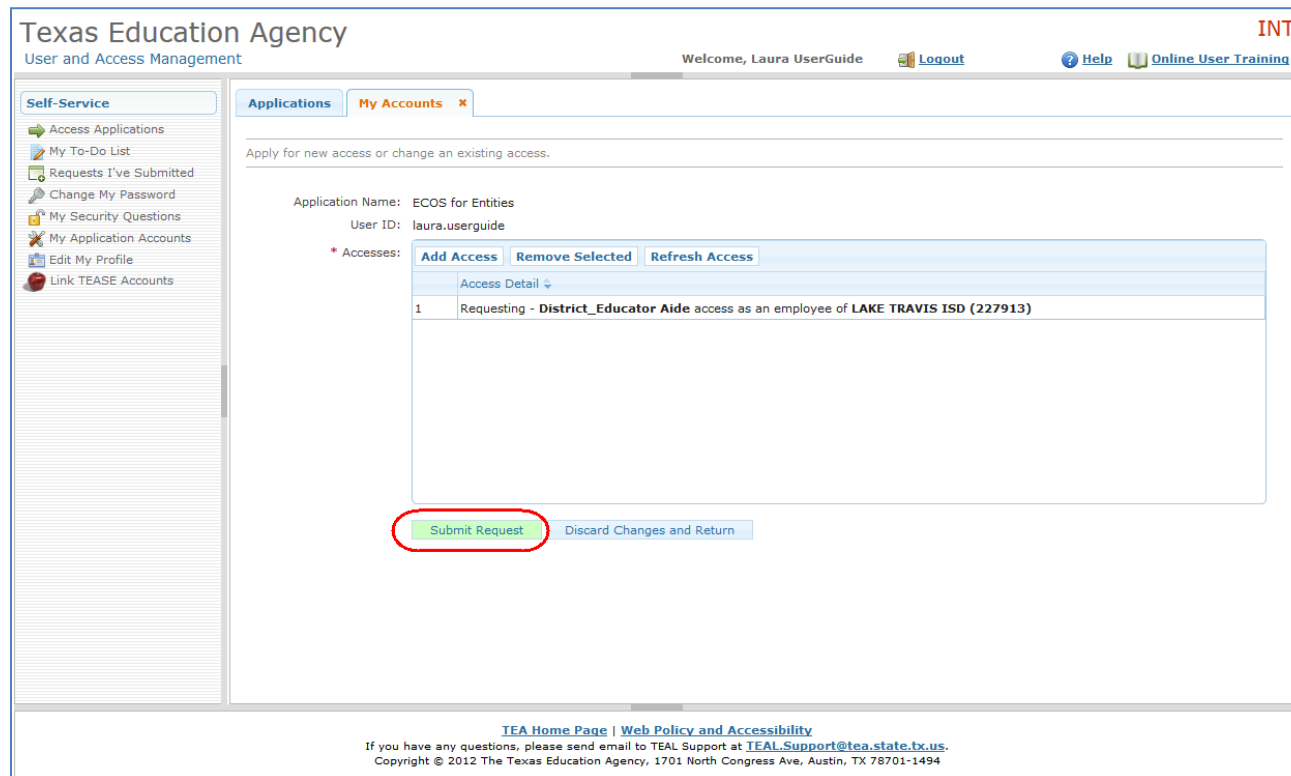
H. Select the "Done" button at the bottom of the page

