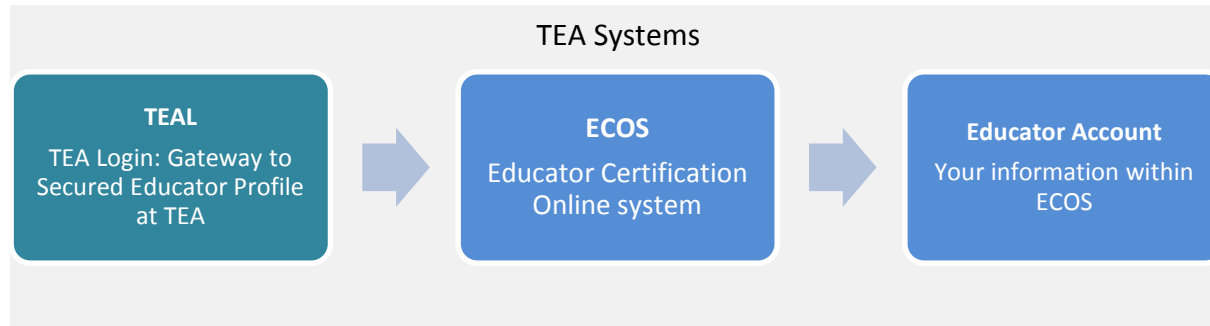


TEAL and ECOS Access Instructions for Educators

TEAL (TEA Login) is the security gateway to Texas Education Agency (TEA) web resources. To access your Educator Account, you will need a TEAL profile that is set up with access to your profile in the Educator Certification Online System (ECOS).



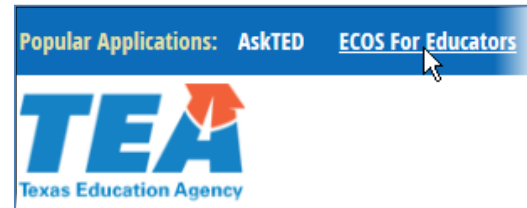
ETS
Educational Testing Service
(Independent company)

IMPORTANT!!! Your name is used to connect all your records and is transmitted to the Educational Testing Service (ETS). If your name does not match **EXACTLY** on your Texas Driver's License/State ID card and on your Educator Certification profile, you will not be able to log in to your Educator Account or register for tests at the ETS. If your name has changed or differs between these sources, **STOP**, and follow the **Name Change Information** at the end of this document.

TEAL and ECOS Access Instructions for Educators

Part 1: TEA Login (TEAL) Access

1. Go to the TEA website, tea.texas.gov, and click **ECOS for Educators** at the top of the main page.



2. On the next screen, click **Create new TEAL account**.
3. Enter required information on the TEAL profile page. You must enter the name in your TEAL profile as it exists on your Texas Driver's License/State ID card and on your Educator Certification. Do not use nicknames (example: "Bill" vs. "William") or other variations.

If your name has changed or differs between these sources, **STOP**, and follow the **Name Change Information** at the end of this document before completing your TEAL profile.

Also, 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. Enter your email address in lower case.

* First Name:	<input type="text" value="Edward"/>
Middle Name:	<input type="text"/>
* Last Name:	<input type="text" value="Texan"/>
Suffix:	<input type="text"/> Generational, Academic, Professional (Jr, PhD, CPA)
Uniq-ID: 8416498474	
* Email Address:	<input type="text" value="edtexas@gmail.com"/> All notifications will be sent to this address.
* Verify Email:	<input type="text" value="edtexas@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)
Birth Year:	<input type="text" value="1975"/> YYYY

TEAL and ECOS Access Instructions for Educators

4. Select "Educator" for the Organization Type and enter the required information.

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

Please enter the following information in order to search for an existing Educator account that belongs to you.

When setting up a TEAL account, you must use the name that appears on your Texas educator certificate. If the first and last name does not match exactly in TEAL with the name in your educator account, you will not be able to access your educator account.

SSN must be nine (9) numeric characters only. Spaces, alphabetic characters, hyphens, slashes or any other special characters are not allowed.

If you do not have a social security number, please email [Educator Certification](#) and indicate in the subject line "Request a temporary file and TEA ID number." In the body of the email please confirm that you do not have a social security number, and include a daytime telephone number. You will also need to attach a copy of your state issued ID and passport. (please do not select this option if you have been previously assigned a temporary file number in the Educator Certification Online System)

SSN or P number:
Confirm SSN or P number: Please type the SSN or P number to confirm. Copy and Paste is not allowed.

