

TEAL – Access Application Process (Step 1)

The Texas Education Agency Login application (TEAL) is your access to the TEA applications. This portal allows you to request secure access to TEA applications and to manage your user account information. TEA applications provide access to student records, educator records, school financial data, TSDS Unique ID, TSDS Incident Management System, and technical tools used to manage data from the local education agency (LEA) to TEA. Access to TEA applications must be authorized by TEA and protected for data integrity and security.

1. Go to <https://pryor.tea.state.tx.us/TSP/TEASecurePortal/Access/LogonServlet> .

2. Select **Request New User Account**. The **User and Access Management** screen appears:

* Primary Email Address: All notifications will be sent to this address.

* Verify Primary Email Address:

Secondary Email Address: If the primary email address becomes invalid, the security-code can be sent to your secondary email address to reset your password.

* Birth Month: The month of birth (1-12)

* Birth Day: The day of the month of birth (1-31)

Birth Year: YYYY

* Organization Type: The user's organization type.
[Click here for Organization Type descriptions](#)

Job Title:

Phone Number: Must include area code.

Cell Phone Number: Must include area code. Standard data/messaging rates may apply. Cell phone number can be used for password resets.

Street Address:

City:

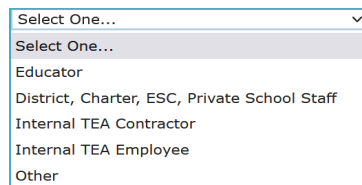
Country:

State:

Zip or Postal Code:

3. Complete the application. All fields noted with an asterisk are required fields.

- **Name** – Enter First, Middle, Last, and Suffix if applicable.
- **Email Address** and **Verify Email** – Enter Email for receiving correspondence from TEA. Do not use a group email address as it could compromise security for your confidential data.
- **Birthdate** – Enter birthdate by Birth Month (1-12), Birth Day (1-31), Birth Year (YYYY).
- **Organization Type** – Select the correct organization type from the pull down.



- **Job Title** – Enter your job title.
- **Phone Number** – Enter phone number including area code.
- **Address** – Enter your mailing address including city, country, state, and zip code.

4. Click **Submit**.

5. A message appears that acknowledges your request. The page redirects you to create a new password.

Texas Education Agency
 User and Access Management

Create Your New Password

NOTE: Passwords are case sensitive, so ensure that your CAPS Lock is not set to On.

Make sure the password conforms to the TEAL password rules. Your password MUST:

- Be 8-30 characters long
- Contain all the following:
 - Letters - At least one letter
 - Numbers - At least one number
 - Special characters - At least one special character i.e. #, *, \$, or @
- Be different from your previous ten passwords
- Not contain variations of the word "password"
- Not repeat a character more than 2 times
- Not include your user name

Username: **Lori.Boling1**

* New Password: [Show Password](#)

* Confirm Password: [Show Password](#)

[Submit](#)

6. TEA will email a confirmation with login information. Once you receive login information you can request access to the applicable applications. Refer to Step 2.

Note: Always exit TSDS and TEAL by selecting **Exit** or **Log Out**.

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