
TEAL USER INSTRUCTIONS

TEA Login (TEAL) is an updated, more secure replacement for TEA's older web access management system, TEASE (TEA Secure Environment). Some TEA applications, like Educator Certification Online System (ECOS), were never part of TEASE, but had a built in security system that is also being replaced by TEAL. TEAL enables you to request secure access to TEA applications and to manage your user account and profile information.

These instructions should familiarize you with basic functions in TEAL.

1. GLOSSARY

ECOS	The Educator Certification Online System application is considered as three distinct applications: ECOS for Educators, ECOS for Entities (used by Educator Preparation Programs (EPP) and District users), and the ECOS for Admins Application.
ECOS for Educators	The Educator Certification Online System "blue screen" application used by all educators to manage their certifications.
ECOS for Entities	The Educator Certification Online System "green screen" application used by school districts, charter schools, and educator preparation programs.
Entity	An entity is any school district, charter school or educator preparation program.
EPP	Educator Preparation Program
TEAL	TEA Login security application used for identity and access management.

2. FEATURES OF TEAL

TEAL provides access to ECOS applications and will help you to access educator records, school data, and other information that must be kept secure from unauthorized access.

FROM THE LOGIN PAGE, YOU CAN PERFORM THE FOLLOWING FUNCTIONS:

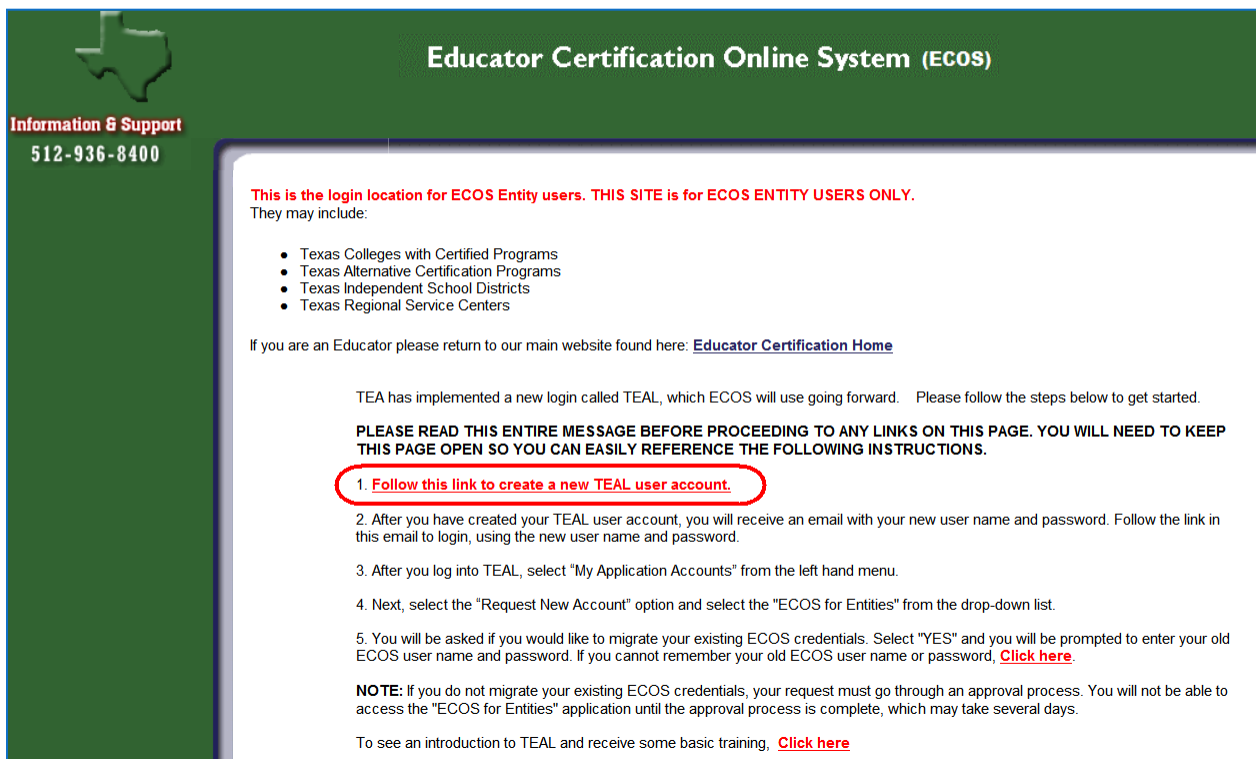
- Self-register for a new TEAL user account
- Request a forgotten password to be reset
- Request and automatically receive a forgotten username

FROM THE MAIN PAGE, YOU CAN DO THE FOLLOWING:

- Request access to TEA applications
- View the status of your requests
- Respond to requests submitted by other users, if you are an approver
- Manage your profile information
- Change your password
- Maintain and change your security questions

3. REQUESTING A TEAL NEW USER ACCOUNT

1. The first time you login to ECOS after Feb 28, 2013, you will see a new page that gives you instructions how to get started in TEAL.
2. Entity users will see this page:



The screenshot shows the 'Educator Certification Online System (ECOS)' login page. On the left, there is a green sidebar with a map of Texas and the text 'Information & Support 512-936-8400'. The main content area has a white background with a green header. It contains a red warning message: 'This is the login location for ECOS Entity users. THIS SITE is for ECOS ENTITY USERS ONLY. They may include:'. Below this is a bulleted list of entity types: Texas Colleges with Certified Programs, Texas Alternative Certification Programs, Texas Independent School Districts, and Texas Regional Service Centers. A link 'Educator Certification Home' is provided for educators. The page then states that TEA has implemented a new login called TEAL and provides instructions. A red circle highlights the first instruction: '1. Follow this link to create a new TEAL user account.' The instructions continue with steps 2 through 5, detailing the process from email receipt to migration options. A 'NOTE' section explains the approval process for non-migrating users, and a final link is provided for TEAL training.

Educator Certification Online System (ECOS)

Information & Support
512-936-8400

This is the login location for ECOS Entity users. THIS SITE is for ECOS ENTITY USERS ONLY.
They may include:

- Texas Colleges with Certified Programs
- Texas Alternative Certification Programs
- Texas Independent School Districts
- Texas Regional Service Centers

If you are an Educator please return to our main website found here: [Educator Certification Home](#)

TEA has implemented a new login called TEAL, which ECOS will use going forward. Please follow the steps below to get started.