OR

TEA ID:
Confirm TEA ID: Please type the TEA ID to confirm. Copy and Paste is not allowed.

AND

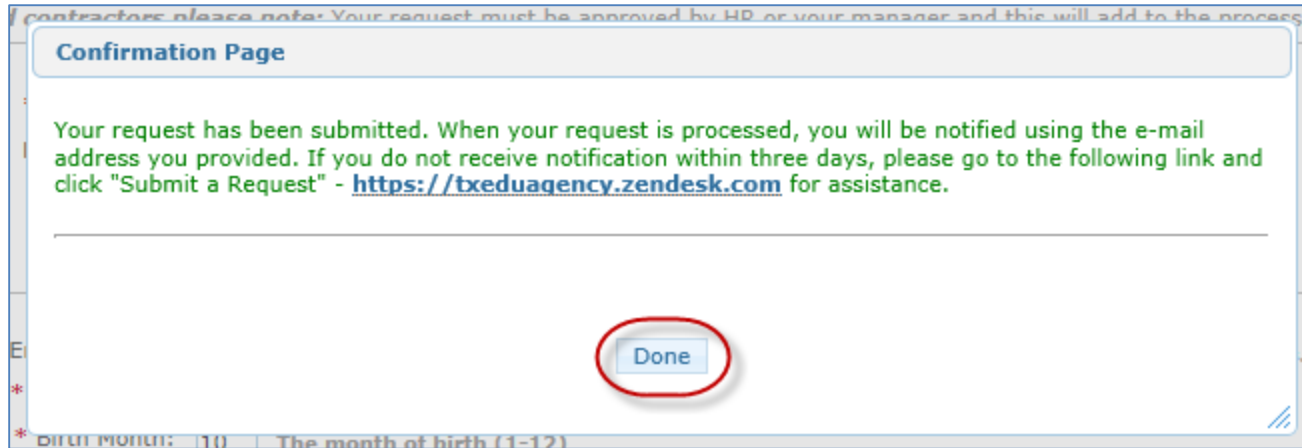
* Birth Year: YYYY
Confirm Birth Year: YYYY Please type the Birth Year to confirm. Copy and Paste is not allowed.

* Phone Number: Must include area code.
* Street Address:
* City:
* Country:
* State:
* Zip or Postal Code:

5. Click **Submit**.

TEAL and ECOS Access Instructions for Educators

6. On the next screen, click **Done**. This finalizes your submission.



7. Wait for system-generated email that will be sent to the email address you provided. The email is sent from a TEAL Admin address.

TEAL and ECOS Access Instructions for Educators

8. When the email arrives, read it carefully and follow the instructions to access TEAL. From there, you will be able to access your Educator Account in ECOS.

From: TEAL.Admin@tea.state.tx.us Sent: Mon 12/29/2014 11:28 AM
To: Ed.Texan@gmail.com
Cc:
Subject: TEAL - Important Account Access Information - DO NOT DELETE

A request for your user account to access TEA online applications has been processed. TEAL is a gateway application used to provide secure access for TEA applications. Examples of TEA applications include TSDS, ECOS, and TReX.

Read First!

When you first log on, you will be prompted to:

1. Change the generated password supplied in this notification. (This password expires on the first logon.)
2. Accept the TEA Assurance Agreement.
3. Complete your security questions. These questions are used to validate your identity if you forget or lose your password. Select questions that you can answer easily in the future. The answers are confidential and will not be used for any other purpose.

Login Information

User name: Ed.Texan
(Note: If other TEAL users have the same first and last name, your user name may contain a number.)

Temporary password: **embassy9+**

To access a TEAL application, log on at <https://pryor.tea.state.tx.us>

Password Rules

* Your password MUST:

- 1) Be 8-30 characters long
- 2) Contain all the following:
 - Letters - At least one letter
 - Numbers - At least one number
 - Special Characters - At least one special character i.e. #, *, \$, or @
- 3) Be different from your previous ten passwords
- 4) Not contain variations of the word "password"
- 5) Not repeat a character more than 2 times
- 6) Not include your username

* 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 account.

