

TEAL and ECOS Access Instructions for School District HR Resource Users

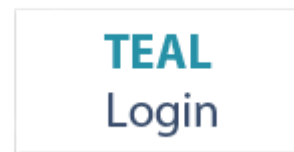
Step 1: TEA Login (TEAL) Access

- 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"



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.

TEAL and ECOS Access Instructions for School District HR Resource Users

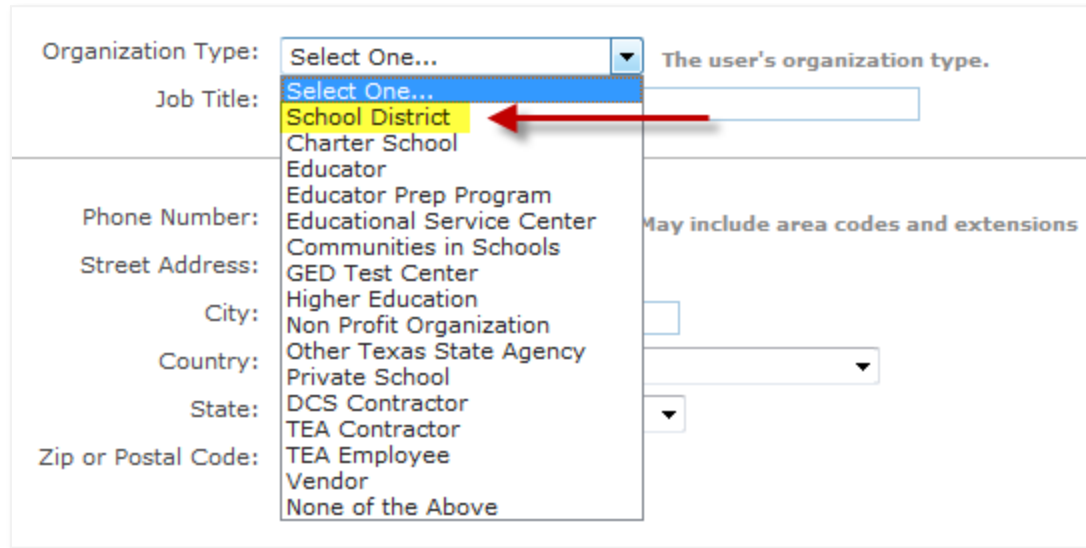
D. ENTER YOUR INFORMATION EXACTLY AS IT APPEARS ON YOUR DRIVER'S LICENSE/STATE ID.

- 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.

First Name:	<input type="text" value="Ed"/>	
Middle Name:	<input type="text"/>	
Last Name:	<input type="text" value="Texan"/>	
Suffix:	<input type="text"/>	Generational, Academic, Professional (Jr, PhD, CPA)
<hr/>		
Email Address:	<input type="text" value="edtexan@gmail.com"/>	All notifications will be sent to this address.
Verify Email:	<input type="text" value="edtexan@gmail.com"/>	
Birth Month:	<input type="text" value="01"/>	The month of birth (1-12)
Birth Day:	<input type="text" value="01"/>	The day of the month of birth (1-31)
<hr/>		
Organization Type:	<input type="text" value="School District"/>	The user's organization type.
Job Title:	<input type="text"/>	
<hr/>		
Phone Number:	<input type="text" value="512-555-1212"/>	May include area codes and extensions
Street Address:	<input type="text" value="1701 Congress"/>	
City:	<input type="text" value="Austin"/>	
Country:	<input type="text" value="United States"/>	
State:	<input type="text" value="Texas"/>	
Zip or Postal Code:	<input type="text" value="78701"/>	
<hr/>		
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>		

TEAL and ECOS Access Instructions for School District HR Resource Users

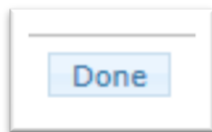
E. SELECT "SCHOOL DISTRICT" FOR THE ORGANIZATION TYPE.