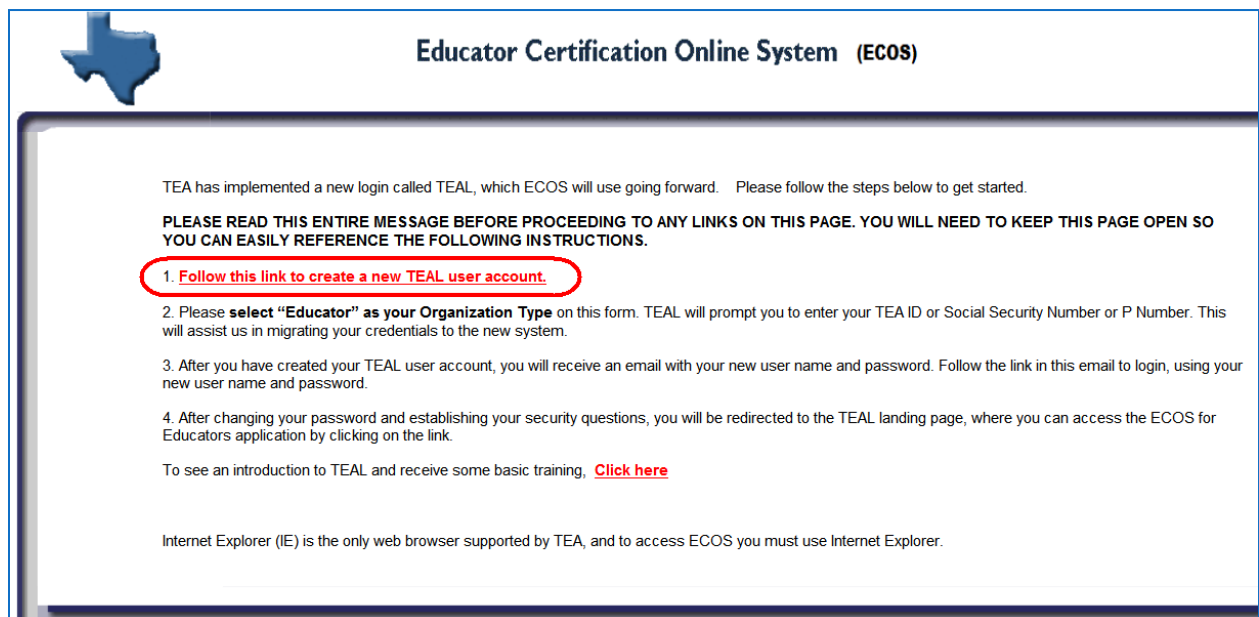
PLEASE READ THIS ENTIRE MESSAGE BEFORE PROCEEDING TO ANY LINKS ON THIS PAGE. YOU WILL NEED TO KEEP THIS PAGE OPEN SO YOU CAN EASILY REFERENCE THE FOLLOWING INSTRUCTIONS.


1. **Follow this link to create a new TEAL user account.**
2. After you have created your TEAL user account, you will receive an email with your new user name and password. Follow the link in this email to login, using the new user name and password.
3. After you log into TEAL, select "My Application Accounts" from the left hand menu.
4. Next, select the "Request New Account" option and select the "ECOS for Entities" from the drop-down list.
5. You will be asked if you would like to migrate your existing ECOS credentials. Select "YES" and you will be prompted to enter your old ECOS user name and password. If you cannot remember your old ECOS user name or password, [Click here](#).

NOTE: If you do not migrate your existing ECOS credentials, your request must go through an approval process. You will not be able to access the "ECOS for Entities" application until the approval process is complete, which may take several days.

To see an introduction to TEAL and receive some basic training, [Click here](#)

Educators will see this page:



 **Educator Certification Online System (ECOS)**

TEA has implemented a new login called TEAL, which ECOS will use going forward. Please follow the steps below to get started.

PLEASE READ THIS ENTIRE MESSAGE BEFORE PROCEEDING TO ANY LINKS ON THIS PAGE. YOU WILL NEED TO KEEP THIS PAGE OPEN SO YOU CAN EASILY REFERENCE THE FOLLOWING INSTRUCTIONS.

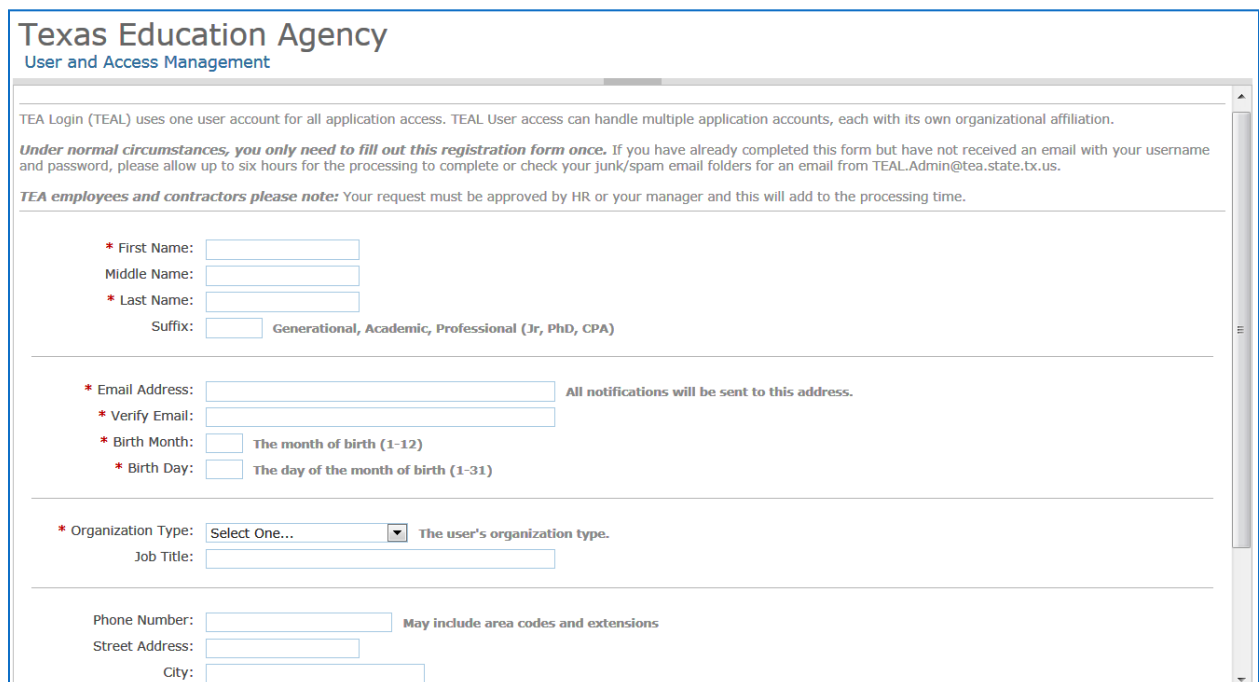
1. **Follow this link to create a new TEAL user account.**
2. Please **select "Educator" as your Organization Type** on this form. TEAL will prompt you to enter your TEA ID or Social Security Number or P Number. This will assist us in migrating your credentials to the new system.
3. After you have created your TEAL user account, you will receive an email with your new user name and password. Follow the link in this email to login, using your new user name and password.
4. After changing your password and establishing your security questions, you will be redirected to the TEAL landing page, where you can access the ECOS for Educators application by clicking on the link.