For Additional TEAL Help and Contact Information

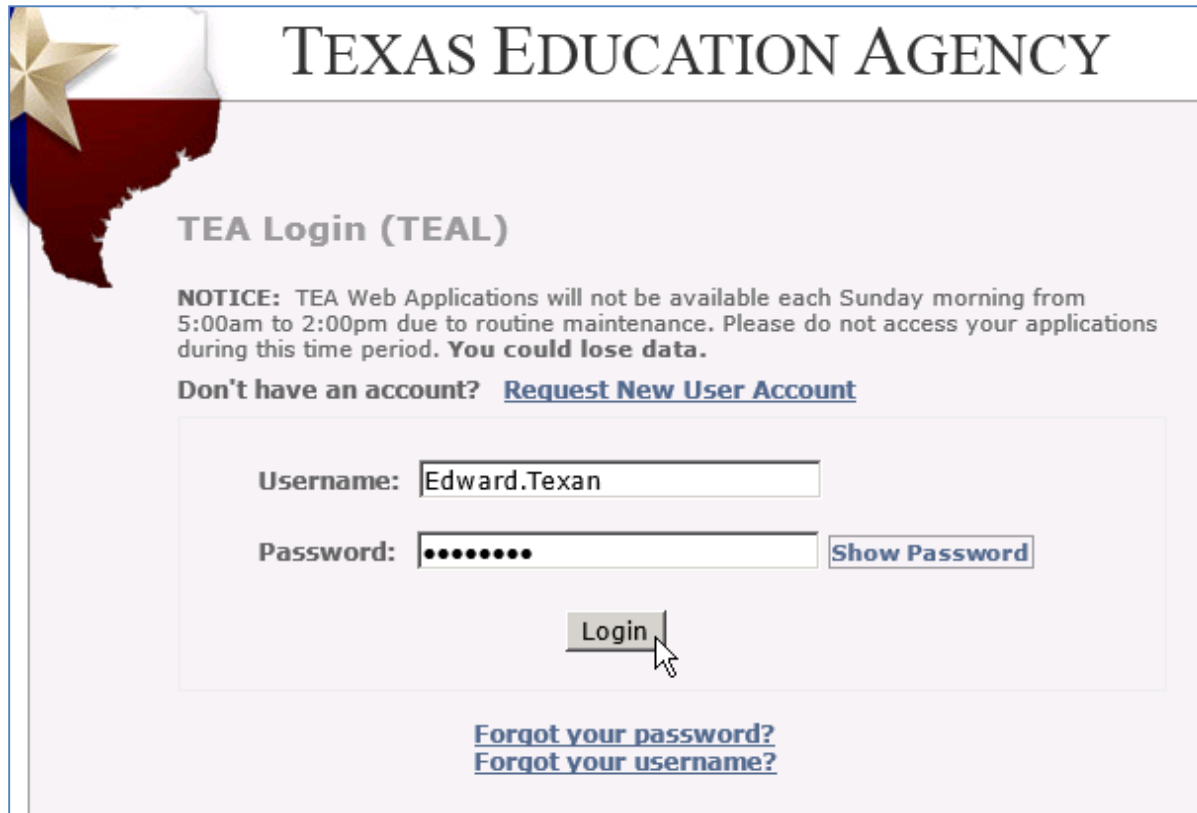
Frequently Asked Questions: click [here](#)
Help: click [here](#)
Training (flash format): click [here](#)
Training (text version): click [here](#)

If you are having an issue accessing your account, please go to the following link and click "Submit a Request" - <https://txeduagency.zendesk.com>

TEAL and ECOS Access Instructions for Educators

9. Go to the TEAL login page at <https://pryor.tea.state.tx.us/> and enter the username and temporary password sent in the email.

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



The screenshot shows the TEAL login page for the Texas Education Agency. At the top left is the Texas state flag. The page title is "TEXAS EDUCATION AGENCY". Below that is the heading "TEA Login (TEAL)". A notice states: "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.**". Below the notice is a link: "Don't have an account? [Request New User Account](#)". The login form contains a "Username:" field with the text "Edward.Texan", a "Password:" field with seven dots, and a "Show Password" button. A "Login" button is centered below the fields, with a mouse cursor hovering over it. At the bottom of the form are two links: "[Forgot your password?](#)" and "[Forgot your username?](#)".

TEAL and ECOS Access Instructions for Educators

10. The first time you log in, you will be prompted immediately to change the temporary password and set up answers to three security questions. Enter the temporary password and the new password you want to use. The password must meet the TEAL security requirements listed on that page. You will be prompted to answer these questions if you need to reset your password.

