Setting up your TEAL account for Certification and Testing

Questions or concerns with setting up your TEAL account?
Contact TEA directly: computer.access@tea.state.tx.us or 512-936-8400
Questions about Content Testing at SFA?
Contact Julie Stadler at edcerttesting@sfasu.edu (for ELE only: Karla Hamilton, kmhamilton@sfasu.edu)

TEAL and ECOS Access Instructions for Educators

TEAL (TEA Login) is the security gateway to 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).

IMPORTANT!!! Your name is used to connect all your records and is transmitted to 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 Educator Testing Service (ETS). If your name has changed or differs between these sources, STOP, and follow the Name Change Information at the end of this document.
Part 1: TEA Login (TEAL) Access

1. Go to the TEA website, www.tea.state.tx.us, and click Educator Login.

2. 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.
4. Select "Educator" for the Organization Type and enter the required information.

5. Click Submit.
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.
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.

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 TEx.

**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: Edward.Town
(Note: If other TEAL users have the same first and last name, your user name may contain a number.)

Temporary password: *required*

To access a TEAL application, log on at: https://www.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://sitewideagency.mederic.com.
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.*
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. (It 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.)
11. Once you log in to TEAL, you will see the Self-Service menu on the left and the Applications tab to the right:

![Texas Education Agency](image)

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 Part 2 of this document.

If you do see the Educator link, click to access your Educator Account in the ECOS application, and go on to instructions in Part 3.
Part 2: Access to Educator Certification Online System (ECOS) and Your Educator Account.

Complete these steps only if you do not see the Educator link after logging on to TEAL.

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

![Self-Service menu](image)

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

![Request New Account](image)
3. Click on **ECOSEducator** and then click **Go To Account Details Form** at the bottom of the page.

<table>
<thead>
<tr>
<th>Application ID</th>
<th>Application Name</th>
<th>Contact</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSSF</td>
<td>Charter School - School FIRST</td>
<td>Email: Division of Financial Audits (512-463-9095)</td>
<td></td>
</tr>
<tr>
<td>CSTS</td>
<td>Charter Schools Tracking System</td>
<td>Email: Division of Charter School Administration (512-463-9575)</td>
<td></td>
</tr>
<tr>
<td>ECOSAdmin</td>
<td>Educator Certification Online System for TEA Admins</td>
<td>Email: Division of TEA Educator Certification (512-936-8400)</td>
<td></td>
</tr>
<tr>
<td><strong>ECOSEducator</strong></td>
<td>Educator Certification Online System for Educators</td>
<td></td>
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</tr>
<tr>
<td>ECOSEntities</td>
<td>Educator Certification Online System for Entities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TEx</td>
<td>Texas Records Exchange</td>
<td>Email: Texas Records Exchange (512-463-7246)</td>
<td></td>
</tr>
<tr>
<td>TSDSPortal</td>
<td>Texas Student Data System Portal</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Waivers</strong></td>
<td>Waivers</td>
<td>Email: Ronald Rowell (512-463-9290)</td>
<td></td>
</tr>
</tbody>
</table>
4. Enter the required information (so that TEAL can verify your Educator Certification in ECOS), and click **Create**.

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.)*
5. Close the My Accounts tab. (Click **Done** at the bottom of the page or click the "x" on the tab.)
    On the Applications tab, you should now see the Educator link with your TEA ID number underneath.

6. Proceed to **Part 3**.
Part 3: 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.

   **TIP:** The Educational Testing Service (ETS) pulls your profile information from this page. Any changes must be made here to be reflected in your account with ETS at www.texes.ets.org.

SEE EXAMPLE ON NEXT PAGE
Welcome, Edward Texan
TEA ID Number: 1234567

Educator Certification Online System

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

<table>
<thead>
<tr>
<th>Field</th>
<th>Information Provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name: Edward</td>
<td></td>
</tr>
<tr>
<td>Middle Name:</td>
<td></td>
</tr>
<tr>
<td>Last Name: Texan</td>
<td></td>
</tr>
<tr>
<td>Maiden Name:</td>
<td></td>
</tr>
<tr>
<td>Suffix:</td>
<td></td>
</tr>
<tr>
<td>Gender:</td>
<td></td>
</tr>
<tr>
<td>Date of Birth: 10-20-1965</td>
<td></td>
</tr>
<tr>
<td>Phone Number: 612-555-1212</td>
<td></td>
</tr>
<tr>
<td>*Email: <a href="mailto:texan@email.com">texan@email.com</a></td>
<td></td>
</tr>
<tr>
<td>*Driver License #:</td>
<td></td>
</tr>
<tr>
<td>*Expiry Date:</td>
<td></td>
</tr>
<tr>
<td>*City:</td>
<td></td>
</tr>
<tr>
<td>*State: Texas</td>
<td></td>
</tr>
<tr>
<td>*Zip Code: 78701 (12345-1234)</td>
<td></td>
</tr>
<tr>
<td>*Country: UNITED STATES</td>
<td></td>
</tr>
<tr>
<td>*Foreign Address:</td>
<td></td>
</tr>
<tr>
<td>*Address:</td>
<td></td>
</tr>
<tr>
<td>*City:</td>
<td></td>
</tr>
<tr>
<td>*State: Texas</td>
<td></td>
</tr>
<tr>
<td>*Zip Code: 78701 (12345-1234)</td>
<td></td>
</tr>
<tr>
<td>*Country: UNITED STATES</td>
<td></td>
</tr>
</tbody>
</table>

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 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 proof of 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.

*Required Fields

Your name, address, and contact information are 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.

Continued...
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:  Or mail to:

namechange@tea.state.tx.us  Texas Education Agency
Or mail to:
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.