To see an introduction to TEAL and receive some basic training, [Click here](#)

Internet Explorer (IE) is the only web browser supported by TEA, and to access ECOS you must use Internet Explorer.

3. Select the "**Follow this link to create a new TEAL user account**".

4. The **TEA New User Registration** page appears. Required fields on this page are:



Texas Education Agency
User and Access Management

TEA Login (TEAL) uses one user account for all application access. TEAL User access can handle multiple application accounts, each with its own organizational affiliation.

Under normal circumstances, you only need to fill out this registration form once. If you have already completed this form but have not received an email with your username and password, please allow up to six hours for the processing to complete or check your junk/spam email folders for an email from TEAL.Admin@tea.state.tx.us.

TEA employees and contractors please note: Your request must be approved by HR or your manager and this will add to the processing time.

* First Name:
Middle Name:
* Last Name:
Suffix: Generational, Academic, Professional (Jr, PhD, CPA)

* Email Address: All notifications will be sent to this address.
* Verify Email:
* Birth Month: The month of birth (1-12)
* Birth Day: The day of the month of birth (1-31)

* Organization Type: Select One... The user's organization type.
Job Title:

Phone Number: May include area codes and extensions
Street Address:
City:

5. Be sure your email information is correct. All notifications will be sent to this address, including the information necessary to log in for the first time.

6. If you need access to the ECOS for Educators application, please select "Educator" as your Organization Type from the drop-down list. Educators will be prompted to enter their Social Security number, or TEA ID, or P Number so that we can transfer their credentials appropriately.

The screenshot shows a web form for TEAL registration. At the top, there is a dropdown menu for "Organization Type" with "Educator" selected. Below it is a "Job Title" text field. A paragraph of instructions follows, stating that users should enter information to search for an existing account and that SSN must be nine numeric characters only. A red box highlights the "SSN" and "TEA ID" fields, with a "None" checkbox and an "or" label between them. Below this, there are fields for "Phone Number", "Street Address", "City", "Country" (set to "United States"), "State" (set to "Texas"), and "Zip or Postal Code". At the bottom of the form, a red arrow points to the "Submit" button, with a "Cancel" button next to it. The footer contains links for "TEA Home Page" and "Web Policy and Accessibility", along with contact information for TEAL Support and a copyright notice for 2012.

7. Depending upon your organization type, you may be asked to select your manager's name and type your job title.
8. When you have completed the form, click the **Submit** button. A message will appear at the top of the page acknowledging your request.
9. Click on the **Done** button at the bottom of the page to return to the TEAL login page.
10. You will receive an email with your new user name, password and additional instructions.

4. LOGGING IN AND OUT OF TEAL FOR THE FIRST TIME

1. There are several ways to login to TEAL for the first time.
 - a. Click on the login link in the email you received with your new user name and password.
 - b. Open a web browser and go to <https://pryor.tea.state.tx.us/>.

- c. Select the **Educator Login** button or the **TEASE and TEAL Secure Applications** links in the top right corner of the TEA home page:
www.tea.state.tx.us

2. The **TEA Login** page appears:



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:

TEASE 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.

3. Enter the **Username** and **Password** you received by e-mail.
4. Click the **Login** button.
5. When you log in for the first time, you will see this message: "Your password has expired. Please set a new password to continue." You will be required to create a new password.



TEXAS EDUCATION AGENCY

Expired Password

Your password has expired. Please set a new password to continue.

Your new password must adhere to the following guidelines:

- must be 8-20 characters
- must contain at least 3 of the following character types: lower-case letters, upper-case letters, numbers, and special characters (for example - #, *, \$, or @)
- must not include your username
- must not include individual words that are commonly guessed by hackers, such as dictionary words. A mixture of letters, numbers and symbols is best, along with a phrase.

Username:

Old Password:

New Password:

Confirm New Password:

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.

- a. Click in the **Old Password** text box to enter the password you received by e-mail.
- b. Type and retype a new password in the **New Password** and **Confirm New Password** fields.
- c. Click the **Submit** button.

PASSWORD GUIDELINES

- Must be 8-30 characters
- Must contain the following character types: letters, numbers, and special characters (for example - #, *, \$, or @)
- Must not include your username
- Must not contain variations of the word "password"
- Must not contain a character repeated more than 2 times
- Must not be the same as your previous ten passwords

6. After your password has been reset, a **Statement for Assurance** of security provisions will appear. You must agree to these provisions to continue. The same provisions will appear at login every 30 days.

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User and Access Management

Logout

An assurance is required every 30 days.

In order to enter the TEA Portal, you must first agree to the security provisions detailed below.
Please click on the "I Agree" button to indicate that you consent and wish to proceed or the "Cancel" button to return to the login page.

A. The user understands that any user name and password assigned by TEA is to be considered private and confidential and that sharing usernames and/or passwords is prohibited.

B. The user is responsible for any computer transactions performed as a result of access authorized through his username(s) and password(s).

C. The user is responsible for changing his password if he suspects that it has been compromised.

D. The user will not knowingly or intentionally enter any unauthorized data, or change any data without authorization.

E. The user agrees to notify the TEA Computer Access Control when their job responsibilities no longer require access to the requested information, or they terminate employment with their current entity.

F. The user understands that confidential information is any information that has the potential to identify a student, including aggregates with fewer than five members; social security numbers for students or staff; and e-mail addresses of members of the public.

G. The user agrees that access to confidential data will be limited to the purpose intended by the application, and agrees to limit the data viewed to that necessary for that purpose.

H. The user agrees to have procedures in place to monitor and protect confidential information.

I. The user understands that any unauthorized disclosure of confidential student information is illegal as provided in the Family Educational Rights and Privacy Act of 1974 (FERPA) and implementing federal regulations found in 34 CFR, Part 99. FERPA is specially incorporated into the Texas Open Records Act as an exception to records that are subject to disclosures to the public (Government Code, Section 552.026).

J. The user understands that any data sets or output reports that he, or his authorized representative, may generate using confidential data are to be protected. The user will not distribute to any unauthorized person any data sets or reports that he has access to or may generate containing confidential data.

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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7. Read the assurance provisions and click the **I Agree** button at the bottom of the page.
 - a. If you do not agree to the security provisions, click **Cancel** to exit the application. However, you will be unable to access applications that use the TEAL system.
8. After you agree to the assurance provisions, the **security questions** page appears. Here, you are prompted to select and supply answers to three security questions. These questions are required and will be used to verify your identity and recover your password if you forget or lose it. These answers are confidential and will not be used for any other purpose.

Texas Education Agency
User and Access Management [Logout](#)

Please choose three security questions from below and provide answers. These questions are required and will be used to recover your password if you forget or lose it. These answers are confidential and will not be used for any other purpose.

* Question 1: Select from list below...
 * Question 1 Answer: Select from list below...
 Who was your childhood hero?
 What was your favorite place to visit as a child?
 What is the name of your first pet?