The screenshot shows a web form with several fields. The 'Organization Type' dropdown menu is open, displaying a list of options. A red arrow points to the 'School District' option, which is highlighted in yellow. The other options in the list are: Select One..., Charter School, Educator, Educator Prep Program, Educational Service Center, Communities in Schools, GED Test Center, Higher Education, Non Profit Organization, Other Texas State Agency, Private School, DCS Contractor, TEA Contractor, TEA Employee, Vendor, and None of the Above. The form also includes fields for Job Title, Phone Number, Street Address, City, Country, State, and Zip or Postal Code. A note next to the Phone Number field says 'May include area codes and extensions'.

F. SELECT "SUBMIT" TO SUBMIT THE REQUEST.

G. SELECT "DONE"



TEAL and ECOS Access Instructions for School District HR Resource Users

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+

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:

Password:

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.

Texas Education Agency
User and Access Management

Welcome, Ed Texan [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

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

[Apply for Access](#)

[Refresh Links](#)

- B. SELECT "REQUEST NEW ACCOUNT."

0 accounts.

[Request New Account...](#) [Delete Account](#) [Refresh Accounts](#)

Account Owner	Status	Application	Parameters









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?

TEAL and ECOS Access Instructions for School District HR Resource Users

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

Texas Education Agency
User and Access Management

Welcome, Ed Texan [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** ✕

To apply for new access

1. Click the "Add Access" button.
2. Follow the instructions on the Application access details popup.
3. Click the "Save Changes" button. This will submit your access request to TEAL.

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

User ID: ed.texan

Accesses:

Add Access	Remove Selected	Refresh Access
Access Sta	Employing Organization	Access Rights

Save Changes **Done**

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.

The screenshot displays the Texas Education Agency's User and Access Management interface. The page title is "Texas Education Agency" with the subtitle "User and Access Management". The user is logged in as "Ed Texan" and has options for "Logout", "Help", and "Online User Training".

The main content area is titled "Application access details" and includes the following instructions for adding access:

1. Enter your Employing Organization (name or organization number).
2. Click the checkbox/radio button for the role(s) that you are applying for.
3. If there are parameters for the role(s) selected, enter that information.
4. Click the "Done" button to **queue** your request. This does not submit your request to TEAL.
5. Click the "Save Changes" button. This will then submit your access request to TEAL.

The "Employing Organization" field is highlighted with a red circle. The dropdown menu is open, showing a list of organizations:

- ABBOTT ISD (109901)
- ABERNATHY ISD (095901)
- ABILENE ISD (221901)
- ABILENE ISD GED TEST CENTER (ABILSD)
- ALBERTA EDUCATION. GED ADMIN. (ABXXXX)
- Abilene Christian University (221502)
- BILL J PRIEST INSTITUTE FOR ECONOMI

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.

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:
109901

H. SELECT THE “DONE” BUTTON AT THE BOTTOM OF THE PAGE

Clear Roles

Done Cancel

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.

Texas Education Agency
User and Access Management

Welcome, Ed Texan [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** ✕

- Click the "Add Access" button.
- Follow the instructions on the Application access details popup.
- Click the "Save Changes" button. This will submit your access request to TEAL.

Application Name: **Educator Certification Online System for Enti**
User ID: ed.texan

Accesses:

Access Sta	Employing Organization	Access Rights
New	ABBOTT ISD (109901)	Role: District_Principal Survey Authorizing Organization: 109901

[Add Access](#) [Remove Selected](#) [Refresh Access](#)

[Save Changes](#) [Discard Changes and Return](#)

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

Applications | **My Accounts** ✕

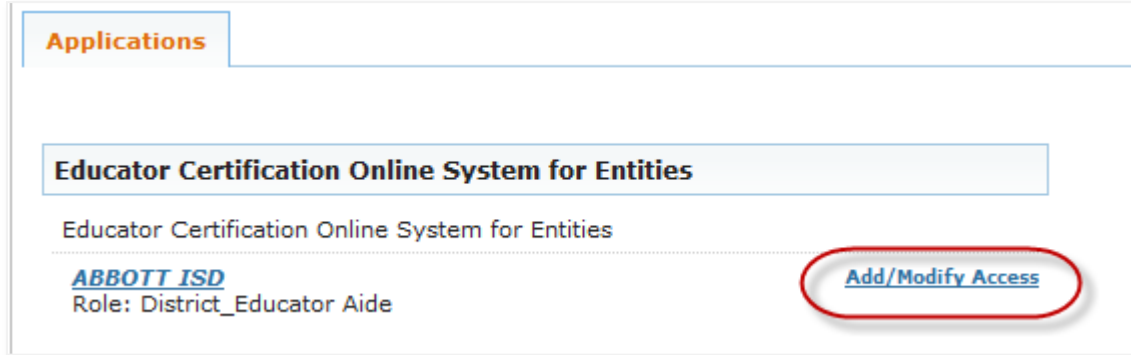
✓ Add request was successfully submitted with request ID 3798128580273487892.