The image shows two overlapping screenshots from the Texas Education Agency (TEA) website. The top screenshot is titled "Set Your Password" and features a red banner that says "Please create a new password." Below this, the username is listed as "edward.texan". There are three password fields: "Current Password", "New Password", and "Confirm New Password", each with a "Show Password" button. A note states: "Note: Passwords are case-sensitive, so ensure that your CAPS Lock is not set to On." Below the note, it says "Your new password must adhere to the following guidelines:" and "Make sure the password conforms to the TEAL password rules. Your password MUST:" followed by a bulleted list of requirements: 8-30 characters long, contain letters, numbers, and special characters, be different from previous passwords, not contain "password", not repeat characters, and not include the user name. At the bottom of this form are "Submit" and "Cancel" buttons. The bottom screenshot is titled "Your security questions need to be set up or updated." It asks the user to choose three security questions and provide answers. The first question is "What year did you graduate high school?" with a dropdown menu and an answer field. The second and third questions are "Select from list below..." with dropdown menus and answer fields. At the bottom of this form are "Save Changes" and "Cancel" buttons.

TEXAS EDUCATION AGENCY

Set Your Password

Please create a new password.

Username: edward.texan

Current Password: [password] Show Password

New Password: [password] Show Password

Confirm New Password: [password] Show Password

Note: Passwords are case-sensitive, so ensure that your CAPS Lock is not set to On.

Your new password must adhere to the following guidelines:

Make sure the password conforms to the TEAL password rules. Your password MUST:

- Be 8-30 characters long
- Contain all the following:
 - Letters - At least one letter
 - Numbers - At least one number
 - Special characters - At least one special character or @
- Be different from your previous ten passwords
- Not contain variations of the word "password"
- Not repeat a character more than 2 times
- Not include your user name

Note: Current Password is either the last password you set or the password that was most recently emailed to you. Passwords are case-sensitive, so ensure that your CAPS Lock is not set to On.

Submit Cancel

Your security questions need to be set up or updated.

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

Please be sure to note the exact answer, including punctuation, because the system needs the exact answer.

* Question 1: What year did you graduate high school? [dropdown]

* Question 1 Answer: [text box]

* Question 2: Select from list below... [dropdown]

* Question 2 Answer: [text box]

* Question 3: Select from list below... [dropdown]

* Question 3 Answer: [text box]

Save Changes Cancel

TEAL and ECOS Access Instructions for Educators

11. Once you log in to TEAL, you will see the Self-Service menu on the left and the Applications tab to the right. On the right, you should see the [Educator](#) link with your TEA ID number below it. If you do not see this link, complete the steps in the [Special Instructions](#) section.

If you do see the [Educator](#) link, click to access your Educator Account in the ECOS application.

The screenshot shows 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 logged in as "Edward Texan" and has a "Logout" button. The interface is divided into two main sections: "Self-Service" and "Applications".

Self-Service menu items:

- 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 section:

Educator Certification Online System for Educators

Educator Certification Online System for external educator users

★ Please click the blue link below to access your Educator account.

