

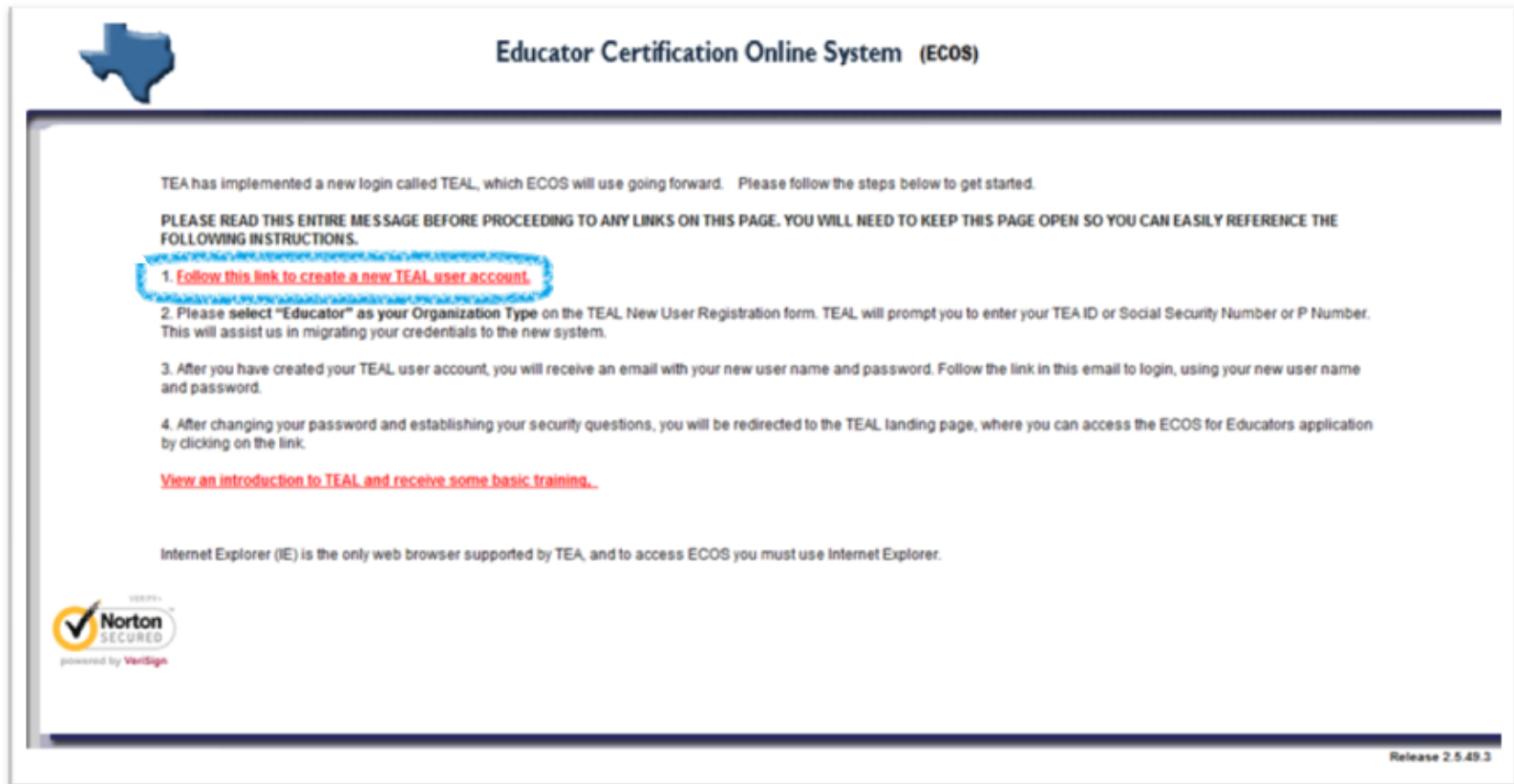
TEAL and ECOS Access Instructions for Educators (Principals)

Step 1: TEA Login (TEAL) Access

A. Go to the TEA website, tea.texas.gov, select “ECOS for Educators” for NEW TEAL accounts. If you already have a TEAL account, go to page 10, item D.