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



The screenshot shows the 'Applications' tab with a sub-tab for 'Educator Certification Online System for Entities'. Below the sub-tab, the text reads 'Educator Certification Online System for Entities' and 'ABBOTT ISD Role: District_Educator Aide'. A red circle highlights the 'Add/Modify Access' 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).



The screenshot shows the 'Application Name: Educator Certification Online System for Enti' and 'User ID: ed.texan'. Below this, there are buttons for 'Add Access', 'Modify Access', 'Remove Selected', and 'Refresh Access'. The 'Add Access' and 'Refresh Access' buttons are circled in red. Below the buttons is a table with columns for 'Access Stat', 'Employing Organization', and 'Access Rights'. The table contains one row with 'Granted' status, 'ABBOTT ISD' as the organization, and 'Role: District_Educator Aide' and 'Authorizing Organization: 109901' as access rights.

Access Stat	Employing Organization	Access Rights
Granted	ABBOTT ISD	Role: District_Educator Aide Authorizing Organization: 109901

- 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.

The screenshot displays the Texas Education Agency (TEA) User and Access Management interface. The page title is "Texas Education Agency" with the subtitle "User and Access Management". The user is identified as "Jane Districtuser" and is logged in. The interface includes a "Logout" button, "Help" and "Online User Training" links, and a "Refresh Links" button. The "Self-Service" menu on the left lists various options: Access Applications, My To-Do List, Requests I've Submitted, Change My Password, My Security Questions, My Application Accounts, Edit My Profile, and Link TEASE Accounts. The "Applications" section is active, showing two application cards. The first card is for "Educator Certification Online System for Educators" with a role of "Educator" and TEA ID: 830385. The second card is for "Educator Certification Online System for Entities" with a role of "XXXXXX ISD" and roles including "General Access" and "District_Principal Survey". An "Add/Modify Access" link is visible next to the second application card. The footer contains links for "TEA Home Page" and "Web Policy and Accessibility", along with contact information for TEAL Support at TEAL.Support@tea.state.tx.us and a copyright notice for 2012.

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.

Educator Certification Online System

Entity: Bigtown ISD (123456)
User: Henry Random

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

Help Logoff

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.

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

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

Help Logoff

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 checked="" 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 checked="" type="checkbox"/>	BRAD COHEN	UNION HILL EL	
<input checked="" type="checkbox"/>	VANDA CROW	CACTUS RANCH EL	
<input type="checkbox"/>	BECKY DONNELLY	WESTWOOD H S	6/11/2012 12:47:00 PM
<input checked="" type="checkbox"/>	NANCY DRAPER	DOUBLE FILE TRAIL EL	
<input type="checkbox"/>	PATTI EPPLIN	VIC ROBERTSON EL	6/11/2012 2:11:00 PM
<input checked="" type="checkbox"/>	EDWARD ESTER	CALDWELL HEIGHTS EL	
<input type="checkbox"/>	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

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

Help Logoff

Principal Survey - Teacher List

District: Bigtown ISD
 Superintendent: JOHN SUPER
 Select Campus: ANDERSON MILL EL
 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
<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

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.

The screenshot displays the 'Educator Certification Online System' interface. At the top, it shows the system title and user information: Entity: Bigtown ISD (123456) and User: Henry Random. A navigation menu on the left includes options like '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'. The main content area is titled 'Principal Survey - Maintain Principal' and 'Edit Principal'. It contains a form with the following fields: * SSN: 123456789, * Last Name: ALLEN, * First Name: BRENN A, Middle Name: (empty), Email: brenna_allen@bigtownisd.org, Phone Number: 512 555-1212, and * Campus: ANDERSON MILL EL. At the bottom of the form are 'Save' and 'Back' buttons. The version number 'Release 1.6.7.3' is visible in the bottom right corner.