* Question 2: In what city did you meet your spouse/significant other?
 * Question 2 Answer: What street did you live on in first grade?
 Who is your favorite cartoon character?
 What was the last name of your third grade teacher?
 What is the name of a college you applied to but didn't attend?

* Question 3: What is your favorite restaurant?
 * Question 3 Answer: Which foreign country would you like to visit?
 What is the first name of your closest childhood friend?

[Save Changes](#) [Cancel](#)

- a. Be sure to note the exact answer, including capitalization, because the system needs the exact response.

For example, suppose you use the question **In what city did you meet your spouse/significant other?** and type the answer *Ft. Davis, Texas*. If, when you forget your password, you type the answer *Fort Davis, Texas* the system will not recognize that answer as correct.

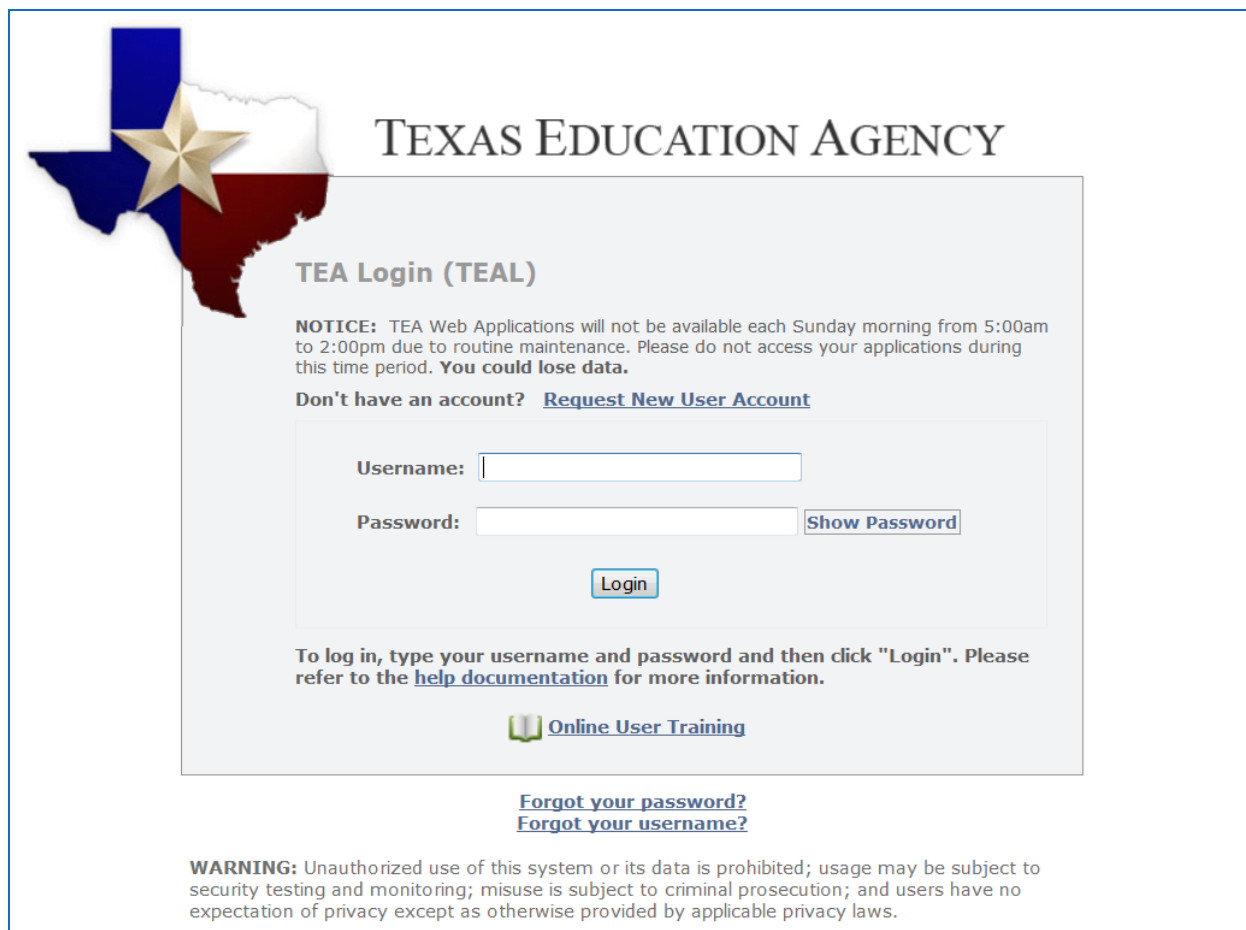
9. Click the **Save Changes** button
10. A message appears at the top of the page that your challenge/response answers have been updated.
11. The TEAL **Applications** page appears.

5. IF YOU ALREADY HAVE A TEA ONLINE EDUCATOR ACCOUNT - TRANSFER CREDENTIALS

Educators and Entity users who previously had access to ECOS will be prompted to transfer their user credentials (roles and permissions) during the TEAL account request process.

During account request process, TEAL will ask whether you have a previous ECOS account. If you select "Yes" TEAL will prompt you to provide your previous ECOS user name and password. The following screen shots show how an Educator will transfer their credentials. Entity user transfer follows the same process.

1. Login to the TEAL application by selecting the **Educator Login** button or the **TEASE** and **TEAL Secure Applications** links in the top right corner of the TEA home page, www.tea.state.tx.us. Also, you can open a web browser and go to <https://pryor.tea.state.tx.us/>.



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.

2. Next, Click **My Application Accounts** button on left hand menu (A).
3. Click **Request New Account** button in “My Accounts” page (B).
4. Select **ECOS for Educators** row in the list of available applications (C).
5. Click **Go To Account Details Form** button at bottom of page (D).

Texas Education Agency
User and Access Management

Welcome, Sandy Alba [Logout](#)

Self-Service

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

Applications **My Accounts** ✕

To apply for access to a TEA application or service, click the 'Request New Account...' link below. To edit the details of an existing account, click on the Account Owner name.

Contact information for each application is listed below. APPLICATIONS ARE LISTED IN ALPHABETICAL ORDER. PLEASE SCROLL DOWN TO THE ONE YOU NEED. If the application is not displayed [Page](#) to print a request form that can be faxed to TEA.

0 accounts. (B)

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

☐ Account Owner Status

Request New Account

* Select the application for which you are requesting access:

Application ID	Application Name	Contact	Details
CDRMS	Special Ed Correspondence and Dispute Resolution Management System	Gene Lenz (512-463-9414)	Details
CREDITS	CREDITS	Sridevi Rangineni (936-2176)	Details
CSSF	Charter School - School FIRST	Rita Chase (555-1414)	Details
CSTS	Charter Schools Tracking System		Details
ECOSEducator	ECOS for Educators	Xiaoying Hu (555-1212)	Details (C)
ECOSEntities	ECOS for Entities	Xiaoying Hu (555-5555)	Details
ECOSNCFP	ECOS NCFP	Xiaoying Hu	Details
TREx	Texas Records Exchange	Texas Records Exchange (512-463-7246)	Details
TSDSPortal	Texas Student Data System Portal	Raghu Kokku	Details
WP	Websphere Portal POT		Details
Waivers	Waivers	Lauren Chen	Details
spoint	SharePoint TEAL Integration	John Lednicky	Details

(D) [Go To Account Details Form](#)

6. You will be asked whether you have an existing TEA Educator Certification Online System (ECOS) account and password.

Applications **My Accounts** ✕

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

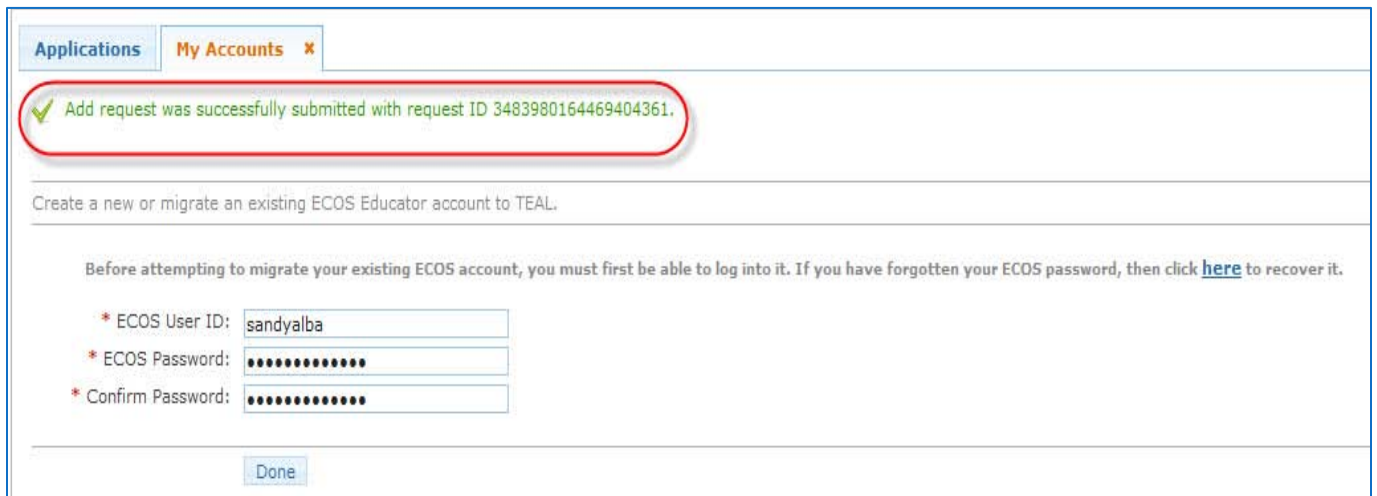
* Do you have an existing TEA Educator Certification Online System (ECOS) account and password? **Yes** [Next](#)

7. Select **Yes** from drop down box.
8. Click **Next** button to proceed converting existing ECOS account to TEAL account.

9. You will be asked to enter your existing ECOS User ID (this is your ECOS user name) and ECOS Password. If you do not remember your ECOS account information, click “**Here**” link to retrieve your ECOS user name or password.

here to recover it.' The word 'here' is circled in red. Below this message are three input fields: '* ECOS User ID:', '* ECOS Password:', and '* Confirm Password:'. At the bottom, there is a red arrow pointing to a 'Migrate' button, with a 'Cancel' button next to it." data-bbox="116 158 885 341"/>

10. Click “Migrate” to transfer existing ECOS user credentials to your corresponding TEAL account.
11. A message will be displayed indicating your credentials were successfully transferred and TEAL will create a new Educator account. A red error message means the transfer failed. Please follow the message instructions to find out what to do next.

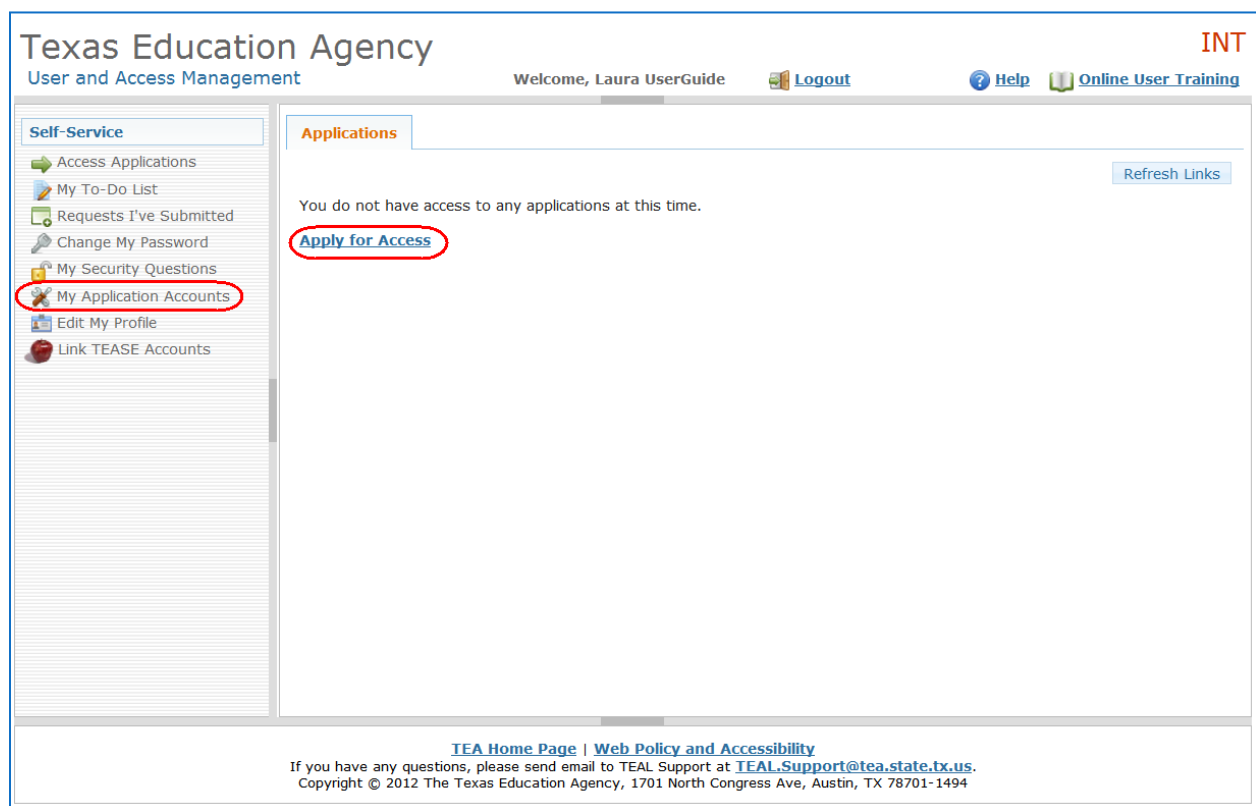


6. REQUESTING NEW ACCESS TO AN ECOS FOR ENTITIES OR ECOS FOR ADMIN APPLICATION

NOTE: This section is **not applicable to Educators who selected "Educator" as their Organization Type** during TEAL Self Registration. These users will automatically be given access to the ECOS for Educators application during the self-registration process.

A TEAL username and password alone does not automatically grant access to TEA applications. You will need to submit a request and receive approval in TEAL to access each application.

1. When you log in for the first time, you will not have access to any TEA applications, unless you are an educator (educators will automatically be given access to the ECOS for Educators application when requesting a new TEAL user account). All other users must select **Apply for Access** link on their TEAL landing page OR click the **My Application Accounts** link in the Self Service section in the upper left column of the page.



2. The My Accounts page appears where you can apply for access to a TEA application or view the applications to which you already have access. Click the **Request New Account** button on the My Accounts page.

Texas Education Agency INT

User and Access Management Welcome, Laura UserGuide 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** ✕

To apply for access to a TEA application or service, click the 'Request New Account...' link below. To edit the details of an existing account, click on the Account Owner name.

Contact information for each application is listed below. APPLICATIONS ARE LISTED IN ALPHABETICAL ORDER. PLEASE SCROLL DOWN TO THE ONE YOU NEED. If the application is not displayed in the list, access the [Application Reference Page](#) to print a request form that can be faxed to TEA.

0 accounts.

Request New Account... **Delete Account** **Refresh Accounts**

<input type="checkbox"/>	Account Owner	Status	Application	Parameters
<input type="checkbox"/>				

[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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3. A list of TEA applications will appear (see below). There are three ECOS applications, one for Educators ("blue screens"), another for Entities ("green screens") and finally, one for TEA Administrators. Highlight the ECOS you are interested in and double click.

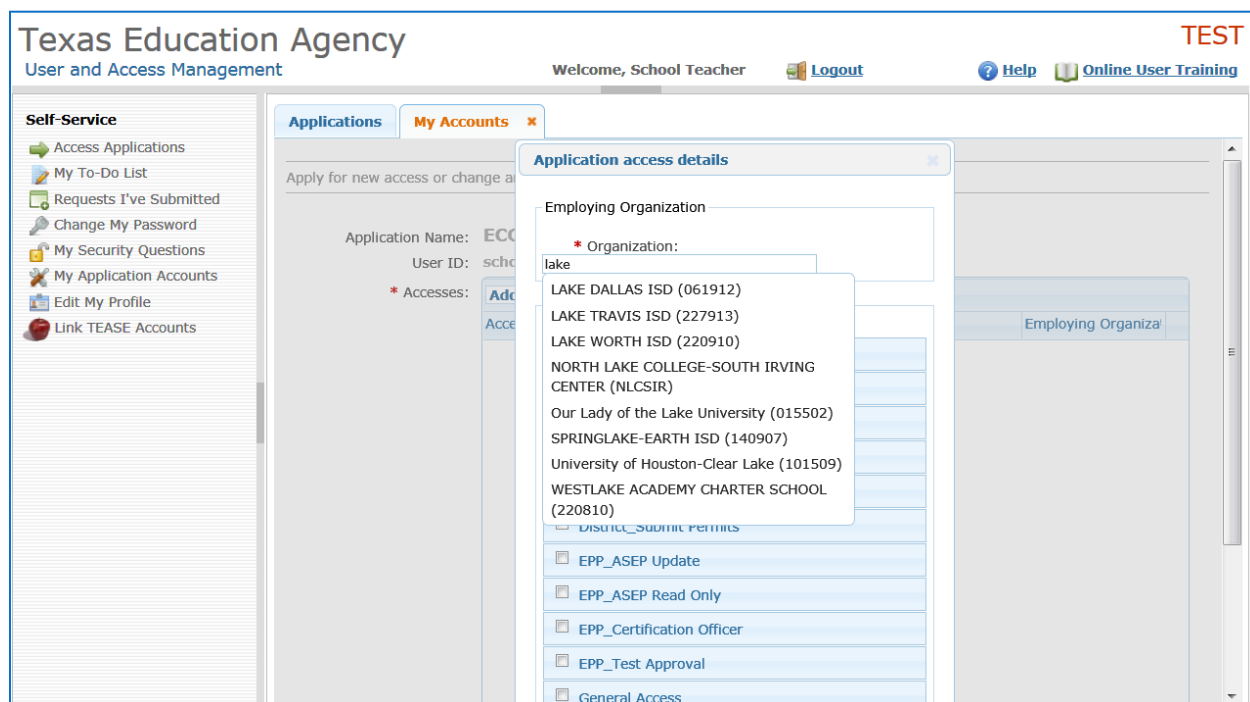
5. You will be asked whether you have an existing TEA Educator Certification Online System (ECOS) account and password. See the next section in this document regarding how to transfer your existing ECOS credentials to TEAL. For this example, select "No".

The screenshot shows the 'Texas Education Agency User and Access Management' interface. The top navigation bar includes 'Welcome, School Teacher', a 'Logout' button, and links for 'Help' and 'Online User Training'. The 'TEST' environment label is in the top right. The left sidebar lists 'Self-Service' 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 main content area has tabs for 'Applications' and 'My Accounts'. Below the tabs, it says 'Create a new or migrate an existing ECOS Entity account to TEAL.' A red asterisk indicates a required field: 'Do you have an existing TEA Educator Certification Online System (ECOS) account and password?'. To the right of this question is a dropdown menu with options 'Select', 'Select', 'Yes', and 'No' (which is highlighted in blue). A 'Next' button is also visible.

6. The **Application Access Details** page for the selected application appears. This page will be different for each application and this is an example for the ECOS for Entities ("green screens") application.

The screenshot shows the 'Texas Education Agency User and Access Management' interface for the 'Application Access Details' page. The top navigation bar includes 'Welcome, Laura UserGuide', a 'Logout' button, and links for 'Help' and 'Online User Training'. The 'INT' environment label is in the top right. The left sidebar lists 'Self-Service' 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 main content area has tabs for 'Applications' and 'My Accounts'. Below the tabs, it says 'Apply for new access or change existing access'. The 'Application Name' is 'ECOS for Entities'. The 'User ID' is 'Laura UserGuide'. The 'Accesses' section shows a red asterisk and the text '* Organization:'. Below this, the 'Roles & Parameters' section lists several roles with checkboxes: District_Educator Aide, District_Fingerprint Update, District_Fingerprint Read Only, District_Permits Data Entry, District_Principal Survey, District_Submit Permits, EPP_ASEP Update, and EPP_ASEP Read Only.

7. Click in the **Employing Organization** field at the top and enter your employing organization name or ID. TEAL will display a list of possible choices, based on what you have typed.



8. Next, select a checkbox for your role. TEAL will display a description of the role you have selected.
 - a. NOTE: If you are requesting access to the ECOS for Entities application, 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. Usually, this is the same as your employing organization, but occasionally, some Entity users need to access more than one entity's data.

