TEAL and ECOS Access Instructions for School District HR Resource Users
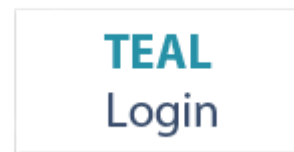
Step 1: TEA Login (TEAL) Access

    A. GO TO THE TEA'S HOMEPAGE, http://www.tea.state.tx.us/ , AND SELECT "TEASE & TEAL SECURE APPLICATIONS" BUTTON.

    B. SELECT "TEAL LOGIN"

Users with Accounts:

TEAL and ECOS Access Instructions for School District HR Resource Users

C.   SELECT "REQUEST NEW USER ACCOUNT"

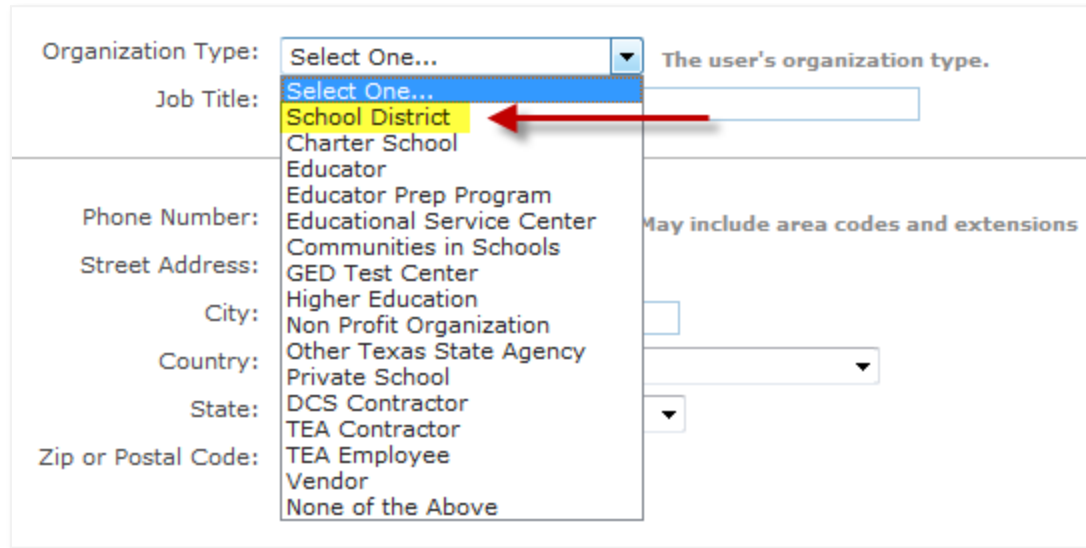# TEAL and ECOS Access Instructions for School District HR Resource Users

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.

Field	Value	Note
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

TEAL and ECOS Access Instructions for School District HR Resource Users

E. SELECT "SCHOOL DISTRICT" FOR THE ORGANIZATION TYPE.

Organization Type: Select One... ▼ The user's organization type.
Job Title:
Select One...
School District ◀━━━
Charter School
Educator
Educator Prep Program
Phone Number: Educational Service Center May include area codes and extensions
Street Address: Communities in Schools
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"
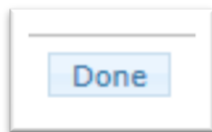
Done

TEAL and ECOS Access Instructions for School District HR Resource Users

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+

TEAL and ECOS Access Instructions for School District HR Resource Users

I.   READ THE EMAIL CAREFULLY AND FOLLOW THE **TEAL** ACCESS INSTRUCTIONS.

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

    b.   *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

TEAL and ECOS Access Instructions for School District HR Resource Users

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

If you already have ECOS for Entities and need to ADD the District_Principal Survey role, skip to Step 2a.

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."

TEAL and ECOS Access Instructions for School District HR Resource Users

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

To request new access

1. Click the Application ID link OR
2. Double click the Application Name OR
3. Single click the Application Name and then click the "Go To Account Details Form" button

Application ID	Application Name	Contact	Details
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		🔍
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 Entity account to TEAL.

