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**

[Login]

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: [Select from list below...   ▾]
* Question 1 Answer: [   ]

* Question 2: [Select from list below...   ▾]
* Question 2 Answer: [   ]

* Question 3: [Select from list below...   ▾]
* Question 3 Answer: [   ]

[Save Changes] [Cancel]

Texas Education Agency
User and Access Management   Welcome, Lori Boling   Logout   Help

Self-Service

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

| Applications | Security Questions ✕ |

✓ Your challenge/response answers have been updated.

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

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**.

2. Click **Request New Account.**
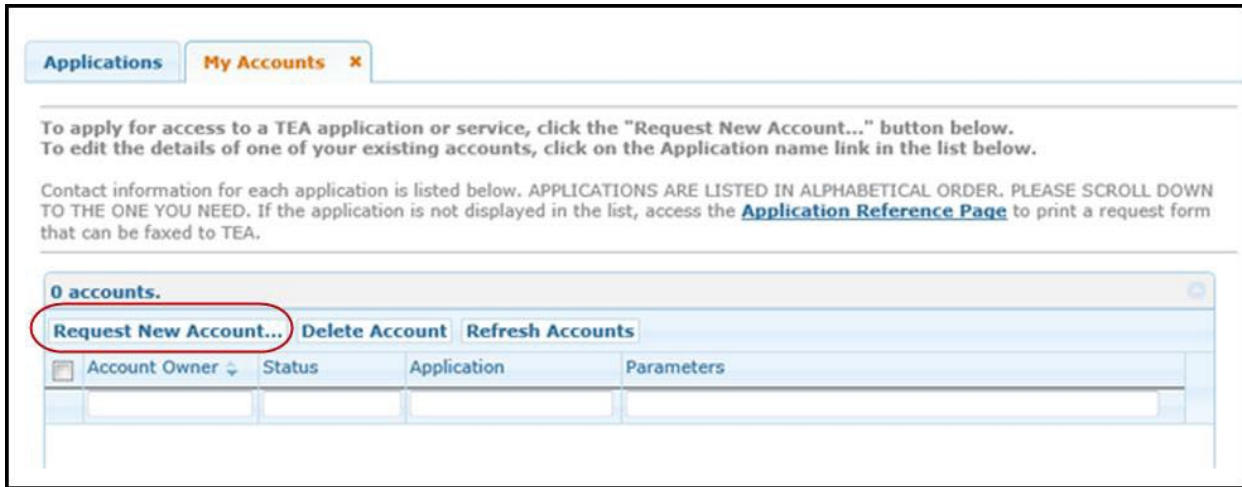
3. Select/Highlight **TSDS Portal** and click **Go to Account Details Form**.

Created 01/16/2014
Revised 08/18/2022
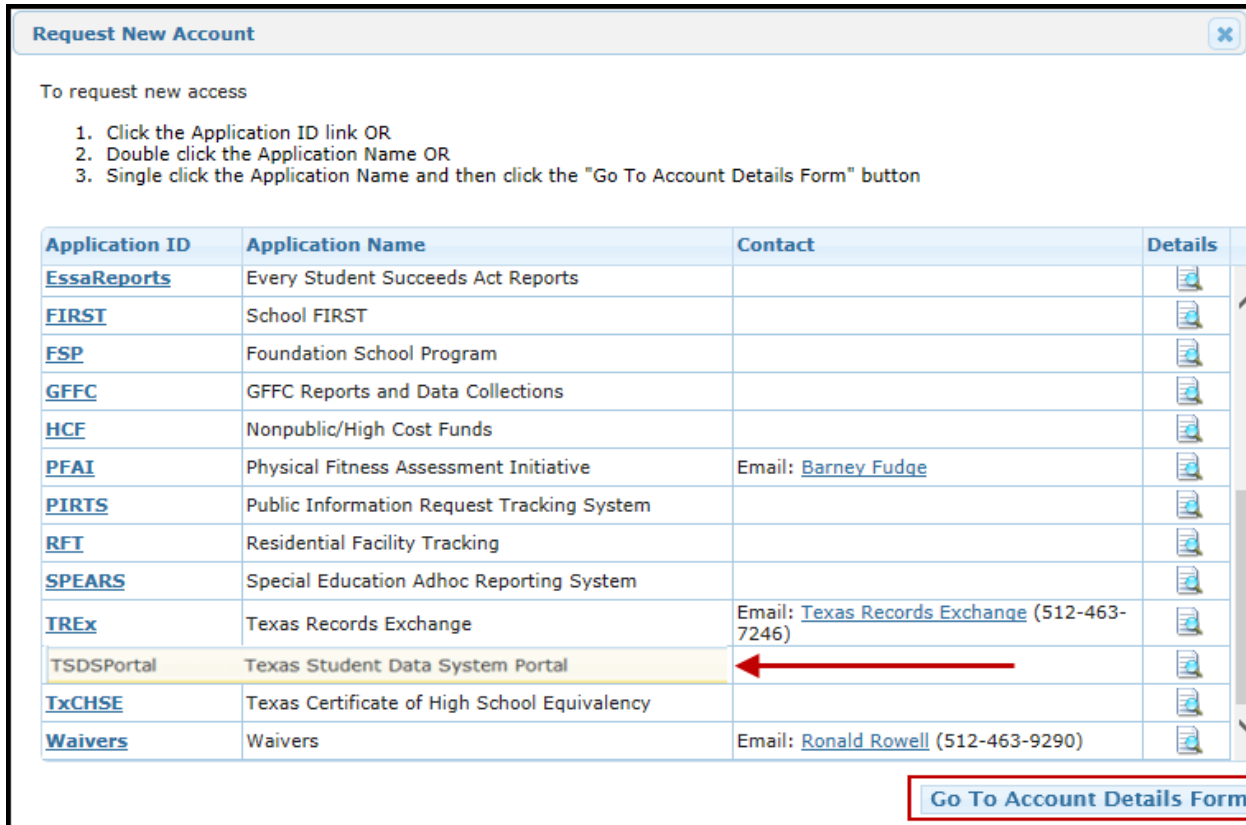
4.   Click **Add Access**. The Application access details screen appears:

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,   Logout   Help

Self-Service
- Access Applications
- Requests I've Submitted
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- My Security Questions
- My Application Accounts
- Edit My User Information
- Link TEASE Accounts

Applications   **Edit Account**   x

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:

⚠ 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.

✓ Add request was successfully submitted.

10. Click **Done**.

* Accesses: Add Access   Modify Access   Remove Selected   Refresh Access
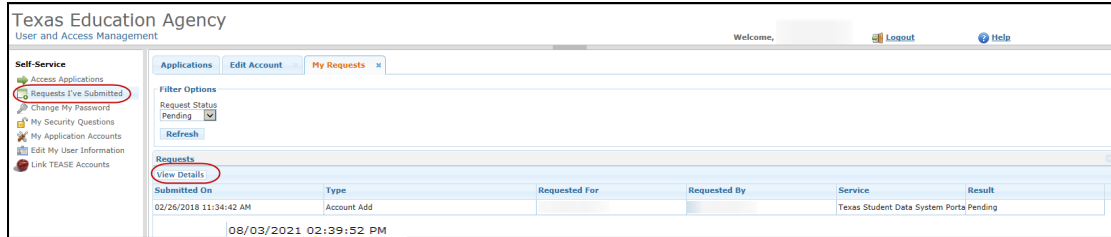
Access Status	Employing Organization	Access Rights
Requested	REG XI EDUCATION SERVICE CENTER (220950)	Role: **Uniq-ID Search**

Done

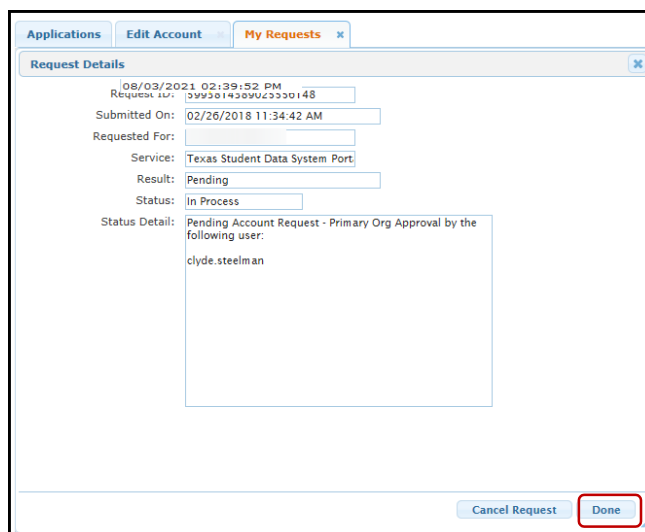Created 01/16/2014
Revised 08/18/2022

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**.

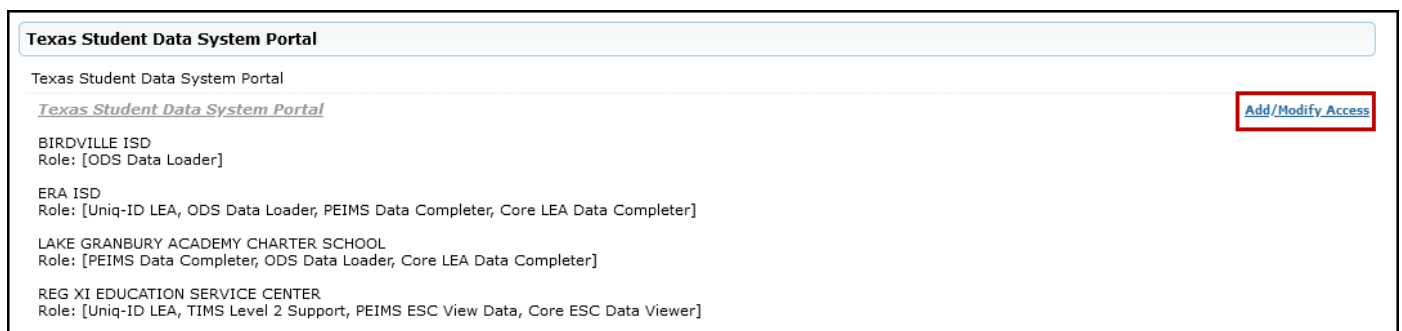2. On the My Requests tab select the appropriate request and click **View Details**.

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 <mark>pale yellow</mark>.

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

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

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

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