B. Select “Follow this link to create a new TEAL account.”



- C. Enter your information **EXACTLY** as it appears on your driver's license/state id, if your name has changed **STOP** and follow the name change instructions at the end of this training
- Tip: Make sure you capitalize the first letter of your first and last name and the rest should be lower case for example: Jane Doe; Not JANE DOE or jane doe*
 - Your email should be all lowercase*

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

* Email Address:	edtexan@gmail.com	All notifications will be sent to this address.
* Verify Email:	edtexan@gmail.com	
* Birth Month:	01	The month of birth (1-12)
* Birth Day:	01	The day of the month of birth (1-31)

* Organization Type:	Educator	v 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. If you do not have a Social Security Number or previously assigned number beginning with a "P", check the box labeled "None" for this section.

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

SSN:	*****	or Previously assigned file number:		None	☐
or					
TEA ID:					

* Phone Number:	512-555-1212	May include area codes and extensions
* Street Address:	1701 Congress	
* City:	Austin	
* Country:	United States	
* State:	Texas	
* Zip or Postal Code:	78701	

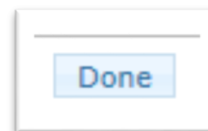
D. SELECT "EDUCATOR FOR THE ORGANIZATION TYPE"

The screenshot shows a web form with several input fields. The 'Organization Type' dropdown menu is open, displaying a list of options. The 'Educator' option is highlighted in red, and the 'Educator Prep Program' option is highlighted in yellow. The other options in the list are: 'Select One...', 'School District', 'Charter School', '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 on the right side of the form states 'The user's organization type.' and 'May include area codes and extensions'.

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

E. Select "Submit" to submit the request.

F. Select "Done".



G. 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+

H. Read the email carefully and follow the TEAL access instructions

- a. *Tip: Copy and Paste the username and temporary password rather than typing in the information*
- b. *You will be prompted to immediately change the temporary password and answer 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:

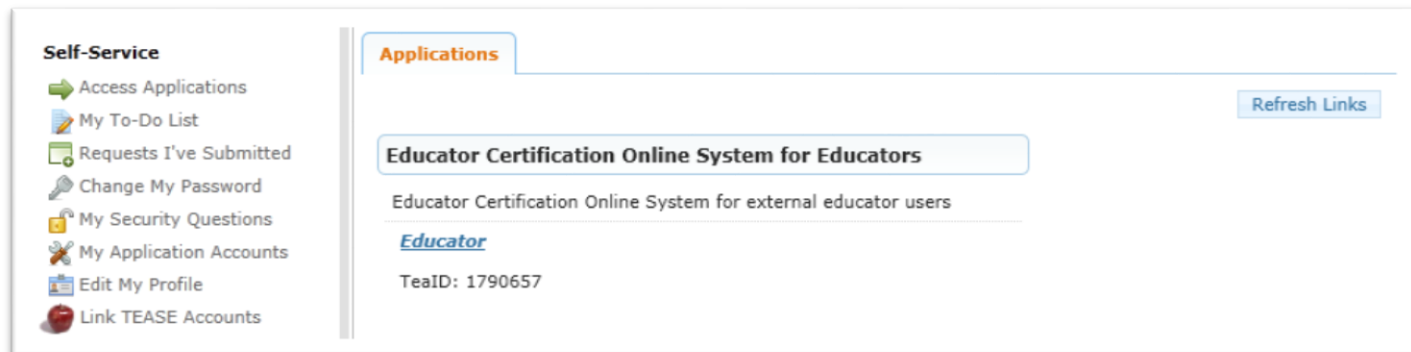
Password: [Show Password](#)

[Login](#)

I. Once you have logged in and see the Self Service menu on the left select “Access Applications”

J. You should see the word “Educator” and your TEA Id number below. If you **do not** see this option, then complete the instructions for **Step 2**.

K. If you see the word “**Educator**” proceed to **Step 3**



Self-Service

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

Applications

[Refresh Links](#)

Educator Certification Online System for Educators

Educator Certification Online System for external educator users

[Educator](#)

TeaID: 1790657

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

A. From the Self Service menus select "Edit My Profile"

B. Make sure organization type is "Educator" submit to make the change if necessary

* Organization Type: The user's organization type.

C. From the Self Service Menu select "My Application Accounts"

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

D. Select "Request New Account"

0 accounts.

Request New Account...

Delete Account

Refresh Accounts

☐ Account Owner	Status	Application	Parameters

E. Double-click on “ECOSEducator” or highlight ECOSEducator and select the “Go To Account Details Form” in the bottom right hand corner.

