

1. Requesting application access for the TSDS training environment in TEAL

1. New users can request access to the TSDS Training Portal via the TEAL portal login screen. Log on with your user name and password:



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](#)

[Forgot your password?](#)
[Forgot your username?](#)

To log in, type your username and password and then click "Login".
Please refer to the [help documentation](#) for more information.

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.

2. Individuals with user IDs for TEAL can request access to the Training Portal. Once logged in, click My Application Accounts on the left side menu:

Texas Education Agency
User and Access Management

Welcome, Shawn Tomes [Logout](#) [Help](#) [Online User Training](#)

Self-Service

- Access Applications
- My To-Do List
- Requests I've Submitted
- Change My Password
- My Security Questions
- My Application Accounts**
- Edit My Profile
- Link TEASE Accounts
- View Requests

Administration

- Manage Others' Accounts

Applications

You have **pending activities**.

Business Partner Directory Administration

Business Partner Directory Administration
[Program Area Admin](#)
 TSDS Training and Deployment (Tsdstrng) [Add/Modify Access](#)

Texas Student Data System Portal

Texas Student Data System Portal
[Texas Student Data System Portal](#) [Add/Modify Access](#)

TEA - Information Technology/Statewide Education Data Systems
 Role: System Support

3. On the My Application Accounts screen, click Request New Account:

Texas Education Agency

User and Access Management

Welcome, LEA Tomes [Logout](#) [Help](#) [Online User Training](#)

Self-Service

- Access Applications
- My To-Do List
- Requests I've Submitted
- Change My Password
- My Security Questions
- My Application Accounts
- Edit My Profile
- Link TEASE Accounts

Applications **My Accounts**

To apply for access to a TEA application or service, click the "Request New Account..." button below.
 To edit the details of one of your existing accounts, click on the Application name link in the list below.

Contact information for each application is listed below. APPLICATIONS ARE LISTED IN ALPHABETICAL ORDER. PLEASE SCROLL DOWN TO THE ONE YOU NEED. If the application is not displayed in access the [Application Reference Page](#) to print a request form that can be faxed to TEA.

1 account.

Request New Account... **Delete Account** **Refresh Accounts**

Account Owner	Status	Application	Parameters
<input type="checkbox"/>			Role(s) Granted: TIMS Level 1 Support Authorized Org: 701611 - TEA - Information Technology/Statewide Education Data Systems Employing Org: 701611 - TEA - Information Technology/Statewide Education Data Systems
<input type="checkbox"/>			Role(s) Granted: TIMS Level 1 Support Authorized Org: 170960010 - A B C Academy LLC Employing Org: 701611 - TEA - Information Technology/Statewide Education Data Systems
<input type="checkbox"/>			Role(s) Granted: TIMS Level 1 Support Authorized Org: 170960010 - A B C Academy LLC Employing Org: 701611 - TEA - Information Technology/Statewide Education Data Systems
<input type="checkbox"/>			Role(s) Granted: ODS Data Loader Authorized Org: 701603 - TEA - Statewide Data Initiatives/PEIMS Employing Org: 701611 - TEA - Information Technology/Statewide Education Data Systems
<input type="checkbox"/>			Role(s) Granted: ODS Data Loader Authorized Org: 701950 - TEA - REG XXX Service Center Employing Org: 701611 - TEA - Information Technology/Statewide Education Data Systems
<input type="checkbox"/>	active	Texas Student Data System Portal	

4. Click TSDSPortalTraining from the list:

Texas Education Agency

User and Access Management

Welcome, LEA Tomes

[Logout](#)

Self-Service

- Access Applications
- My To-Do List
- Requests I've Submitted
- Change My Password
- My Security Questions
- My Application Accounts
- Edit My Profile
- Link TEASE Accounts

Applications

My Accounts

To apply for access to a TEA application or service, click the "Request New Account..." button below. To edit the details of one of your existing accounts, click on the Application name link in the list below.

Contact information for each application is listed below. APPLICATIONS ARE LISTED IN ALPHABETICAL ORDER. PLEASE SCROLL DOWN TO THE ONE YOU NEED. If the appl access the [Application Reference Page](#) to print a request form that can be faxed to TEA.

1 account.

[Request New Account...](#) [Delete Account](#) [Refresh Accounts](#)

☐ Account Owner

LEA.Tomes

Request New Account

To request new access

1. Click the Application ID link OR
2. Double click the Application Name OR
3. Single click the Application Name and then click the "Go To Account Details Form" button

Application ID	Application Name	Contact	Details
BPD	Business Partner Directory Administration	Email: Pamela Conover (512-936-6464)	
CSTS	Charter Schools Tracking System	Email: Sivaram Manda (512-463-6501)	
CharterFirst	Charter FIRST		
ECOSAdmin	ECOS for TEA Admins	Email: Xiaoying Hu (555-1212)	
ECOSAdminParallel	ECOS for Admin Parallel	Email: Xiaoying Hu (512 463-9584)	
ECOSEducator	Educator Certification Online System for Educators		
ECOSEducatorParallel	ECOS for Educator Parallel	Email: Xiaoying Hu (512 463-9584)	
ECOSEntities	Educator Certification Online System for Entities	Email: Xiaoying Hu (555-1212)	
ECOSEntitiesParallel	ECOS for Entities Parallel	Email: Xiaoying HuXiaoying Hu (512 463-9584)	
TE	Time and Effort Reporting	Email: Rachid Ighiouer ((512) 936-7198)	
TREx	Texas Records Exchange	Email: Texas Records Exchange (512-463-7246)	
TSDSPortalTraining	Texas Student Data System Portal Training		
Waivers	Waivers		

[Go To Account Details Form](#)

5. On the My Accounts tab, click Add Access:

Texas Education Agency

User and Access Management

Welcome, LEA Tomes

[Logout](#)

[Help](#)

[Online User T](#)

Self-Service

- Access Applications
- My To-Do List
- Requests I've Submitted
- Change My Password
- My Security Questions
- My Application Accounts
- Edit My Profile
- Link TEASE Accounts

Applications

My Accounts

To apply for new access

1. Click the "Add Access" button.
2. Follow the instructions on the Application access details popup.
3. Click the "Save Changes" button. This will submit your access request to TEAL.

Application Name: **Texas Student Data System Portal Training**

User ID: **LEA.Tomes**

* Accesses:

[Add Access](#)

[Remove Selected](#)

Access Status Employing Organization Access Rights

[Done](#)

6. Type in your employing organization. Once you begin typing, a list of authorized organizations appear. Select the name of your organization from the list:









Texas Education Agency

User and Access Management

Welcome, LEA Tones

 Logout

Self-Service

-  Access Applications
-  My To-Do List
-  Requests I've Submitted
-  Change My Password
-  My Security Questions
-  My Application Accounts
-  Edit My Profile
-  Link TEASE Accounts

Applications

My Accounts

To apply for new access

1. Click the "Add Access" button.
2. Follow the instructions on the screen.
3. Click the "Save Changes" button.

Application Name: **Tex**User ID: **LEA*** Accesses: **Ad****Acc****Do****Done**

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)?

Roles & Parameters

- ☐ TSDS studentGPS Dashboard Configurator
- ☐ TSDS studentGPS Dashboards
- ☐ ECDS Data Approver
- ☐ FERPA Policy Admin
- ☐ TIMS Level 2 Support
- ☐ TIMS Level 1 Support
- ☐ TIMS Technical Support
- ☐ ODS Campus Data Loader
- ☐ ODS Data Loader
- ☐ PEIMS Campus Approver
- ☐ PEIMS Campus Submitter
- ☐ PEIMS Data Acceptor
- ☐ PEIMS Data Approver
- ☐ PEIMS Data Completer

[Clear Roles](#)[Done](#)[Cancel](#)

7. Select all the required roles and enter the organization's ID you are requesting access for (i.e. The LEA whose data you will load during class):









Texas Education Agency

User and Access Management

Welcome, LEA Tones

 Logout

Self-Service

-  Access Applications
-  My To-Do List
-  Requests I've Submitted
-  Change My Password
-  My Security Questions
-  My Application Accounts
-  Edit My Profile
-  Link TEASE Accounts

Applications

My Accounts

To apply for new access

1. Click the "Add Access" button.
2. Follow the instructions on the screen.
3. Click the "Save Changes" button.

Application Name: **Text**User ID: **LEA*** Accesses: **Ad**

Acc

Do

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)?

Roles & Parameters

☐ ECDS Data Approver☐ FERPA Policy Admin☒ TIMS Level 2 Support

Description:

A Level 2 IMT (TIMS) role specifically designed for an ESC or vendor support agent.

