

## TEAL – Access Application Process (Step 2)

The Texas Student Data System portal is your access to the TSDS Unique ID, and the TSDS Incident Management System (TIMS). You must have TEAL access (Step 1) before you can request TSDS access.

Go to <https://pryor.tea.state.tx.us/TSP/TEASecurePortal/Access/LogonServlet>. Log in using the Username and Password you created.

**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](#)

[Forgot your password?](#)  
[Forgot your username?](#)

[Help for Request Process](#) | [Help for Educator Account Setup](#)  
[Help with Password Reset](#)

**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.

[TEA Home Page](#) | [Web Policy and Accessibility](#)  
For help with account access, please enter a request at the online [TEA Help Desk](#).  
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You will be prompted to select and answer security questions in case you need to recover your password if you forget or lose it.

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User and Access Management

**Your security questions need to be set up or updated.**

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. Please be sure to note the exact answer, including punctuation, because the system needs the exact response to recover your password.

\* Question 1:

\* Question 1 Answer:

\* Question 2:

\* Question 2 Answer:

\* Question 3:

\* Question 3 Answer:

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User and Access Management

Welcome, Lori Boling

**Self-Service**

- Access Applications
- Requests I've Submitted
- Change My Password
- My Security Questions
- My Application Accounts
- Edit My User Information

**Applications**   **Security Questions** ✕

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✔ Your challenge/response answers have been updated.

Next, you will be required to agree to the security provisions.

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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.
- K. The user understands that release of confidential student information is prohibited by the Texas Government Code, Section 552.352, and that such an offense constitutes a Class A misdemeanor.
- L. The user certifies that the information contained in the registration form is, to the best of his knowledge, correct and that the education agency for which he works has authorized him as a representative. He further certifies that any ensuing program and activity will be conducted in accordance with all applicable Federal and State laws and regulations.
- M. The eGrants ESC Viewer user agrees to access and use the contents of eGrants applications for the sole purpose of providing technical assistance, program improvement, and sharing best practices and promising ideas to schools and school districts within the ESC to assist in implementing the respective grant program. The user agrees to notify the TEA should they discover that any eGrants applications or attachments contain any confidential data.

### Adding TSDS Access:

1. On the Applications tab if you have not been granted access to any applications yet, there will be no links. Click **Apply for Access**.

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 User and Access Management Welcome, Stephanie Smelley [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 User Information](#)
- [Link TEASE Accounts](#)
- [View Requests](#)

**Applications**

You do not have access to any applications at this time.

[Apply for Access](#)