Request New Account

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

Application ID	Application Name	Contact	Details
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

F. Enter your social security number and then select “Done”

G. You should then see a statement in green that your request was successfully submitted

- a. *TIP: If you receive an error please review the name change instructions at the end of this training. Your TEAL access name and the name on your certification/ECOS account must match exactly.*

Applications

Edit My Profile x

My Accounts x

✓ Add request was successfully submitted with request ID 5453113070635046188. x

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

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

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

SSN: 555115556 or Previously assigned file number: None ☐

TEA ID:

Done

- H. Logout and log back in
- I. You should now see the word “Educator” with your TEA ID number underneath

Applications

Edit My Profile x

My Accounts x

Educator Certification Online System for Educators

Educator Certification Online System for external educator users

Educator

TeaID: [REDACTED]

- J. Proceed to Step 3

Step 3: Accessing your Personal Educator Account

- A. Select "Educator"
- B. This will bring up your profile page in ECOS make any necessary changes and select continue at the bottom to save the changes
- a. *TIP: This is the profile page from which the testing company pulls your information. Changes if needed, must be made here so that they reflect in your account with the Educational Testing Service at www.texas.ets.org*

Profile page in ECOS showing personal information fields and address sections.

Personal Information:

- Middle Name:
- *Last Name:
- Maiden Name:
- Suffix:
- *Date of Birth: Month Day Year
- *Phone Number:
- *Ethnicity/Race: [Select/Update Ethnicity](#)
- *Driver License #:
- *DL State:

Instructions:

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: UNITED STATES

***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: UNITED STATES

***Address:**

***City or Locale:**

Province Abbreviation: (If applicable)

***Postal Code:**

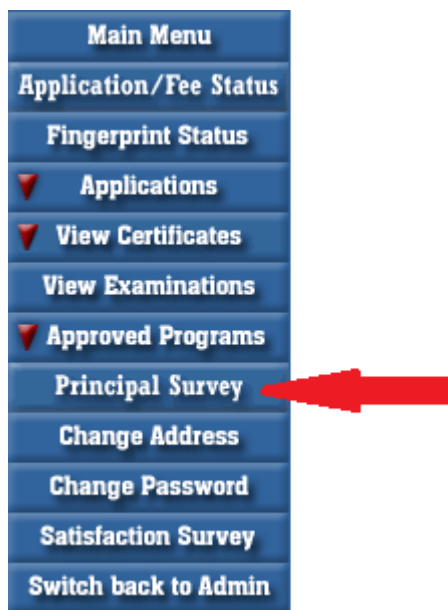
***Country:**

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. Once you select continue at the bottom of the page you will see a menu to the left. This is where you will complete the first year teacher surveys.



D. To access your account **after your initial setup** select “TEASE & TEAL Secure Applications” to login through TEAL



Name Change Information:

To submit a change or correction of name, gender or date of birth please fax or mail the required documents along with a daytime phone number.

1. A photocopy or scanned copy of your valid state issued driver's license or state ID. (Out-of-Country educators who do not hold a state issued drivers' license may submit a copy of a current passport)
2. TEA ID# or last four digits of your social security number
3. If your name is different from what is on your state ID, please indicate your name as it appears in your profile(s)
4. A current email address and valid daytime phone number

Please scan documents and email to:

namechange@tea.texas.gov

Or Mail to:

TEA-CRT

5th Floor

1701 North Congress Ave.

Austin, TX 78701

You will be notified by email when your request is complete. Please allow a minimum of 10 business days for your request to be processed.

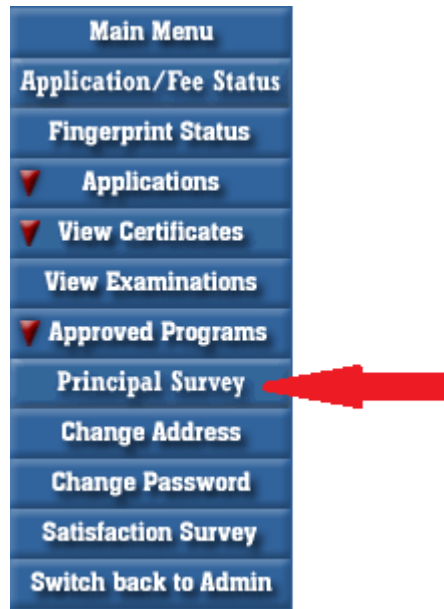
Thank you for submitting your request for name, gender or date of birth updates. Please be sure you've included the following information:

If you do not receive notification within 10 business days, forward the original sent copy (from your email sent mailbox or folder) and in the subject line indicate "2nd Request".

Educator Testing and Certification
Texas Education Agency

Step 4: Accessing Principal Survey functions

- A. To access the teacher list for your campus, select 'Maintain Principal' link under Principal Survey button on the left navigation pane.



- B. By selecting the "I Agree" button, the Principal can appoint a designee to respond to the survey questions if they meet the requirements cited below.

As principal of a campus I am responsible for the accuracy of the survey responses, whether completed by me or a designated administrator, as stated in Texas Education Code (TEC) 21.045.

I Agree

- C. By selecting a link that is a campus name, you will see the list of first year teachers, where you can update or delete if needed. (If you are Principal of more than one campus, all will show in this list. Contact your HR representative if all of your campuses are not available to you.) If you are responsible for more than one campus, you must select that campus name link to get to the list of teachers.

Teacher Survey - Campus List [Help](#)

District: CONSOLIDATED CSD
 Surveys must be completed by 6/1/2015.
 Click on campus name to view teacher list.

Campus	Date Complete
EL	
H S	

- D. Select a teacher's name link to complete the survey. To remove a teacher from your list, select the teacher(s) using the checkbox to the left. Select a **Reason Removed** from the dropdown list for the selected teacher(s).

Principal Survey - Teacher List - OZONA EL [Help](#)

Please complete the 'Teacher Preparation Effectiveness Survey: First-Year Teachers' for these teachers on your campus.

Surveys must be submitted by 6/1/2015.
 Click on Teacher name to begin a survey or to view a completed survey.

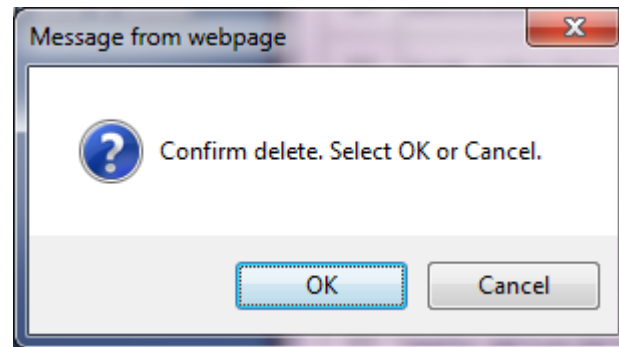
**If a first year teacher on your campus is not listed below, please use the "Add a Teacher" button to include them.
 To delete a teacher from this list, check the box in the left column and click the "Remove Selected Teacher" button.**

Please use the navigation buttons provided at the bottom of each page as the browser buttons have been disabled while using this application.

	Teacher	Date of Birth	Years of Experience	Initial Certification	Certificate Issue Date	Date Submitted	Survey Status	Reason Removed
☐	Nathan	1/13/1986	1	Physical Education (EC-12)	01/08/20		Not Started	Select a Reason Select a Reason Not a 1st year teacher Not assigned to this campus Taught less than 5 months Other

Questions about this survey should be submitted to: principalsurvey@tea.texas.gov

E. Click the **Remove Selected Teacher** button at the bottom of the teacher list to remove the selected teacher(s). Confirm delete by selecting "OK".



F. Selecting "Add a Teacher" will bring up the following window. Here you can search by First Name & Last Name or SSN.

Please use the navigation buttons provided at the bottom of each page as the browser buttons have been disabled while using this application. [Help](#)

Add a Teacher to Survey List
Search on Name or SSN. Full Last Name required for name search. Full First Name may also be entered.

First Name:

Last Name:

Or

SSN:

- G. 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.

Please use the navigation buttons provided at the bottom of each page as the browser buttons have been disabled while using this application. [Help](#)

Add a Teacher to Survey List
Search on Name or SSN. Full Last Name required for name search. Full First Name may also be entered.

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
☒	[REDACTED]	Snow		9/12/20	1	Special Education (EC-12)	09/12/20 [REDACTED]

H. You will receive a message that the teacher has been added

Principal Survey - Teacher List - OZONA H S

[Help](#)

Please complete the 'Teacher Preparation Effectiveness Survey: First-Year Teachers' for these teachers on your campus.

Surveys must be submitted by 9/1/2013.

Click on Teacher name to begin a survey or to view a completed survey.

If a first year 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.

Please use the navigation buttons provided at the bottom of each page as the browser buttons have been disabled while using this application.

Teacher Added

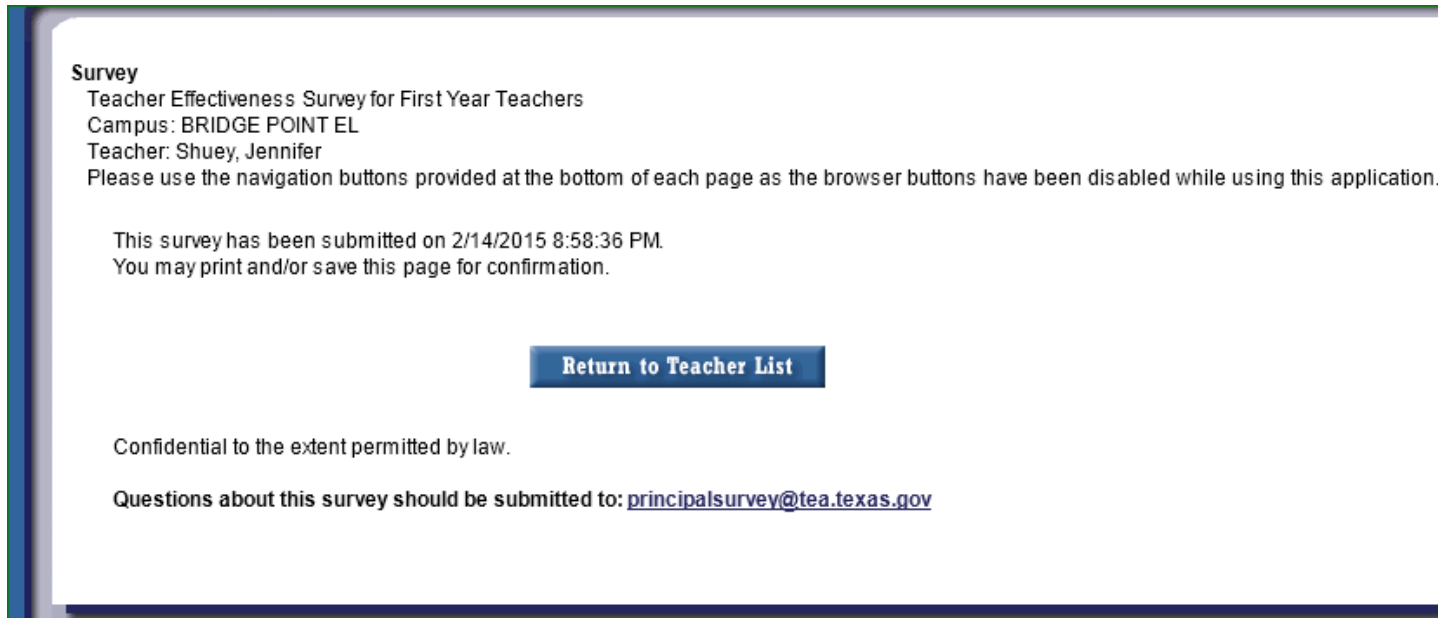
	Teacher	Date of Birth	Years of Experience	Initial Certification	Certificate Issue Date	Date Submitted	Survey Status
☐	Ellermann, Mark A	5/1/66	1	Physics/Mathematics (8-12)	08/21/2012		Not Started
☐	Sewell, Matthew	8/1/66	1	Agricultural Science and Technology (6-12)	06/11/2010		Not Started
☐	Snow, Terry	9/1/00	1	Special Education (EC-12)	09/12/2007		Not Started

Add a Teacher

Remove Selected Teacher

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

- I. When a survey has been completed you will get the following message. Print this Confirmation screen now if you wish to do so. This screen will only be available this one time before the survey is submitted.



Survey
Teacher Effectiveness Survey for First Year Teachers
Campus: BRIDGE POINT EL
Teacher: Shuey, Jennifer
Please use the navigation buttons provided at the bottom of each page as the browser buttons have been disabled while using this application.