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.
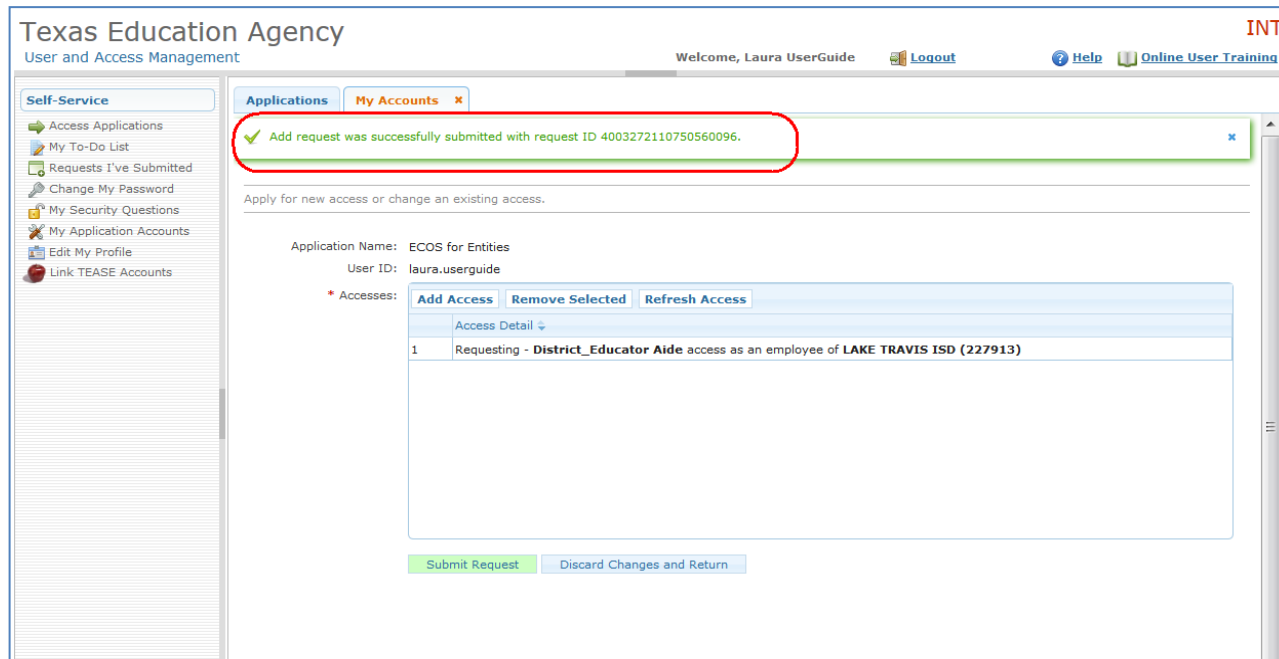
Step 3: Request Approval Process

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.

Educator Certification Online System

Entity: Bigtown ISD (123456)
User: Henry Random

Help   Logoff

Information & Support
512-936-8400

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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.

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512-936-8400

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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

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 ▼ [Go]

Principal(s): BRENNA 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	Certtificate Issue Date	Date Submitted	Survey Status
☐	Kelso, Mary P	5/28/1979	1	Secondary Spanish (6-12)	09/14/2010		Not Started
☐	Laurence, Rachel E	6/8/1986	1	Generalist (EC-6)	05/14/2010		Not Started

[Add a Teacher]   [Remove Selected Teacher]

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.

Educator Certification Online System

Entity: Bigtown ISD (123456)
User: Henry Random

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Principal Survey - Maintain Principal

Edit Principal

* SSN: 123456789

* Last Name: ALLEN

* First Name: BRENNA

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.

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: [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.

Educator Certification Online System

Entity: Bigtown ISD (123456)
User: Henry Random

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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.

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

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Principal Survey - Teacher List

