

# 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 <u>https://pryor.tea.state.tx.us/TSP/TEASecurePortal/Access/LogonServlet</u>. 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. <b>You could lose data</b> .
Don't have an account? Request New User Account
Username:
Password: Show Password
Login
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.
TFA Home Page   Web Policy and Accessibility For help with account access, please enter a request at the online IFA Help Desk. Copyright © 2021 The Texas Education Agency, 1701 North Congress Ave, Austin, TX 78701-14

You will be prompted to select and answer security questions in case you need to recover your password if you forget or lose it.

Texas Educa User and Access Man	ation Agency						
Your security questions n	eed to be set up or updated.						
Please choose three securit	y questions from below and provide answers. The	ese questions are required and v	be used to recover your passw	ord if you forget or lose it. The	se answers are confident	ial and will not be used for	r any other purpose.
Please be sure to note the e	exact answer, including punctuation, because the	e system needs the exact respo	e to recover your password.				
* Question 1:	Select from list below	v					
* Question 1 Answer:							
* Question 2:	Select from list below	¥					
* Question 2 Answer:							
• Ourskins Dr.							
* Ouestion 3 Answer:	Select from list below	v					
1.1							
	Save Changes Cancel						
lexas Educat	lion Agency					-	
User and Access Manag	Jement		-		Welcome, Lori Boling	El Logout	C Help
Self-Service	Applications Security Questions	•					
Access Applications	Your challenge/response answers have	e been updated.					
Change My Password	-						
My Security Questions							
My Application Accounts							
Eur my oser information							



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

Texas Education Agency User and Access Management
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 responsee for changing ins password in the subject to take the above compromised. D. The user is response to changing the password in the subject to take the above compromised. D. The user is instantiated by a changing the password in the subject subject subject to take the subject sub
b. In the user was not knowing to interlocate price and the start of the start o
E. The user agrees to how your case composition receives control maniformation table interfers a close to device another control and composition accesses control maniformation in an user control
The user arreast hat creases to confidential data will be limited to the runnes included by the anniformation, and arreasts to limit data viewed to that necessary for that numbers
H. The user arrest to have procedures in place to monitor and potent 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 in the Texas Open Records Act as an exception to records that are subject to disclosures to the public (Government Code, Section 552,026).
<ol> <li>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.</li> </ol>
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.
I Agree Cancel

## 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**.

Self-Service	Applications	
Access Applications My To-Do List Requests I've Submitted	You do not have access to any applications at this time.	Refresh Links
Change My Password My Security Questions My Application Accounts Edit My Uper Information	Apply for Access	TEASE User Accounts Single sign-on to TEASE
Link TEASE Accounts		User ID: e220950ssme Edit * SS



### 2. Click Request New Account.

pplications My /	Accounts ×			
apply for access t	o a TEA applie	cation or service, clic	k the "Request New Account" butto	below.
edit the details of	one of your e	existing accounts, cli	ck on the Application name link in the	list below.
ntact information for	each applicati	on is listed below. APPI	ICATIONS ARE LISTED IN ALPHABETICAL	ORDER. PLEASE SCROLL DOV
THE ONE YOU NEED	). If the applica	ation is not displayed in	the list, access the Application Reference	e Page to print a request for
the found to TE	1.8			
at can be faxed to TE	Α,			
at can be faxed to TE	iA,			
at can be faxed to TE accounts.	EA.			
at can be faxed to TE accounts. Request New Accou	Int Delete	Account Refresh Ac	counts	
at can be faxed to TE accounts. Request New Accou	Delete Status	Account Refresh Ac	counts Parameters	
at can be faxed to TE ) accounts. Request New Accou	TA. Delete Status	Account Refresh Ac	counts Parameters	

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

o request new acc 1. Click the Ap 2. Double click 3. Single click	ess plication ID link OR the Application Name OR the Application Name and then click the "Go To Acco	ount Details Form" button	
Application ID	Application Name	Contact	Details
EssaReports	Every Student Succeeds Act Reports		4
FIRST	School FIRST		
FSP	Foundation School Program		
GFFC	GFFC Reports and Data Collections		
HCF	Nonpublic/High Cost Funds		
PFAI	Physical Fitness Assessment Initiative	Email: Barney Fudge	
PIRTS	Public Information Request Tracking System		
RFT	Residential Facility Tracking		
SPEARS	Special Education Adhoc Reporting System		
TREx	Texas Records Exchange	Email: <u>Texas Records Exchange</u> (512-463- 7246)	
TSDSPortal	Texas Student Data System Portal	<b></b>	
TxCHSE	Texas Certificate of High School Equivalency		
Waivers	Waivers	Email: Ronald Rowell (512-463-9290)	