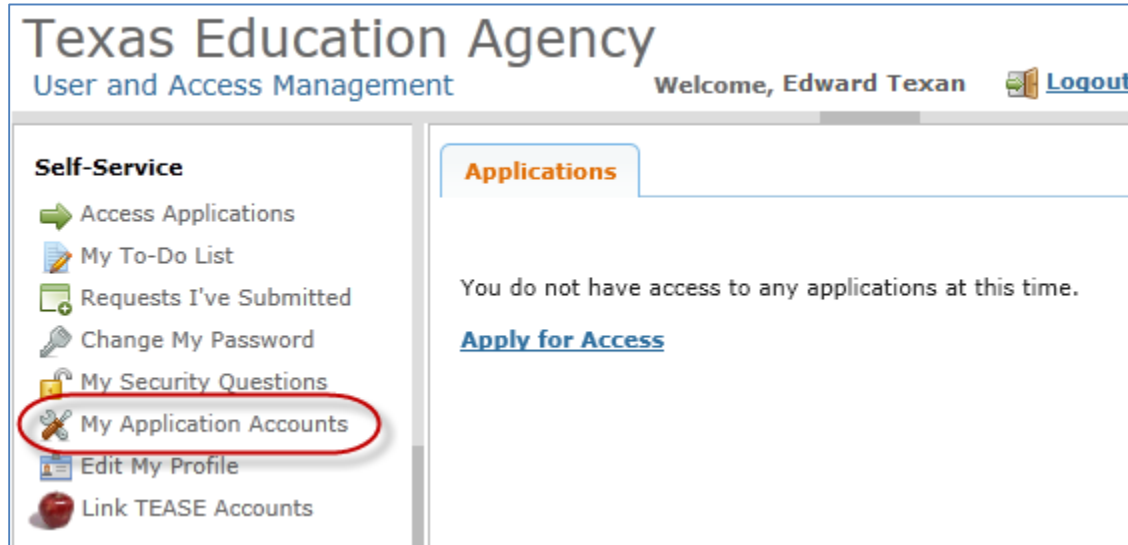
[Educator](#)
TEA ID: 1234567

TEAL and ECOS Access Instructions for Educators

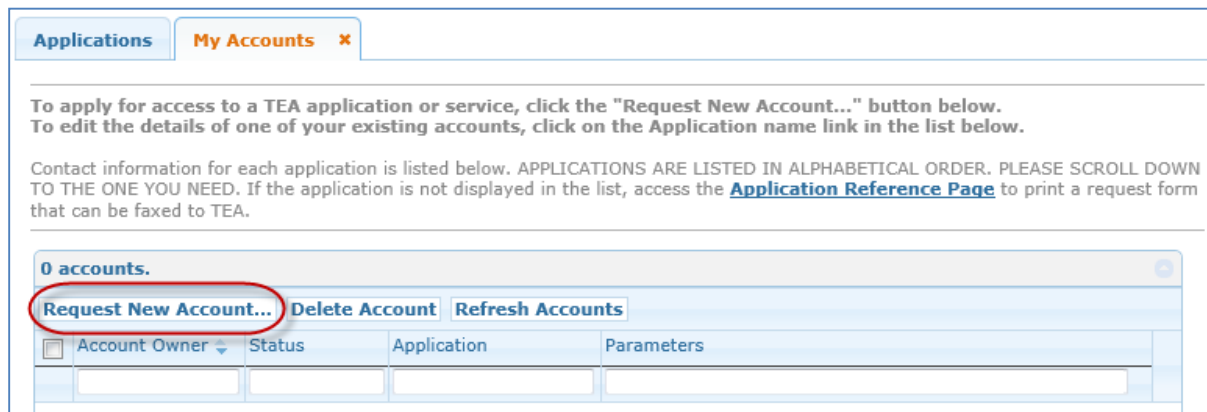
Special Instructions: Access to Educator Certification Online System (ECOS) if Your Accounts Are Not Linked

Complete these steps only if you see the **Apply for Access** link instead of the **Educator** link after logging on to TEAL.

1. From the Self-Service menu, click **My Application Accounts**.



2. Then click **Request New Account**.











TEAL and ECOS Access Instructions for Educators

3. Click on **ECOSEducator** and then click **Go To Account Details Form** at the bottom of the page.

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
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)	
ECOSAdmin	Educator Certification Online System for TEA Admins	Email: Division of TEA Educator Certification (512-936-8400)	
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](#)

TEAL and ECOS Access Instructions for Educators

4. Enter the required information (so that TEAL can verify your Educator Certification in ECOS), and click **Create**.

Please enter the following information in order to search for an existing Educator account that belongs to you.

In order to proceed, the name on your Texas educator certificate must match the name of your TEAL identity account. If they do not match, please submit a name change request with a copy of your state issued identification at namechange@tea.state.tx.us.

SSN must be nine (9) numeric characters only. Spaces, alphabetic characters, hyphens, slashes or any other special characters are not allowed.

If you do not have a social security number, please email [Educator Certification](#) and indicate in the subject line "Request a temporary file and TEA ID number." In the body of the email please confirm that you do not have a social security number, and include a daytime telephone number. You will also need to attach a copy of your state issued ID and passport. (please do not select this option if you have been previously assigned a temporary file number in the Educator Certification Online System)

SSN or P number:

Confirm SSN or P number: Please type the SSN or P number to confirm. Copy and Paste is not allowed.

OR

TEA ID:

Confirm TEA ID: Please type the TEA ID to confirm. Copy and Paste is not allowed.

AND

* Birth Year: YYYY

Confirm Birth Year: YYYY Please type the Birth Year to confirm. Copy and Paste is not allowed.

The system displays confirmation in green.

(If an error message is displayed, you may have a name mismatch. Please review the Name Change Information at the end of this document. Your TEAL access name and the name on your certification/ECOS account and Texas Driver's License/State ID must match exactly.)

Applications My Accounts ✕

✓ Your request was successfully submitted with request ID 2510097675026943844.