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 - Maintain Principal

Edit Principal

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

Save Back

Release 1.6.7.3

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.

Add Principal **Remove Selected Principal**

The screenshot displays the 'Educator Certification Online System' interface. At the top left is a map of Texas. The header area includes the system name, the current entity 'Bigtown ISD (123456)', and the user 'Henry Random'. On the right side of the header are 'Help' and 'Logoff' links. A left-hand navigation menu lists various options, with 'Principal Survey' expanded to show 'Maintain Principal' and 'Maintain Teacher'. 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.

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.

The screenshot shows a web application interface for 'Principal Survey - Maintain Principal'. At the top, it displays 'User: Henry Random' and navigation links for 'Help' and 'Logoff'. A left sidebar contains a menu with options like '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', and 'Switch Back to Admin'. The main content area has a search form with fields for 'First Name', 'Last Name' (containing 'snow'), and 'SSN', with 'or' between the last name and SSN fields. Below the form are 'Search' and 'Back' buttons. Underneath is a 'Search Results' section with a message: 'Click last name to edit or click Add Principal if principal not found.' This is followed by a table of search results. At the bottom of the main area is an 'Add Principal' button. The footer of the application window shows 'Release 1.6.7.3'.

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

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.

The screenshot displays the 'Educator Certification Online System' interface. At the top, it shows the system title 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', 'Principal Survey', 'Maintain Principal', 'Maintain Teacher', 'Change Address', 'Satisfaction Survey', 'User Profile', 'File Transfer', 'Change Password', and 'Switch Back to Admin'. The 'Principal Survey' section is expanded, showing 'Add Principal' and 'Maintain Principal' options. The main content area displays the 'Add Principal' form with the following fields: '* SSN:', '* Last Name:', '* First Name:', 'Middle Name:', 'Email:', 'Phone Number:', and '* Campus:' (a dropdown menu). At the bottom of the form are 'Save' and 'Back' buttons. The bottom right corner of the page indicates '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.

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.

Educator Certification Online System

Entity: Bigtown ISD (123456)
User: Henry Random

Information & Support
512-936-8400

Main Menu
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Approved Programs
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Maintain Teacher
Change Address
Satisfaction Survey
User Profile
File Transfer
Change Password
Switch Back to Admin

Help Logoff

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

TEAL and ECOS Access Instructions for School District HR Resource Users

- 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

Information & Support
512-936-8400

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Switch Back to Admin

Help Logoff

Principal Survey - Teacher List

District: Bigtown ISD
Superintendent: JOHN SUPER
Select Campus: TERAVIDA 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

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.

The screenshot shows the 'Educator Certification Online System' interface. At the top, it displays the system title, the user's entity ('Bigtown ISD (123456)'), and the user's name ('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', 'Principal Survey', '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 'Add a Teacher to TERAVIDA EL Survey List' and includes instructions: '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'. Below this, there are three input fields: 'First Name:', 'Last Name:', and 'SSN:'. The 'Last Name' and 'SSN' fields are separated by 'Or'. At the bottom of the search area, there are two buttons: 'Search' and 'Back'. In the top right corner, there are links for 'Help' and 'Logoff'. The bottom right corner of the page shows the version number 'Release 1.6.7.3'.

Educator Certification Online System

Entity: Bigtown ISD (123456)
User: Henry Random

Information & Support
512-936-8400

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

Help Logoff

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

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

Information & Support
512-936-8400

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 Satisfaction Survey
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 File Transfer
 Change Password
 Switch Back to Admin

Help Logoff

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 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

TEAL and ECOS Access Instructions for School District HR Resource Users

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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Maintain Teacher
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Satisfaction Survey
User Profile
File Transfer
Change Password
Switch Back to Admin

Help Logoff

Principal Survey - Teacher List

District: Big Spring ISD

Superintendent: STEVEN SALDIVAR

Select Campus: WASHINGTON EL

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