

# 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:



IEA Login (I	EAL)	
IOTICE: TEA Web Ap 1:00pm due to routine period. You could los	oplications will not be ava maintenance, Please do e data.	ailable each Sunday morning from 5:00 o not access your applications during th
)on't have an acco	ount? Request New	v User Account
Username:	1	
Password:		Show Password
	Login	
Password:	Login	Show Password

### To log in, type your username and password and then click "Login". Please refer to the <u>help documentation</u> 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 Managen	nent	Welcome, Shawn Tomes	Logout	W Help U Online User Training
Self-Service Access Applications My To-Do List	Applications			Refresh Links
Requests I've Submitted Change My Password My Security Ouestions	(1) You have <b>pending activities.</b>			ж
₩ My Application Accounts	Business Partner Directory Administration			
Link TEASE Accounts	Business Partner Directory Administration <u>Program Area Admin</u> TSDS Training and Deployment (TsdsTrning)	Add/Modify Access		
Administration	Texas Student Data System Portal Texas Student Data System Portal			
	Texas Student Data System Portal TEA - Information Technology/Statewide Education Data Systems Bole: System Sunnort	Add/Modify Access		

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





## 4. Click TSDSPortalTraining from the list: Texas Education Agency

e Ap	plications	My Accounts	•			
Applications To Do List To ts I've Submitted Corr	apply for ac edit the det stact informat	ccess to a TEA app tails of one of your tion for each applica ication Reference	lication or service, cli existing accounts, cl tion is listed below. APP Page to print a request	ick the "Request New Account" button below. lick on the Application name link in the list belo PLICATIONS ARE LISTED IN ALPHABETICAL ORDER. It form that can be faxed to TEA.	w. PLEASE SCROLL DOWN TO THE ONE YOU NE	ED. I
urity Questions	account.					
Profile	equest New	Account Delet	e Account Refresh A	Accounts		
ASE Accounts	Account Ov	wner 🤤	Request New Accourt	nt December		
			<ol> <li>Click the Applic</li> <li>Double click the</li> <li>Single click the</li> <li>Application ID</li> </ol>	cation ID link OR re Application Name OR a Application Name and then click the "Go To Accoun Application Name	t Details Form" button	De
	LEA.Tomes	F	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)	
			ECOSAdminParalle	ECOS for Admin Parallel	Email: Xiaoying Hu (512 463-9584)	
			ECOSEducator	Educator Certification Online System for Educators		
			ECOSEducatorPara	ECOS for Educator Parallel	Email: Xiaoying Hu (512 463-9584)	
			<b>ECOSEntities</b>	Educator Certification Online System for Entities	Email: Xiaoying Hu (555-1212)	
			ECOSEntitiesParall	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)	1
			TSDSPortalTraining	Texas Student Data System Portal Training		
				Contraction of the Contraction o		

## 5. On the My Accounts tab, click Add Access: Texas Education Agency

Self-Service Applications My To-Do List To apply for new Applications	My Accounts X				
My To-Do List     To apply for new     Requests I've Submitted					
A Requests I ve Submitted	access				
Change My Password  Chang	Add Access" button. instructions on the Application	access details popup.			
My Security Questions 3. Click the "	Save Changes" button. This wi	II submit your access request to TEAL.			
X My Application Accounts					
💼 Edit My Profile Applicatio	on Name: Texas Studen	t Data System Portal Training			
Link TEASE Accounts	User ID: LEA.Tomes				
*,	Accesses: Add Access Rei	nove Selected			
	Access Status	Employing Organization 🖕	Access Rights		

W-1-----

-



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 Managen	lenc	Welcome, LLA romes W Logour	
Self-Service	Applications My Accounts	×	
Access Applications			_
y My To-Do List	To apply for new access	Application access details	
Requests I've Submitted	1. Click the "Add Access" but	Steps for adding access	
Change My Password	2. Follow the instructions on	1. Enter your Employing Oceanization (name or organization symbol)	
My Security Questions	<ol><li>Click the "Save Changes"</li></ol>	<ol> <li>Click the checkbox/radio button for the role(s) that you are applying for.</li> </ol>	
💥 My Application Accounts		<ol> <li>If there are parameters for the role(s) selected, enter that information.</li> <li>Click the "Done" button to gueue your request. This does not submit your request to TEAL.</li> </ol>	
💼 Edit My Profile	Application Name: Tex	5. Click the "Save Changes" button. This will then submit your access request to TEAL.	
Link TEASE Accounts	User ID: LEA		
	* Accesses: Ad	Employing Organization	
	Acc	* 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 Accepter	
		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





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

#### STEAL → TSDSTraining Portal → TSDS Portal Roles TSDS studentGPS\* DB Configurator TSDS Subsystems Application Access student GPS bade ODS Data Loader TREX eDM PEIMS Data Schedule/Promoter (LEA/ESC) PEIMS Campus Submitter EIMS Data Compl TEAL ID PEIMS TSDS Training Porta ÷ Unig-ID LEA Unique ID Uniq-ID Campus Uniq-ID Search ECOSEducators ECDS ECDS Data Approver TIMS TIMS Level 2 Support 6

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

Applications My Acco	unts	×	
		Application access details	
To apply for new access			
1. Click the "Add Acces	s" but	Steps for adding access	
2. