**TEAL – Access Application Process (Step 2)**

The **Texas Student Data System** portal is your access to the TSDS Unique ID, TSDS Student GPS Dashboards, 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.



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



 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.**

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

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



1. Under **Roles and Parameters** select the appropriate role.

## Enter any necessary description or comments.

1. Click **Done**.

## The Edit Account screen appears.



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



1. Message appears confirming request submission.



1. Click **Done.**

# Checking Access Status

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

1. You may check the status of requests at any time by logging in to TEAL and selecting **Requests I’ve Submitted**.



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



1. Click **Done.**