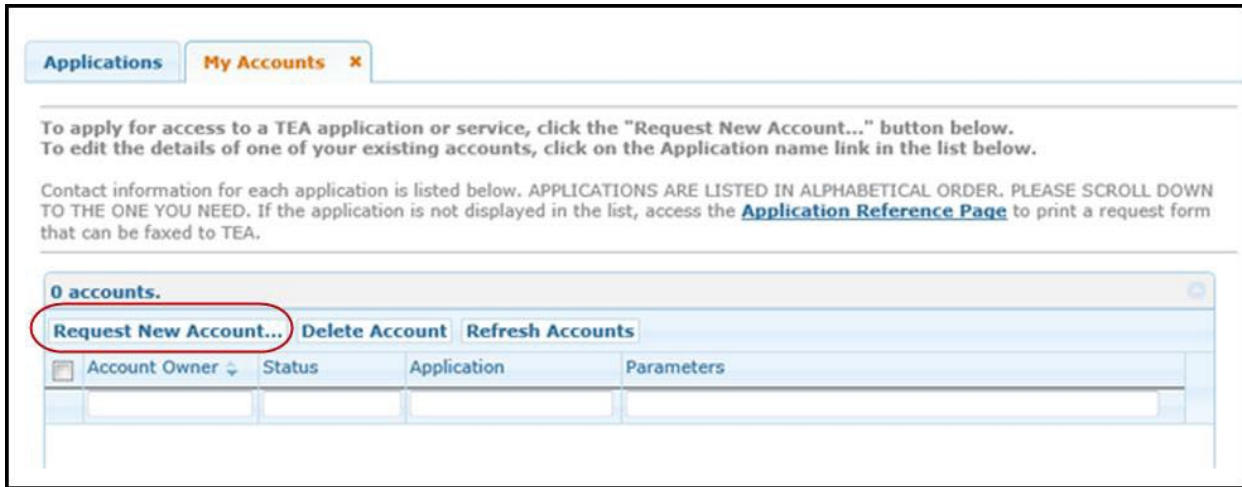
**TEASE User Accounts**

Single sign-on to TEASE

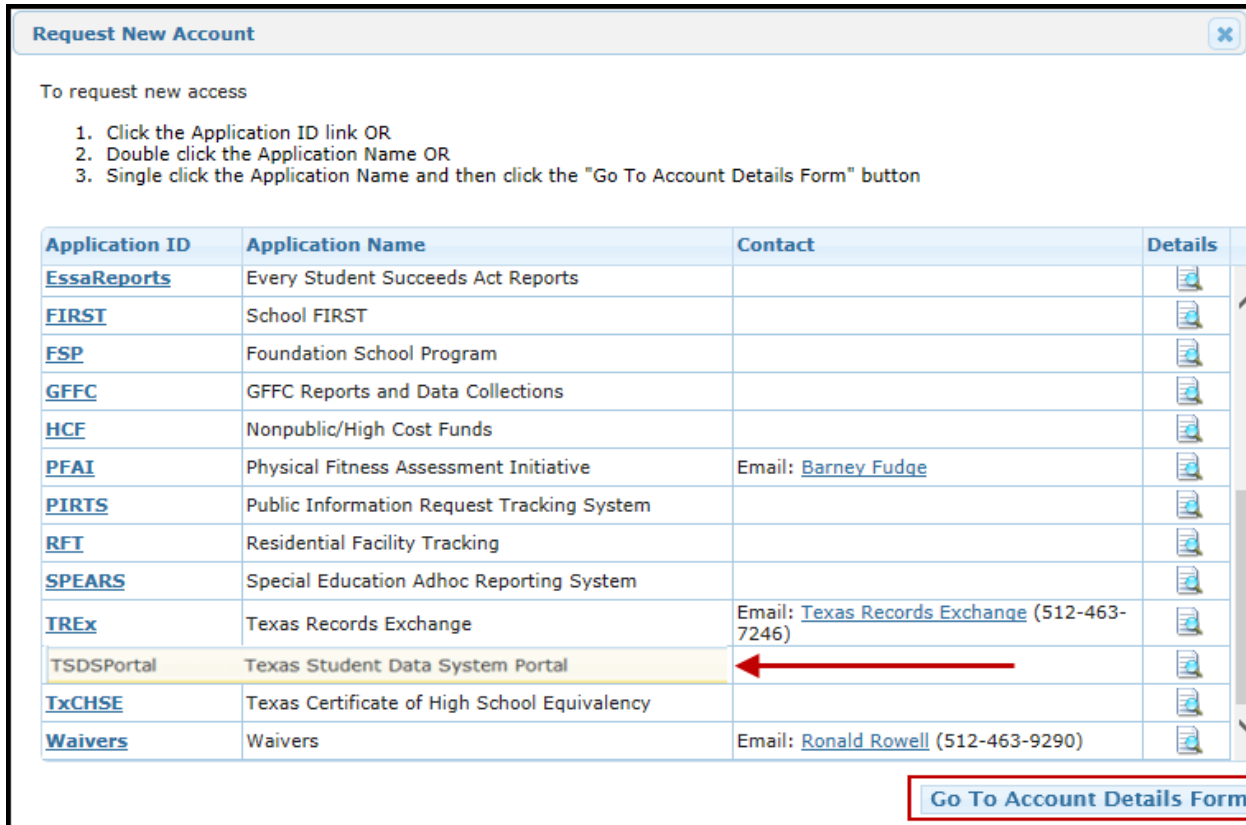
User ID: e220950ssme  
 Edit \* SS

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If you have any questions, please send email to TEAL Support at [TEAL.Support@tea.state.tx.us](mailto:TEAL.Support@tea.state.tx.us).  
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2. Click **Request New Account**.



3. Select/Highlight **TSDS Portal** and click **Go to Account Details Form**.



4. Click **Add Access**. The Application access details screen appears:

**Application access details**

Steps for adding access

1. Enter your Employing Organization (name or organization number).
2. Click the checkbox/radio button for the role(s) that you are applying for.
3. If there are parameters for the role(s) selected, enter that information.
4. Click the "Done" button to **queue** your request. This does not submit your request to TEAL.
5. Click the "Save Changes" button. This will then submit your access request to TEAL.

Employing Organization

\* Organization:  
Who do you work for? In other words, what organization employs you (e.g. district, ESC, charter school)?

Type the name of your organization or enter the county/district number. Once you begin typing, a list of authorized organizations appears. Select the name of your organization from the list.

Roles & Parameters

- TIMS Level 1 Support
- TIMS Level 2 Support
- Uniq-ID Campus
- Uniq-ID LEA
- Uniq-ID Search

Select the appropriate role.

Description:  
Uniq-ID Search

Privileges:  
 Uniq-ID Search User

Comments:  
Campus clerks need access to Uniq-ID Search to search for student identification information before entering to SIS.