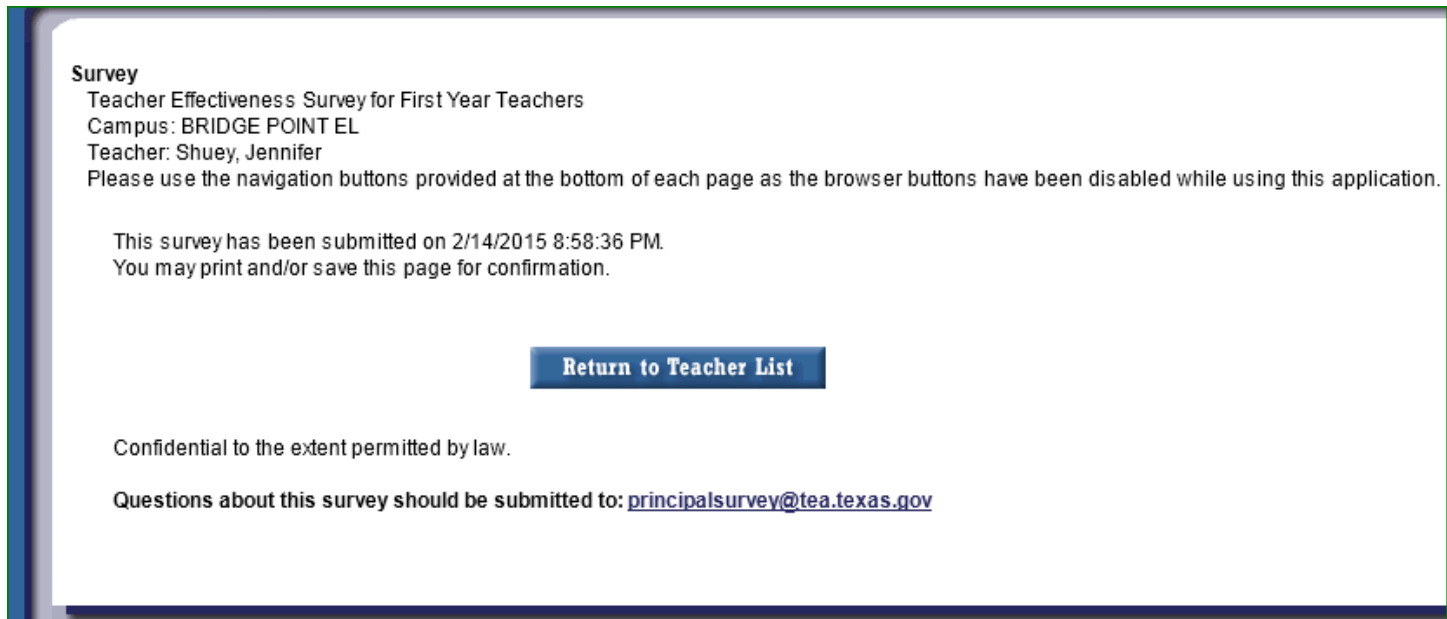
This survey has been submitted on 2/14/2015 8:58:36 PM.
You may print and/or save this page for confirmation.

[Return to Teacher List](#)

Confidential to the extent permitted by law.

Questions about this survey should be submitted to: principalsurvey@tea.texas.gov

- J. Survey is now submitted. Select “Return to Teacher List” button.



Survey
Teacher Effectiveness Survey for First Year Teachers
Campus: BRIDGE POINT EL
Teacher: Shuey, Jennifer
Please use the navigation buttons provided at the bottom of each page as the browser buttons have been disabled while using this application.

This survey has been submitted on 2/14/2015 8:58:36 PM.
You may print and/or save this page for confirmation.

[Return to Teacher List](#)

Confidential to the extent permitted by law.

Questions about this survey should be submitted to: principalsurvey@tea.texas.gov

- K. The Date Submitted and Survey Status columns will be updated when a survey is complete. The teacher name link will then display the completed survey.

Principal Survey - Teacher List - OZONA H S

[Help](#)

Please complete the 'Teacher Preparation Effectiveness Survey: First-Year Teachers' for these teachers on your campus.

Surveys must be submitted by 9/1/2012.

Click on Teacher name to begin a survey or to view a completed survey.

If a first year 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.

Please use the navigation buttons provided at the bottom of each page as the browser buttons have been disabled while using this application.

	Teacher	Date of Birth	Years of Experience	Initial Certification	Certificate Issue Date	Date Submitted	Survey Status
☐	 Mark A	5/1/65	1	Physics/Mathematics (8-12)	08/21/2012	04/15/2012	Submitted
☐	 Matthew	8/1/63	1	Agricultural Science and Technology (6-12)	06/11/2010		Not Started
☐	 Terry	9/1/60	1	Special Education (EC-12)	09/12/2007		Not Started

Add a Teacher

Remove Selected Teacher

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