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| **ECDS Role Request & Approval** |
| Slide 1 | Welcome to the Texas Student Data System tutorial sponsored by TEA. This short tutorial will discuss the process of requesting and approving TEAL roles for the Early Childhood Data System or ECDS. |
| Slide 2 | The Texas Education Agency Login or TEAL is a single sign on that allows you secure access to TEA applications. You as a superintendent or district approver will be responsible for approving the TEAL request for the TSDS roles for ECDS submitted by your designated ECDS Coordinator which could also be your PEIMS Coordinator or Data Specialists. First we will show you how a district staff member will begin the process of getting a TEAL role approved. Let’s begin by logging in to TEAL. |
| Slide 3 | Once the district staff member has logged in to TEAL, the application tab will display. Clicking the My Application Account link will display the My Account tab. This is where the staff member selects the appropriate applications. |
| Slide 4  | The application that houses the ECDS approver role, will be the Texas Student Data System or TSDS Portal. Clicking the TSDS Portal link will select the TSDS Portal. |
| Slide 5  | Once the TSDS application is selected, clicking Add Access will display the application access detail screen. Take note of the listed steps for adding access. The first critical step is entering the staff member’s employing organization. This includes the district or charter school name or organizational number. Typing in the name or organizational number will prompt a dropdown list for easy selection. The next step is selecting the appropriate role. For a person requiring ECDS approver access, selecting ECDS Data Approver will expand the role selection and display the parameter for this role. Here the staff member will enter the organization ID of the district they are requesting ECDS data acess for. The TIMS LEA Support role is another likely role that will be requested by the ECDS data approver. The TSDS Incident Management System or TIMS access allows anyone utilizing the TSDS Portal application, for example the Unique ID, studentGPS® Dashboards, or ECDS application to submit incidents to be reviewed or resolved.  |
| Slide 6 | The parameters for the TIMS role is also entering in the organization ID of the campuses and districts they are requesting. |
| Slide 7 | The last role we will select is the ODS Data Loader role. The Operational Data Store or ODS Data Loader Role is a role your designated ECDS data loader will need if they will be loading XML interchange data for their district. Again, the parameters for the ODS Data Loader role is the same as the previous two roles we discussed. Once a person has selected their roles, clicking Done will take them back to the original My Accounts tab now listing the new roles they selected. |
| Slide 8 | In this example, we have selected all 3 roles for one user. However, each role may be assigned to different district staff members based on the district’s needs. For example, the ECDS Data Approver could be assigned to the person most knowledgeable on early childhood data. The ODS Data Loader role could be assigned to the person experienced with loading data. And, the TIMS LEA Support role could be assigned to the person familiar with explaining issues and answering questions about TSDS applications and data collection. |
| Slide 9 | They can now follow the final steps by clicking Save Changes to submit their access requests. |
| Slide 10 | Now that the requests have been submitted, TEAL will email an action required email to you as the approver instructing you to log into TEAL to review the requests submitted. Let’s log in as a approver so we can approve the submitted requests for this staff member. |
| Slide 11 | Clicking the My To-Do List link will display the pending requests submitted earlier in this tutorial. The listed roles requested are listed here on the righthand side. Once you have confirmed the accuracy of the request, clicking Approve will approve the request, prompting an email to be sent to the submitter. Here are some important things to remember about requesting and approving TEAL roles for ECDS. Your ECDS Data Approver may already be your designated PEIMS Coordinator or Data Specialists on staff. As a result, the requester may already have the TIMS LEA or ODS Data Loader role. Therefore, they would not be required to re-request these roles for the ECDS Data Approver role if they already have it. And you, as the approver, must log in to your TEAL account to approve submitted role requests. An action required request will be sent to you as a reminder. |
| Slide 12 | This concludes our Texas Student Data System tutorial sponsored by TEA. For more information on ECDS, please review the recorded ECDS webinar or visit the TEA Project Share site for up-to-date training material and job aides. Please be on the look out for more TSDS support. Thank you. |