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

Applications	My Accounts	
Application ac	cess details	
Steps for addir 1. Enter yo 2. Click the 3. If there 4. Click the 5. Click the	ng access ur Employing Org e checkbox/radio are parameters f = "Done" button t e "Save Changes"	nization (name or organization number). utton for the role(s) that you are applying for. t the role(s) selected, enter that information. <b>queue</b> your request. This does not submit your request to TEAL. button. This will then submit your access request to TEAL.
Employing Oi * Organiz Who do you	rganization ation: work for? In other word	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 & Para	meters	
TIMS Le	vel 1 Support	
TIMS Le	vel 2 Support	
Uniq-ID	Campus	
🗌 Uniq-ID	LEA	
🕑 Uniq-ID	Search	Select the appropriate role.
Descrip	tion:	
Uniq-ID S	iearch	ĥ.
Privilea	es:	
Unic	-ID Search User	
Comme	nts:	
	Campus cle student ide	rks need access to Uniq-ID Search to search for tification 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.

Texas Educatio	n Agency				Welcome,	e Logout	2 Help
Self-Service Access Applications Requests I've Submitted Change My Password My Security Questions My Application Accounts field KW user Information	Applications Edit Acc To modify existing access 1. Select the access th 3. Follow the instructio 4. Click the "Save Char 5. Note: You cannot m	ount × at you would like to modi an one role associated wi ns on the Application acc gges" button. This will aud dify an "Inactive" role.	fy and click the "Modify Access" button. th an organization, please select the specific role that y ess details popur, mit your modify request to TEAL.	ou would like to modify.			
Lou ry used information     Link TEASE Accounts	Application Name: User ID: A change has been req * Accesses:	TSDS Portal - uested but has not been Add Access (Modify A Access Status New Save Changes	submitted. To submit your request, click on the Save b kccess Remove Selected Refresh Access Employing Organization ¢ REG XI EDUCATION SERVICE CENTER (220950) Discard Changes and Return	utton located on the bottom of the screen. Access Right Role: Uniq-II	ts D Search		

- 8. Verify new role. Click Save Changes.
- 9. Message appears confirming request submission.
- 10. Click Done.

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

Add request was successfully submitted.



## 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.

Texas Education	n Agency			Welcome,	📲 Logout	() Help
Self-Service Access Applications Requests I've Submitted Change My Password I' My Security Questions My Application Accounts My User Information	Applications Edit Account Filter Options Request Status Pending V Refresh	My Requests X				
Link TEASE Accounts	View Details					
	Submitted On	Туре	Requested For	Requested By	Service	Result
	02/26/2018 11:34:42 AM	Account Add			Texas Student Data System Port	ta Pending
	08/03/2021	02:39:52 PM				

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

Request Details		
08/03/20 Request 10:	21 02:39:52 PM	
Submitted On:	02/26/2018 11:34:42 AM	
Requested For:		
Service:	Texas Student Data System Port	
Result:	Pending	
Status:	In Process	
Status Detail:	Pending Account Request - Primary Org Approval by the following user: clyde.steelman	

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.

Texas Student Data System Portal	
Texas Student Data System Portal	
Texas Student Data System Portal	Add/Modify Access
BIRDVILLE ISD Role: [ODS Data Loader]	
ERA ISD Role: [Uniq-ID LEA, ODS Data Loader, PEIMS Data Completer, Core LEA Data Completer]	
LAKE GRANBURY ACADEMY CHARTER SCHOOL Role: [PEIMS Data Completer, ODS Data Loader, Core LEA Data Completer]	
REG XI EDUCATION SERVICE CENTER Role: [Uniq-ID LEA, TIMS Level 2 Support, PEIMS ESC View Data, Core ESC Data Viewer]	



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

Applications Edit Acc	count ×		
To modify existing access			
<ol> <li>Select the access that</li> <li>If you have more that</li> <li>Follow the instruction</li> <li>Click the "Save Chart</li> <li>Note: You cannot motion</li> </ol>	at you would like to modify and an one role associated with an o is on the Application access deta iges" button. This will submit yo dify an "Inactive" role.	click the "Modify Access" button. rganization, please select the specific role that you would like to modify. Illy popup. ur modify request to TEAL.	
Application Name: User ID:	Texas Student Data Sy your.name	stem Portal	
* Accesses:	Add Access Modify Access	Remove Selected Refresh Access	
	Access Status	Employing Organization 🖨	Access Rights
			Role: Uniq-ID LEA Requested Organization: 123456
	Granded	Your School District Name	Role: <b>ODS Data Loader</b> Requested Organization ID: 123456
	Granteu		Role: PEIMS Data Completer Requested Organization ID: 123456
			Role: Core LEA Data Completer Requested Organization ID: 123456

Applications Edit Acc	count ×		
To modify existing access			
<ol> <li>Select the access the</li> <li>If you have more the</li> <li>Follow the instruction</li> <li>Click the "Save Chains".</li> <li>Note: You cannot more</li> </ol>	at you would like to modify ar an one role associated with an ns on the Application access d nges" button. This will submit dify an "Inactive" role.	nd click the "Modify Access" button. a organization, please select the specific role that you would like to modify. tealia popup. your modify request to TEAL.	
Application Name: User ID:	Texas Student Data S your.name	System Portal	
* Accesses:	Add Access Modify Access	Remove Selected Refresh Access	
	Access Status	Employing Organization 🖨	Access Rights
			Role: Uniq-ID LEA Requested Organization: 123456
	Granted	Your School District Name	Role: ODS Data Loader Requested Organization ID: 123456
			Role: PEIMS Data Completer Requested Organization ID: 123456
			Role: Core LEA Data Completer Requested Organization ID: 123456

3. Select the Role Name and click on Modify.

	Applications Edit Account ×	
C	Which access role(s) do you want to modify?	×
Ι.	Role Name	
	Core LEA Data Completer	
	ODS Data Loader	
	PEIMS Data Completer	
	Uniq-ID LEA	
[	Modify Cancel	



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

ar and Access Managem	ent	Welcome, Deanna H
Service	Applications Edit Account ×	
Access Applications	Application access details	
My To-Do List Requests I've Submitted	Stone to modify person	
Change My Password	1. Change the parameters that you would like to modify.	
My Security Questions	<ol> <li>Click the Done button to queue your request. This does not submit your required and the submit your access request to the submit your access to the submit your access request to the submit your access request to the submit your access the submit your access request to the submit your access to the submit</li></ol>	uest to TEAL. o TEAL.
Edit My User Information	You cannot change the employing organization during a modify request.	r "Domaio Salastad" huttaas
	In some cases, you may not be able to modify any information except for the Comm	n Remove selected buttons. nents field. Some application and role parameters cannot be modified.
ninistration	Employing Organization	
Search For Osers Search For Accounts	* Organization:	Enter and select your
Search For Approvers	Who do you work for? In other words, what organization employe you (e.g. district, ESC, charter	r school2 county/district
Search For Requests		
	Roles & Parameters	
	Core ESC Data Viewer	
	Core LEA Data Approver	
	Core LEA Data Completer	
	Description: Core LEA Data Completer	
		~
		Enter and select your
	* Requested Organization ID: (Requested Organization ID)	county/district
Roles & Parameters  Privileges:  CORE Genera  CSW Access  Child Find Acc  Class Roster /	e/View LEA Reports	Select the required privileges by placing a check in the box. Be sure to scroll down using the arrows to see all options
Roles & Parameters  Privileges: CORE Genera CSW Access Child Find Acc Class Roster J Class Roster J Core Completed	e/View LEA Reports ess cccess e Submission	Select the required privileges by placing a check in the box. Be sure to scroll down using the arrows to see all options
Roles & Parameters  Privileges: CORE Genera CSW Access Child Find Acc Class Roster / Core Complet  Comments:	e/View LEA Reports	Select the required privileges by placing a check in the box. Be sure to scroll down using the arrows to see all options
Roles & Parameters	e/View LEA Reports ess access e Submission	Select the required privileges by placing a check in the box. Be sure to scroll down using the arrows to see all options
Roles & Parameters	e/View LEA Reports ess ccess e Submission	Select the required privileges by placing a check in the box. Be sure to scroll down using the arrows to see all options
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Roles & Parameters	e/View LEA Reports	Select the required privileges by placing a check in the box. Be sure to scroll down using the arrows to see all options
Roles & Parameters	e/View LEA Reports ess cccess e Submission  moter ver ver Loader	Select the required privileges by placing a check in the box. Be sure to scroll down using the arrows to see all options
Roles & Parameters  Privileges: CORE Genera CORE Genera COW Access Child Find Acc Cass Roster Core Complet Comments:  Core LEA Data Pro Core LEA Data Vie Core TEA Data Vie ODS Campus Data ODS Data Loader	e/View LEA Reports	Select the required privileges by placing a check in the box. Be sure to scroll down using the arrows to see all options
Roles & Parameters  Privileges: CORE Genera CORE Genera COW Access Could Find Acc Comments: Comments: Core Complet Core LEA Data Proc Core LEA Data Vie Core TEA Data Vie ODS Campus Data ODS Data Loader	e/View LEA Reports	Select the required privileges by placing a check in the box. Be sure to scroll down using the arrows to see all options
Roles & Parameters	e/View LEA Reports ess cccess e Submission moter wer Loader elect Done Grante(Ested) REG XI EDUCATION SERVICE CENTER Save Changes and Return	Select the required privileges by placing a check in the box. Be sure to scroll down using the arrows to see all options

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

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