Application access details

Employing Organization

* Organization:

LAKE TRAVIS ISD (227913)

Roles & Parameters

☒ District_Educator Aide

Description: Allows read and write access to the User Profile menu, the Entity Change Address menu, and the Educational Aide menu which includes "Educational Aide List", "Search for Educator", "Search Add/Edit Applicants".

* Authorizing Organization:

227913

Comments:

Enter comments here, if needed.

☐ District_Fingerprint Update

☐ District_Fingerprint Read Only

☐ District_Permits Data Entry

☐ District_Principal Survey

☐ District_Submit Permits

☐ EPP_ASEP Update

☐ EPP_ASEP Read Only

☐ EPP_Certification Officer

☐ EPP_Test Approval

☐ General Access

Clear Roles

Done

Cancel

9. Type in any additional details related to the request in the comments section, if required.

10. Click the **Done** button at the bottom of the page.

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

12. Click the **Submit Request** button at the bottom of the page.

The screenshot displays the Texas Education Agency (TEA) User and Access Management interface. The header includes the TEA logo, the user's name (Laura UserGuide), and links for Logout, Help, and Online User Training. The left sidebar contains a 'Self-Service' menu with options like 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 main content area is titled 'Applications' and 'My Accounts'. It shows the application name 'ECOS for Entities' and the user ID 'laura.userguide'. Below this, there is a table of access requests. The first row is highlighted with a red box and contains the text '1 Requesting - District_Educator Aide access as an employee of LAKE TRAVIS ISD (227913)'. At the bottom of the page, there is a green 'Submit Request' button and a blue 'Discard Changes and Return' button. The footer contains the TEA Home Page, Web Policy and Accessibility links, and contact information for TEAL Support.

Texas Education Agency
User and Access Management

Welcome, Laura UserGuide 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 an existing access.

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

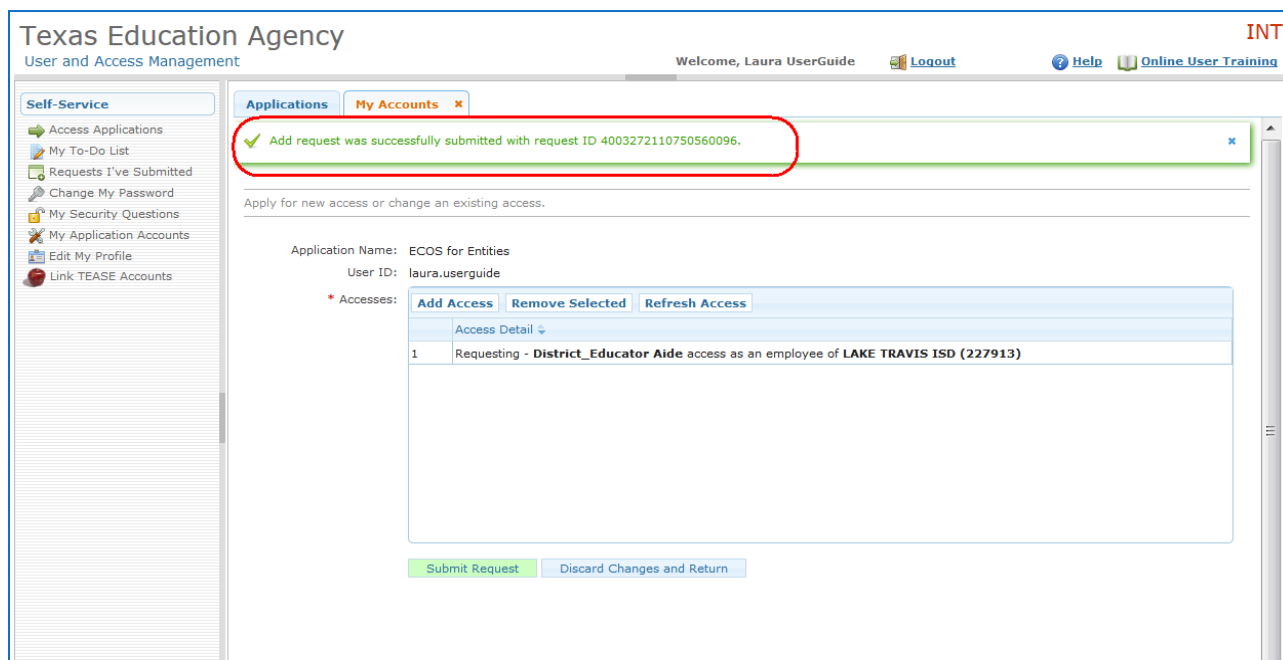
* Accesses: Add Access Remove Selected Refresh Access

	Access Detail
1	Requesting - District_Educator Aide access as an employee of LAKE TRAVIS ISD (227913)

Submit Request Discard Changes and Return

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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13. A success message appears that the request was submitted successfully. Note: You can submit multiple requests at the same time, as long as access to a different application or organization is requested each time.



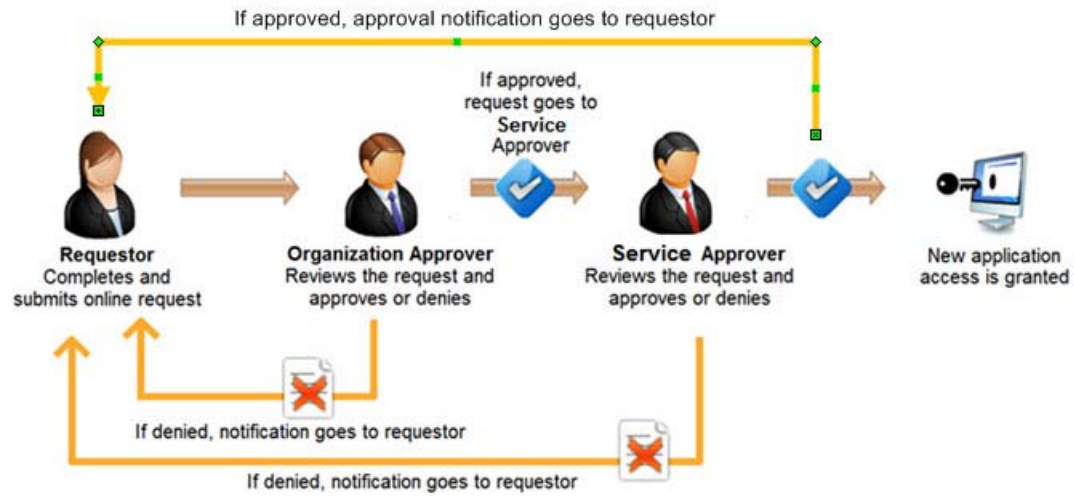
7. REQUEST APPROVAL PROCESS

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.

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.

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.

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



8. ACCESSING AN ECOS APPLICATION

After you have requested and been granted access to an ECOS application, you can easily access that application through TEAL by clicking the Access Applications link in the Self-Service section. ECOS for Educators, ECOS for Entities and ECOS for Admins will each have separate links.