TEAL and ECOS Access Instructions for Educators

5. Click **Done** at the bottom of the page or click the "x" on the tab. Close the **My Accounts** tab.

Applications **My Accounts** x

✓ Your request was successfully submitted with request ID 338306225596291410. x

Please enter the following information in order to search for an existing Educator account that belongs to you.

In order to proceed, the name on your Texas educator certificate must match the name of your TEAL identity account. If they do not match, please submit a name change request with a copy of your state issued identification at namechange@tea.texas.gov.

SSN must be nine (9) numeric characters only. Spaces, alphabetic characters, hyphens, slashes or any other special characters are not allowed.

If you do not have a social security number, please email [Educator Certification](#) and indicate in the subject line "Request a temporary file and TEA ID number." In the body of the email please confirm that you do not have a social security number, and include a daytime telephone number. You will also need to attach a copy of your state issued ID and passport. (please do not select this option if you have been previously assigned a temporary file number in the Educator Certification Online System)

SSN or P number:

Confirm SSN or P number: Please type the SSN or P number to confirm. Copy and Paste is not allowed.

OR

TEA ID:

Confirm TEA ID: Please type the TEA ID to confirm. Copy and Paste is not allowed.

AND

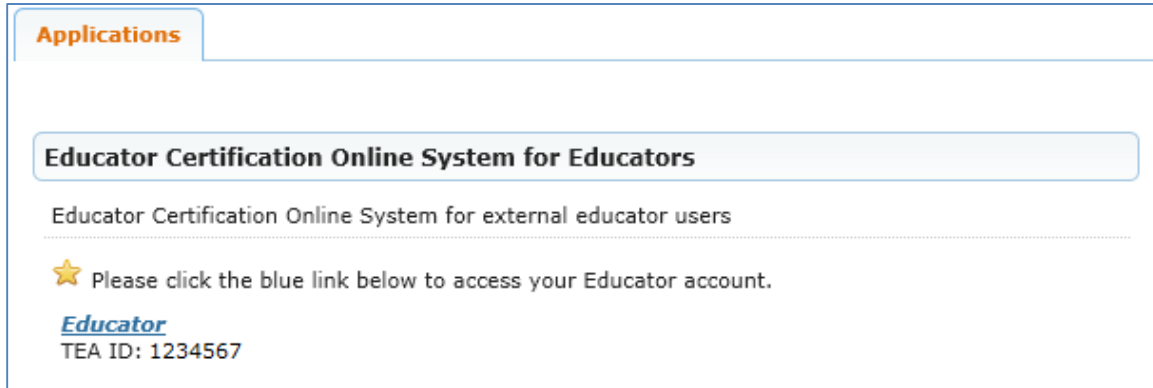
* Birth Year: YYYY

Confirm Birth Year: YYYY Please type the Birth Year to confirm. Copy and Paste is not allowed.

Done

TEAL and ECOS Access Instructions for Educators

6. On the Applications tab, you should now see the Educator link with your TEA ID number underneath.



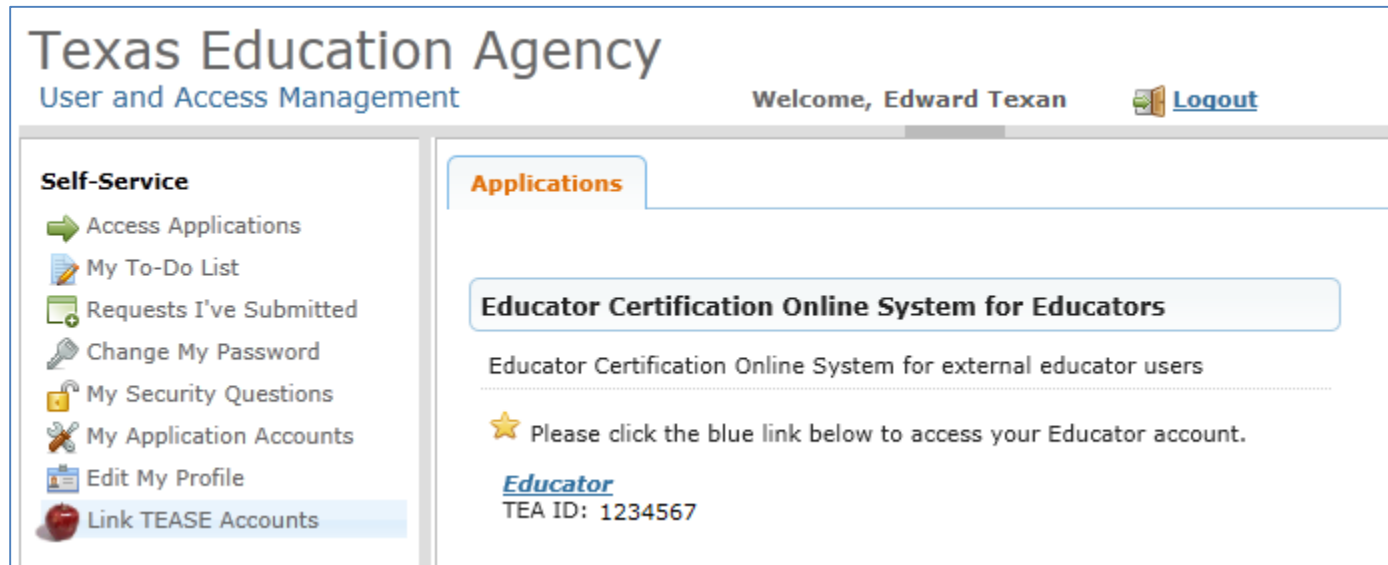
The screenshot shows a web interface with a tab labeled "Applications" in orange. Below the tab is a light blue rounded rectangle containing the text "Educator Certification Online System for Educators". Underneath this is the text "Educator Certification Online System for external educator users" followed by a horizontal dotted line. Below the dotted line is a yellow star icon followed by the text "Please click the blue link below to access your Educator account." At the bottom of the box, the word "Educator" is written in blue and underlined, with "TEA ID: 1234567" written in black below it.