Clear Roles

Done Cancel

5. Under Roles and Parameters select the appropriate role.

6. Enter any necessary description or comments.

7. Click Done.

The Edit Account screen appears.

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User and Access Management

Welcome, [User] Logout Help

Self-Service

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Applications Edit Account

To modify existing access

1. Select the access that you would like to modify and click the "Modify Access" button.
2. If you have more than one role associated with an organization, please select the specific role that you would like to modify.
3. Follow the instructions on the Application access details popup.
4. Click the "Save Changes" button. This will submit your modify request to TEAL.
5. Note: You cannot modify an "Inactive" role.

Application Name: TSDS Portal -  
User ID: [User ID]

A change has been requested but has not been submitted. To submit your request, click on the Save button located on the bottom of the screen.

\* Accesses: Add Access Modify Access Remove Selected Refresh Access

Access Status	Employing Organization	Access Rights
New	REG XI EDUCATION SERVICE CENTER (220950)	Role: Uniq-ID Search

Save Changes Discard Changes and Return

8. Verify new role. Click **Save Changes**.

9. Message appears confirming request submission.

10. Click **Done**.

✓ Add request was successfully submitted.

\* Accesses: Add Access Modify Access Remove Selected Refresh Access

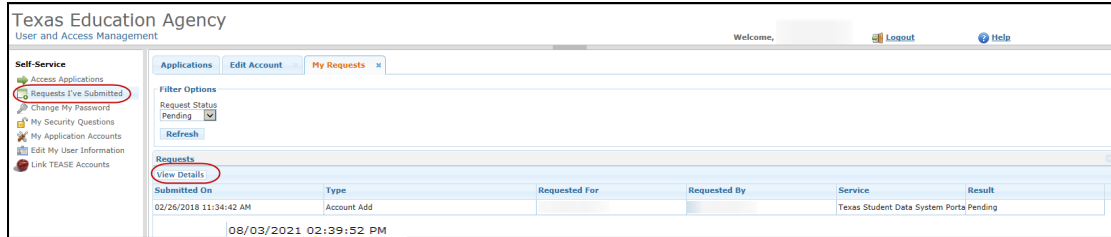
Access Status	Employing Organization	Access Rights
Requested	REG XI EDUCATION SERVICE CENTER (220950)	Role: Uniq-ID Search

Done

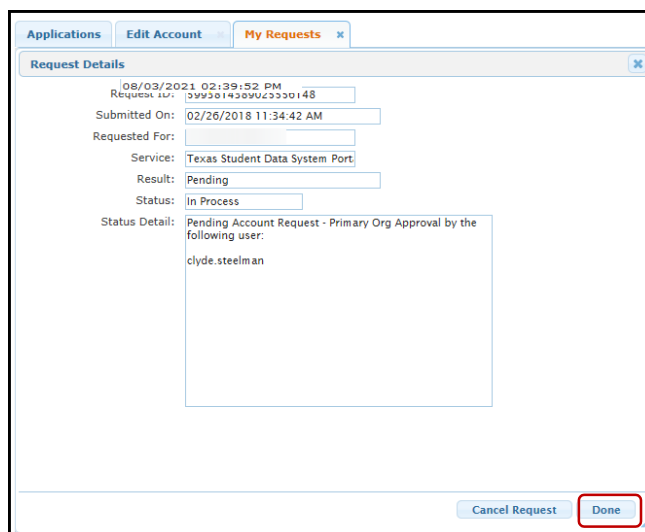
## Checking Access Status

A confirmation email will be sent when access has been approved.

1. Check the status of requests at any time by logging in to TEAL and selecting **Requests I've Submitted**.



2. On the My Requests tab select the appropriate request and click **View Details**.

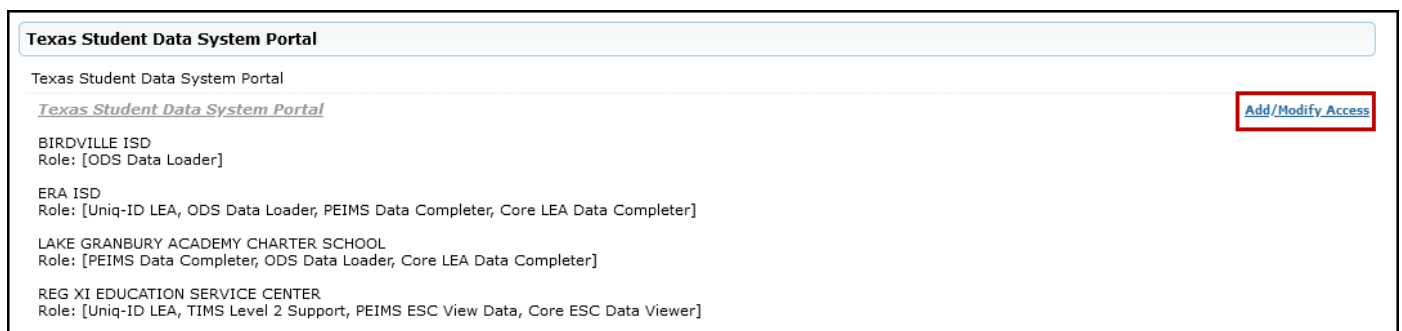


3. Click **Done**.

## Adding Privileges to the Core Completer Role

Privileges must be requested for each Core submission you are responsible for. This includes but not limited to CSW, Child Find, Class Roster, ECDS, RFT, SELA and SPPI-14.