If you have access to multiple applications, each application will be listed separately, as seen below. If you have been granted access for more than one organization, each organization and the roles you have been approved for will be displayed and accessed through separate links.

When you select the access link, the application opens up in a new web page.

Texas Education Agency
User and Access Management

Welcome, User Name [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](#)

ECOS for Admins ← Application Name

ECOS for Administrators

[TFA - Educator Standards & Certification](#) ← Add/Modify Access
Roles: IT Support, Batch Scheduler

[TFA - Information Technology Services \(ITS\)](#) ← Click here to access the application on behalf of the selected organization.
Roles: Super Admin, Fingerprint Admin, Ecommerce Refunds, Legal Review

ECOS for Entities

ECOS for Entities

[AUSTIN ISD](#) ← Add/Modify Access
Roles: EPP_ASEP Read Only, District_Fingerprint Read Only

[TFA - Information Technology Services \(ITS\)](#)
Roles: EPP_Test Approval, EPP_Certification Officer, EPP_ASEP Update, District_Submit Permits, District_Principal Survey, District_Permits Data Entry, District_Fingerprint Update, District_Educator Aide

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9. GETTING A PASSWORD RESET AND USERNAME REMINDER

1. Select the **Educator Login** button or the **TEASE and TEAL Secure Applications** links in the top right corner of the TEA home page: www.tea.state.tx.us. Also, you can open a web browser and go to <https://pryor.tea.state.tx.us/>.
2. The **TEA Login** page appears:



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:

[TEASE 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.

FORGOTTEN PASSWORD

1. Click the **Forgot your password?** link.
2. The **TEAL password reset** page appears, where you need to enter your Username.

Texas Education Agency
User and Access Management

If you have forgotten your password, please enter your username and then click "Submit". After you answer the challenge questions that you initially set up, a new password will automatically be generated and sent to the e-mail address associated with your account. If you do not wish to continue, click the "Cancel" button.

* Username:

- Click the **Submit** button.
- You will be asked to answer the three security questions you selected when registering.

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Please provide the answers to your security questions and then click "Submit". Once you have correctly answered the questions, a new password will be generated and e-mailed to you. If you do not wish to continue, click the "Cancel" button.

* In what city did you meet your spouse/significant other?

* What street did you live on in first grade?

* What is the name of your first pet?

- Click the **Submit** button. If you answered the questions correctly, an automatic e-mail is generated containing a new password, which you must change as soon as you log in again.

FORGOTTEN USERNAME

- Click the **Forgot your username?** link.
- The **Forgot User Name** page appears. Type your e-mail address. This address must be same as the one associated with your username; otherwise, the system will not be able to identify you.

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User and Access Management

If you have forgotten your username, please provide your e-mail address and then click "Submit". If your e-mail address exists in our system, the associated username will be e-mailed to that address. If you do not wish to continue, click the "Cancel" button.

* Email Address:

- Click the **Submit** button.
- An email with your TEAL user name will be sent to the email address on your TEAL user record.

5. A message appears that your username has been sent to your e-mail address.

If you do not receive an e-mail shortly, contact TEAL.Support@tea.state.tx.us at the e-mail address shown on the page.

10. USER PROFILE UPDATES

After TEAL integration, some ECOS identity information will be managed in TEAL instead of within the ECOS application. This applies to all ECOS users including educators, entity users and TEA staff. Identity data impacted includes:

- First Name
- Last Name
- Month of Birth
- Day of Birth
- Email address

Below is an illustration of how educator's profile setup looks like after TEAL integration.

When an educator accesses the ECOS for Educators application for the first time, the educator will be required to review and complete their profile information before they can navigate to any other page. This includes entering their birth year, phone number, ethnicity, driver license number and state.

TEA ID: 1233458

*First Name:

Middle Name:

*Last Name:

Maiden Name:

Suffix:

*Gender: Female A

*Date of Birth: Month Day Year

*Phone Number:

*Ethnicity/Race:

*Driver License #:

*DL State:

Your name must appear exactly as it appears on your valid state ID. The way your name appears in your profile is how your certificate will read.

To submit a name or birth date change please [click here](#) and send the following information to TEA: ←

- your SSN or TEA ID number
- your name as it is currently displayed in your profile
- the requested name change or changes to your birth day or month in the "Question, Request, or Comment" section of the form.

After you have received an email confirming that your name change is complete, then you can print an updated certificate with your name change by clicking on the "View Certificates" link.

***Mailing:**

☒ United States and other US Territories ☐ Foreign Address

*Address:
Include your apartment, suite number OR PO Box, if applicable

*City:

*State:

*Zip Code: -
(12345-1234)

Country:

*Address:

*City or Locale:

Province Abbreviation: (If applicable)

*Postal Code:

*Country:

***Billing:** ☐ Check here if same as mailing

☒ United States and other US Territories ☐ Foreign Address

*Address:
Include your apartment, suite number OR PO Box, if applicable

*City:

*State:

*Zip Code: -
(12345-1234)

Country:

*Address:

*City or Locale:

Province Abbreviation: (If applicable)

*Postal Code:

*Country:

Email and contact information is required. We use email as the primary method to communicate with you. Status changes, reminders and other actions pertaining to your credentials will be communicated to you with this email address. You can update your email address in TEAL by selecting the "Exit ECOS" option at the top of this page, then selecting "Edit My Profile" on the left side of the TEAL page.

*Email: C

*Required Fields

The following are changes to educator profile page:

1. Educators will no longer be able to change their month and day of birth (see "A"). To request birth day and/or month change, they must follow the same process used for name changes by sending an email request to TEA. There is a link on this page to send the email request.
2. Email address must be changed in TEAL application(see instruction on how to change email address in "B"). Once email address is changed in TEAL, the educator will be able to see the updated email address (see field noted as "C" in the screen shot) next time they login to ECOS for Educators.
3. Each time a user's profile information (first name, last name, month of birthday, day of birthday, email address) is changed in the TEAL application, a notification email will be sent to the user.

11. OTHER SELF-SERVICE FEATURES AND HELP

You can use the Self-Service features to edit your TEAL profile, check the status of requests you have submitted, and change your TEAL password.

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User and Access Management

Welcome, Ashley Tapp [Logout](#) [Help](#) [Online User Training](#)

Self-Service

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Applications [Refresh Links](#)

ECOS for Entities

Educator Certification Online System for entity users

[ABBOTT ISD](#) [Add/Modify Access](#)
Roles: EPP_Test Approval, EPP_Certification Officer, EPP_ASEP Read Only, EPP_ASEP Update, District_Submit Permits, District_Principal Survey, District_Permits Data Entry, District_Fingerprint Read Only, District_Fingerprint Update, District_Educator Aide

[University of Texas - Austin](#)
Roles: EPP_Test Approval, EPP_Certification Officer, EPP_ASEP Read Only, EPP_ASEP Update