Agenda

- TEAL Process for Unique ID Users
- Tips / Troubleshooting
- Initial User Group – Discussion
- Support
- Rollout Schedule for TEAL Requests
1. User requests TEAL account. System sets up account automatically (but deletes later if no application is requested).

2. User logs on to new account, requests access to TSDS Portal, and selects correct Unique ID role.

3. Organization Approver (Superintendent, ESC Director, or designated alternate) approves access.

4. TEA SEDS Approver approves access.
TEAL Approvers (LEAs, ESCs)

- **Primary Organization Approver** – Superintendent, ESC Director, Charter School Director

- **Alternate Organization Approver** – same rights as Primary Approver (requires board approval)

- **Limited Organization Approver** – approve requests for specific applications only, such as TSDS Portal
To Request Approval Rights (1)

1. Log in to TEAL, click **Edit My Profile**, scroll down and click **Manage Approver Status**.
2. Take the Approver training that is accessed from within TEAL or at https://pryor.tea.state.tx.us/ApproverTraining/
3. Select the appropriate type of Approver role.
What roles are appropriate/available for Unique ID?

- **System Configurator/System Administrator** - for TEA technical and support staff only
- **Uniq-ID LEA** - can search and update person data
- **Uniq-ID Campus** - can search and update person data for campus only
- **Uniq-ID Search** - can search and view only all Unique IDs in the state database
Former LEA and Campus Search roles being **combined** into **one** Unique ID Search role

- Simpler approval process for users that do tasks for more than one district/charter school (will not require multiple organization approvals)
Three TEAL Scenarios

Procedure varies slightly, depending on user’s current access:

- Needs TEAL account (has no TEASE account)
- Has TEAL account, just needs access to Unique ID
- Needs TEAL account and also works with TEASE applications (will link accounts within TEAL)
For Users Who **Need** TEAL Accounts (1)

Go to [https://pryor.tea.state.tx.us/](https://pryor.tea.state.tx.us/) and click **Request New User Account**.
For Users Who **Need** TEAL Accounts (2)

After the request is completed and submitted:

- The system creates the account automatically. (If the user does not log on and apply for application access within 14 days, a warning email is sent regarding cancellation.)

- The user can log on and proceed to apply for access to TSDS Portal with the correct Unique ID role.

- If the access request is not approved within 7 days, an email is sent to the user warning of cancellation. (Each level of Approver has 7 days to approve.)
For Users Who **Have** TEAL Accounts (1)

1. Log on at [https://pryor.tea.state.tx.us/](https://pryor.tea.state.tx.us/).
2. Click **Apply for Access**, or select **My Application Accounts** and click **Request New Account**.
3. Scroll down the Application List and **double-click TSDS Texas Student Data Systems**. (At this level, there is no reference to Unique ID.)
4. On the My Accounts tab, click **Add Access**.
5. Enter the **Employing Organization** at the top of the form.
6. Select the role.
For Users Who Have TEAL Accounts (7)

7. If the role permits updates to data, you’ll also need to enter **Requested Organization** (usually the same as Employing Organization; may be different if person is entering data for another organization; may enter more than one).
For Users Who **Have** TEAL Accounts (7)

- TEAL separates requests and routes to all organizations entered. Approvers receive notifications and can log on to review.
- Each request is routed to TEA if/after approved at the organization level.
For Users Who Need to Link TEASE Accounts (1)

- If a Unique ID user works with TEASE applications, the accounts will eventually need to be linked.
- Process only works if TEASE account is active and has a valid password. (Log on to TEASE to verify.)
For Users Who Need to Link TEASE Accounts (2)

The user logs on to TEAL, clicks **Link TEASE Accounts**, and follows steps.
TEAL screens can be confusing -

- Scrolling to find fields, links
- TSDS Portal – no Unique ID label at top level
- Add Account vs. Add Access
- Employing Organization vs. Requesting Organization
- Approval routing

To minimize future help calls and frustration for users, make this part of your training and support process.
Tips / Troubleshooting (2)

- Provide access to TEA materials
- Help Approvers get signed up (including alternates and limited organization approvers)
- Ask Approvers to review the Approver training online in TEAL.
Rollout for TEAL Requests

- 1265 LEAs - over 8,000 schools
- Need staggered TEAL rollout to avoid technical challenges
- Recommend making TEAL requests during Unique ID training sessions
Initial User Groups – Discussion

Who will perform these tasks in districts, charter schools, ESCs?

- Initial assignment of Unique ID
- Ongoing maintenance with batch and individual search functions
- Ongoing maintenance when SIS web services are available
Timeline Overview

- **February – March, 2013** - ESCs train LEA staff; Letter to Administrator sent by TEA.

- **March 11, 2013** – TEA creates Unique ID database.
  - PID and PET updates through EDIT+ are no longer available
  - PET Files cannot be submitted March 11 – 25, 2013

- **March 25, 2013** – TSDS Unique ID System in production (except for web services)
  - Unique IDs are made available to LEAs.
  - Demographic updates will be made through the TSDS Unique ID system.

- **April 8, 2013** - LEAs have Unique IDs populated in their student/staff source systems and can submit that information through EDIT+.

- **June 1, 2013** - LEA access to TSDS Unique ID Web Service Interface.
This presentation and document guide to applying for access

- TEAL log-in page: https://pryor.tea.state.tx.us/
- TEAL online training: https://pryor.tea.state.tx.us/EndUserTraining/
- TEAL online help: https://pryor.tea.state.tx.us/WebHelp/IAM.htm
- TEAL online Approver training: https://pryor.tea.state.tx.us/ApproverTraining/
For additional questions or clarification about Unique ID training, please contact us at –

TSDS_Training@tea.state.tx.us