

**TEAL – Apply for Access TSDS Portal Parallel**

Each district/charter parallel school will be required to have at least one person with **TSDS Portal Parallel** access.

1. Log into **TEAL**.
2. Click on **My Application Accounts**.
3. Click on **Request New Account**.

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1. On the **Request New Account**, scroll down and click on the **TSDSPortalParallel** to add the application to your TEAL account.

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1. On the **My Accounts** screen, under the **Texas Student Data System Portal Parallel** application, select **Add Access**.

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1. In the **Employing Organization** and **Requested Organization ID**, enter your district/charter county district number.

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1. Select the appropriate Roles and Parameters based on your responsibilities for the parallel year.

* **Core LEA Data Completer** (Promote, Validate, View Reports, Complete Collections – select all that apply to your district)
* **DMC LEA Data Monitor** (DMC L1.5 Filters, DMC Map Descriptors, DMC Search Data)
* **DMC LEA L2 Validations** (L2 Validations for Core Collections and PEIMS Submissions – select all that apply to your district)
* **DMC LEA Technical** (DMC Manage Key and Secret – preferably only 1 or 2 staff members should have this access)
* **PEIMS Data Completer** (Promote, Validate, View Reports, Complete Submissions – select all except Download Validation Tool)

1. Click **Done**.
2. Click \***Save Changes\***. It is important that you click **Save Changes** before you exit the screen.