For instructions on accessing records in your Educator account, review the following pages, [Part 2: Accessing your Personal Educator Account](#).

TEAL and ECOS Access Instructions for Educators

Part 2: Accessing your Personal Educator Account

1. Click on the [Educator](#) link.




This logs you into ECOS and brings up your profile page. Make any necessary changes and click **Continue** at the bottom to save the changes.

SEE EXAMPLE NEXT PAGE

TEAL and ECOS Access Instructions for Educators

TIP: The ETS pulls your profile information from this page. Any changes must be made here to be reflected in your account with ETS at www.texas.ets.org.



Educator Certification Online System

Welcome, Edward Texan
TEA ID Number: 1234567

Exit ECOS

Make any changes needed to your Educator Profile and click **Continue** to save.

Use the menu to access options in ECOS - apply for renewals, view test scores or certificates...

Educator Profile Setup

TEA ID: 1234567

*First Name: Edward	*Gender: <input type="text"/>
Middle Name: <input type="text"/>	*Date of Birth: Month 10 Day 20 Year 1965
*Last Name: Texan	*Phone Number: 512-555-1212
Maiden Name: <input type="text"/>	*Ethnicity/Race: <input type="text"/> Select/Update Ethnicity
Suffix: <input type="text"/>	*Driver License #: <input type="text"/>
	*DL State: <input type="text"/>

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 change or correction of name, gender, or date of birth, please email the required information and documents:

1. Copy of your state Drivers License or State ID
2. The last four digits of your social security number
3. Previous name in ECOS educator account
4. If changing a first name, you must also submit a copy of your birth certificate or court name change document
5. If you are an out-of-country educator who does not hold a social security card, you may submit a copy of a current passport instead
6. A current email address and valid daytime phone number

Please scan and email documents to: namechange@tea.state.tx.us

Or mail to:
Texas Education Agency
5th Floor
1701 North Congress Ave
Austin, TX 78701

Please allow 7 to 10 business days for processing. You will receive a confirmation email after your information has been updated.

***Mailing:**

<input checked="" type="radio"/> United States and other US Territories	<input type="radio"/> Foreign Address
*Address: Main St <small>Include your apartment, suite number OR PO Box, if applicable</small>	*Address: <input type="text"/>
*City: Austin	*City or Locale: <input type="text"/>
*State: Texas	Province Abbreviation: <input type="text"/> (If applicable)
*Zip Code: 78701 - <input type="text"/> (12345-1234)	*Postal Code: <input type="text"/>
Country: UNITED STATES	*Country: <input type="text"/>

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

<input checked="" type="radio"/> United States and other US Territories	<input type="radio"/> Foreign Address
*Address: <input type="text"/> <small>Include your apartment, suite number OR PO Box, if applicable</small>	*Address: <input type="text"/>
*City: <input type="text"/>	*City or Locale: <input type="text"/>
*State: Texas	Province Abbreviation: <input type="text"/> (If applicable)
*Zip Code: <input type="text"/> - <input type="text"/> (12345-1234)	*Postal Code: <input type="text"/>
Country: UNITED STATES	*Country: <input type="text"/>

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: edtexan@gmail.com

Continue

*Required Fields

TEAL and ECOS Access Instructions for Educators

Click options in the left menu to perform tasks such as renewing certification, or viewing or printing certificates.