1. Log into TEAL. From the Applications tab, select **Add/Modify Access** from the far top right.



2. Select **Modify Access**. Click the area below to select. The area will turn a **pale yellow**.

Applications Edit Account ✕

To modify existing access

1. Select the access that you would like to modify and click the "Modify Access" button.
2. If you have more than one role associated with an organization, please select the specific role that you would like to modify.
3. Follow the instructions on the Application access details popup.
4. Click the "Save Changes" button. This will submit your modify request to TEAL.
5. Note: You cannot modify an "Inactive" role.

Application Name: **Texas Student Data System Portal**  
 User ID: your.name

\* Accesses: Add Access **Modify Access** Remove Selected Refresh Access

Access Status	Employing Organization	Access Rights
Granted	Your School District Name	Role: <b>Uniq-ID LEA</b> Requested Organization: 123456 Role: <b>ODS Data Loader</b> Requested Organization ID: 123456 Role: <b>PEIMS Data Completer</b> Requested Organization ID: 123456 Role: <b>Core LEA Data Completer</b> Requested Organization ID: 123456

Applications Edit Account ✕

To modify existing access

1. Select the access that you would like to modify and click the "Modify Access" button.
2. If you have more than one role associated with an organization, please select the specific role that you would like to modify.
3. Follow the instructions on the Application access details popup.
4. Click the "Save Changes" button. This will submit your modify request to TEAL.
5. Note: You cannot modify an "Inactive" role.

Application Name: **Texas Student Data System Portal**  
 User ID: your.name

\* Accesses: Add Access **Modify Access** Remove Selected Refresh Access

Access Status	Employing Organization	Access Rights
Granted	Your School District Name	Role: <b>Uniq-ID LEA</b> Requested Organization: 123456 Role: <b>ODS Data Loader</b> Requested Organization ID: 123456 Role: <b>PEIMS Data Completer</b> Requested Organization ID: 123456 Role: <b>Core LEA Data Completer</b> Requested Organization ID: 123456

3. Select the **Role Name** and click on **Modify**.

Applications Edit Account ✕

Which access role(s) do you want to modify? ✕

Role Name
<b>Core LEA Data Completer</b>
ODS Data Loader
PEIMS Data Completer
Uniq-ID LEA

**Modify** Cancel

4. Enter and select your organization. Enter and select your requested organization.

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User and Access Management

Welcome, Deanna Har

**Self-Service**

- Access Applications
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**Administration**

- Search For Users
- Search For Accounts
- Search For Approvers
- Search For Requests

**Applications** **Edit Account** x

**Application access details**

Steps to modify access

1. Change the parameters that you would like to modify.
2. Click the Done button to **queue** your request. This does not submit your request to TEAL.
3. Click the "Save Changes" button. This will then submit your access request to TEAL.

You cannot change the employing organization during a modify request.  
You cannot add/delete roles during a modify request. Please use the "Add Access" or "Remove Selected" buttons.  
In some cases, you may not be able to modify any information except for the Comments field. Some application and role parameters cannot be modified.

**Employing Organization**

\* Organization:  
*(What do you work for? In other words, what organization employes you (e.g. district, ESC, charter school)?*

**Roles & Parameters**

- Core ESC Data Viewer
- Core LEA Data Approver
- Core LEA Data Completer

**Description:**  
Core LEA Data Completer

\* Requested Organization ID:  
*(Requested Organization ID)*

**Roles & Parameters**

**Privileges:**

- CORE Generate/View LEA Reports
- CSW Access
- Child Find Access
- Class Roster Access
- Core Complete Submission

**Comments:**

Core LEA Data Promoter

Core LEA Data Viewer

Core TEA Data Viewer

ODS Campus Data Loader

ODS Data Loader

**Done** **Cancel** **Select Done**

Granted: Edited REG XI EDUCATION SERVICE CENTER Role: ODS Data Loader Requested Organization ID: 220902

**Save Changes** **Discard Changes and Return**

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TEAL ver 3.0.11.7

5. Select **DONE** and then select **SAVE CHANGES**.

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