* Requested Organization ID:

(Requested Organization ID)

Privileges:

☒ CORE Generate/View LEA Reports☒ ECDS Access☒ Extended Year Campus Course S☒ Extended Year Education Organization☒ Extended Year Student

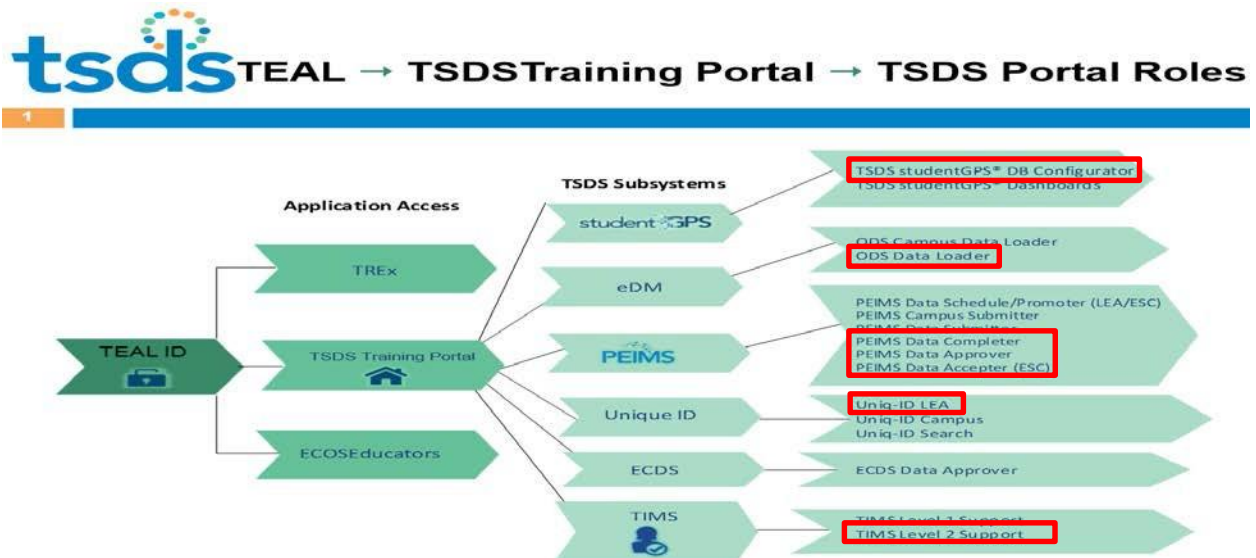
Clear Roles

Done

Cancel

 uncheck sub
privileges.

- a. The highlighted areas below are the roles required for the TSDS training:



In addition to the above, you will also need to request the following: RFT Data Completer, Core LEA Completer, Class LEA Data Completer and ECDS Data Approver.

8. Once all your roles are selected, click Done:

Texas Education Agency
User and Access Management

Welcome, LEA Tones [Logout](#)

Self-Service

- Access Applications
- My To-Do List
- Requests I've Submitted
- Change My Password
- My Security Questions
- My Application Accounts
- Edit My Profile
- Link TEASE Accounts

Applications **My Accounts**

To apply for new access

1. Click the "Add Access" button
2. Follow the instructions on the screen
3. Click the "Save Changes" button

Application Name: **TEXAS**

User ID: **LEA**

* Accesses:

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)?
TEA - Statewide Data Initiatives/PEIMS (701603)

Roles & Parameters

Uniq-ID LEA

* Requested Organization ID:

Privileges:

☒ Uniq-ID District

Comments:

☐ Uniq-ID Search

[Clear Roles](#)

[Done](#) [Cancel](#)

9. Click Save Changes:

Texas Education Agency

User and Access Management

Welcome, LEA Tomes

 Logout

Self-Service

- Access Applications
- My To-Do List
- Requests I've Submitted
- Change My Password
- My Security Questions
- My Application Accounts
- Edit My Profile
- Link TEASE Accounts

Applications **My Accounts** ✕

To apply for new access

1. Click the "Add Access" button.
2. Follow the instructions on the Application access details popup.
3. Click the "Save Changes" button. This will submit your access request to TEAL.

Application Name: **Texas Student Data System Portal Training**
User ID: **LEA.Tomes**

⚠ 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:

Access Status	Employing Organization	Access Rights
New	TEA - Statewide Data Initiatives/PEIMS (701603)	Role: TIMS Level 2 Support Requested Organization ID: 701603
New	TEA - Statewide Data Initiatives/PEIMS (701603)	Role: ODS Data Loader Requested Organization ID: 701603
New	TEA - Statewide Data Initiatives/PEIMS (701603)	Role: PEIMS Data Completer Requested Organization ID: 701603
New	TEA - Statewide Data Initiatives/PEIMS (701603)	Role: Uniq-ID LEA Requested Organization ID: 701603

Save Changes Discard Changes and Return

- a. **Note:** If you have a pending request for application access, you cannot make additional requests for the same employing organization and application. The pending request must be approved before you can submit a request for additional access.