District: Bigtown ISD

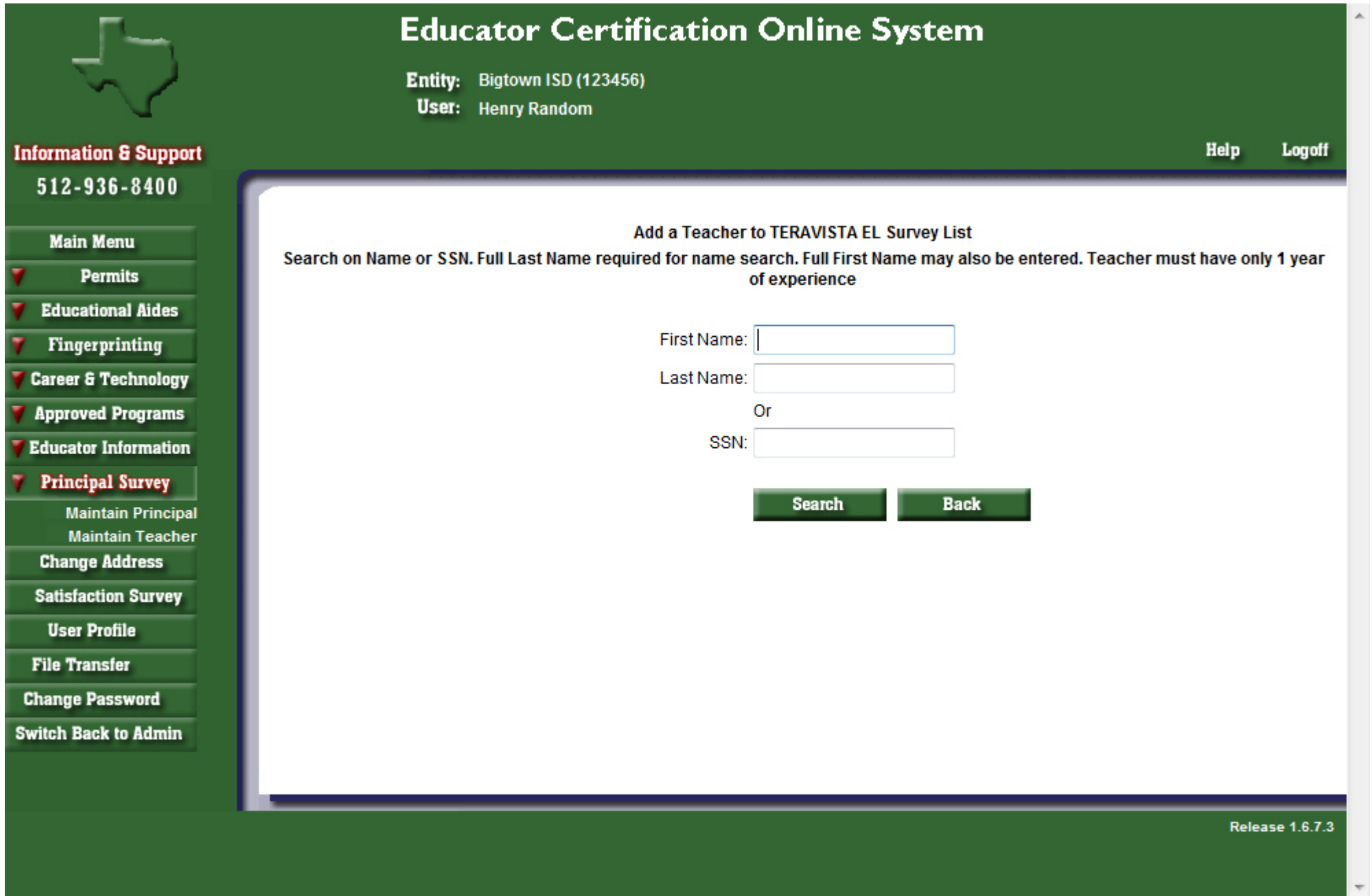Superintendent: JOHN SUPER

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.

Educator Certification Online System

Entity: Bigtown ISD (123456)
User: Henry Random

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Add a Teacher to TERAVISTA 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 correct teacher you are adding and select the "Add a Teacher" button below.

Educator Certification Online System

Entity: Bigtown ISD (123456)
User: Henry Random

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Add a Teacher to TERAVISTA 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: snow

Or

SSN:

Search   Back

Search Results

	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

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

Information & Support

512-936-8400

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Switch Back to Admin

Principal Survey - Teacher List

District: Big Spring ISD

Superintendent: STEVEN SALDIVAR

Select Campus: WASHINGTON EL ▼ Go

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	Certtificate Issue Date	Date Submitted	Survey Status
☐	Delacot, Jessica Kristine	8/17/1987	1	English as a Second Language Supplemental (NA) Generalist (EC-6)	06/26/2012		Not Started
☐	Macke, Cristen Justine	9/22/1988	1	English as a Second Language Supplemental (NA) Generalist (EC-6)	12/21/2010		Not Started
☐	Sheldon, Brandi	6/24/1973	1	Art (EC-12)	05/25/2011		Not Started
☐	Snow, Terry	9/11/1970	1	Special Education (EC-12)	09/12/2007		Not Started

Add a Teacher   Remove Selected Teacher

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