Do you have an existing TEA Educator Certification Online System (ECOS) account and password?   Select ▼   Next

Select
Yes
No

TEAL and ECOS Access Instructions for School District HR Resource Users

E. THE APPLICATION ACCESS PAGE APPEARS. SELECT THE "ADD ACCESS" BUTTON.

TEAL and ECOS Access Instructions for School District HR Resource Users

F. **APPLICATION ACCESS DETAILS PAGE APPEARS. SELECT THE EMPLOYING ORGANIZATION FIELD AT TOP AND ENTER YOUR EMPLOYING ORGANIZATION NAME OR COUNTY/DISTRICT NUMBER.**

TEAL and ECOS Access Instructions for School District HR Resource Users

G. 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.*

H. SELECT THE "DONE" BUTTON AT THE BOTTOM OF THE PAGE

I. THE APPLICATION REQUEST NOW APPEARS ON THE APPLICATION REQUEST PAGE.

TEAL and ECOS Access Instructions for School District HR Resource Users

J. SELECT THE "SAVE CHANGES" BUTTON AT THE BOTTOM OF THE PAGE.

K. YOU SHOULD THEN SEE A STATEMENT, IN GREEN, THAT YOUR REQUEST WAS SUCCESSFULLY SUBMITTED.

TEAL and ECOS Access Instructions for School District HR Resource Users

Step 2a: Adding the District_Principal Survey Role to Your Existing Entity ECOS Access

These instructions apply to adding any role to your existing Entity ECOS access.

A. FROM YOUR APPLICATIONS TAB, CLICK ON THE 'ADD/MODIFY ACCESS' LINK TO THE RIGHT OF YOUR ENTITY ECOS LINK

B. ON THE EDIT ACCOUNT TAB, IF NO ACCESS IS DISPLAYED IN THE APPLICATION LIST, CLICK ON 'REFRESH ACCESS'. THIS WILL DISPLAY ALL APPLICATION ACCESS GRANTED. NOW CLICK 'ADD ACCESS' IN ORDER TO SELECT THE DESIRED ROLE(S).

C. THE APPLICATION ACCESS DETAILS PAGE WILL DISPLAY. ALL STEPS FROM HERE FOLLOW THE STEPS ABOVE IN Step2 substep F. BE SURE TO SELECT DISTRICT_PRINCIPAL SURVEY OR THE DESIRED ROLE(S).

TEAL and ECOS Access Instructions for School District HR Resource Users

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.

TEAL and ECOS Access Instructions for School District HR Resource Users

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.

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: 830385

Educator Certification Online System for Entities

Educator Certification Online System for Entities

XXXXXX ISD   Add/Modify Access
Roles: General Access, District_Principal Survey

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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TEAL and ECOS Access Instructions for School District HR Resource Users

Step 4: 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.

TEAL and ECOS Access Instructions for School District HR Resource Users

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**

District: Bigtown ISD

Superintendent: JOHN SUPER

Click on principal name to view teacher list.

Left navigation pane:
- 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 ▼ ▲	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**

TEAL and ECOS Access Instructions for School District HR Resource Users

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

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 - 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	Certificate 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

TEAL and ECOS Access Instructions for School District HR Resource Users

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.

TEAL and ECOS Access Instructions for School District HR Resource Users

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.**

TEAL and ECOS Access Instructions for School District HR Resource Users

F. SELECTING "ADD PRINCIPAL" WILL BRING UP THE FOLLOWING WINDOW. HERE YOU CAN SEARCH BY FIRST NAME, LAST NAME OR SSN.

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 - 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

TEAL and ECOS Access Instructions for School District HR Resource Users

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.

TEAL and ECOS Access Instructions for School District HR Resource Users

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.

TEAL and ECOS Access Instructions for School District HR Resource Users

Educator Certification Online System

Entity: Bigtown ISD (123456)
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 - 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

TEAL and ECOS Access Instructions for School District HR Resource Users

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

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

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

TEAL and ECOS Access Instructions for School District HR Resource Users

L. 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 BELOW.

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

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]

TEAL and ECOS Access Instructions for School District HR Resource Users

M. YOU WILL RECEIVE A MESSAGE THAT THE TEACHER HAS BEEN ADDED.