MAIN MENU brings you to the home page where you can select an option on the far left side below the tab.

APPLICATION/FEE STATUS allows you to make the online payment if you previously submitted an application, but did not pay OR were not directed to the secure payment screens after submitting the online application to SBEC/TEA; this tab also allows you to view all previous E-commerce transactions and print payment confirmation receipts if needed.

FINGERPRINT STATUS allows you to verify whether or not your fingerprint status is complete.

APPLICATIONS contains all of the online Texas applications in the dropdown menu selection:

Standard Certificate Texas Program – application used by candidates in Texas educator preparation programs seeking initial certification, certification in Trade and Industrial Education or Health Science, and additional certification for Principal, Superintendent, School Counselor, School Librarian, Reading Specialist, Educational Diagnostician, and Master Teacher (Reading, Mathematics, Science, and Technology).

Renew a Standard Certificate – application used by all Texas educators needing to renew their five-year standard certificates (includes all areas of certification).

Additional Certification by Examination – application used by Texas educators already issued a lifetime provisional certificate in a classroom teaching area or five-year standard certificate holders with classroom teaching certificates.

Probationary Certificate Texas Program – application used by candidates enrolled in Texas approved educator preparation programs (majority of applications submitted by alternative certification program candidates, but some traditional program candidates also eligible to apply with program approval and recommendation).

Out-of-State Certified Applicants – application used by educators with standard certificates in another state. Certified educators from other states can use this tab to apply for the review of credentials, one-year certificate, and five-year standard certificate.

Out-of-Country Certified Applicants - application used by educators certified in another country. Certified educators from other countries can use this tab to apply for the review of credentials, one-year certificate, and five-year standard certificate.

TEAL and ECOS Access Instructions for Educators

Temporary Teacher Certificate – application currently not used because there are no active participating school districts to assist with completion of this certification process

Educational Aide Certificate – application used by individuals seeking employment with a school district. Individuals should not apply unless directed to do so by employing district. Individuals use this application to apply for the initial educational aide certificate, but must also use this application and pay another fee if being recommended for a higher level of educational aide certificate by the employing district. This certificate can be issued at level I, II, or III.

Renew a Standard Aide Certificate – application used by individuals to renew their educational aide certificate for another five-year period. Important to note that moving to a higher level of educational aide certificate does not renew the lower level educational aide certificate already issued.

Statement of Qualifications – document used by individuals seeking one of the Career and Technical Education Certificates requiring verification of work experience. The completed form should be taken to an approved Texas educator preparation program or in some instances, the employing school district.

VIEW CERTIFICATES allows you to view your online Texas certificate record.

Official Certificate – provides the full history of your certificate record. All certificates with a current, valid status will appear at the top of the online record. All other certificates with expired timeframes will appear at the bottom half of the online record. This format mirrors the information displayed when using the “Certificate Lookup” function from the main pages of the TEA website. To print the certificate, select **File -> Print** from the browser menu, or right-click on the certificate and select **Print**.

VIEW EXAMINATIONS provides the full testing history and also confirms test approval status under the “Maintain Approved Exams” section.

APPROVED PROGRAMS allows individuals to search for approved Texas educator preparation programs.

CHANGE ADDRESS allows individuals to update the mailing address in their educator profile

SATISFACTION SURVEY provides individuals an opportunity to comment on services received from TEA.

TEAL and ECOS Access Instructions for Educators

Name Change Information

To submit a request to TEA to change or correct name, gender, and/or date of birth on your Educator Certification, send the information listed below to TEA:

1. Copy of your state Driver's License or State ID
2. The last four digits of your social security number
3. Previous name in ECOS educator account
4. If changing a first name, you must also submit a copy of your birth certificate or court name change document
5. If you are an out-of-country educator who does not hold a social security card, you may submit a copy of a current passport instead
6. A current email address and valid daytime phone number

Please scan and email documents to:

namechange@tea.texas.gov

Or mail to:

Texas Education Agency
5th Floor
1701 North Congress Ave
Austin, TX 78701

Please allow 7 to 10 business days for processing. You will receive a confirmation email after your information has been updated.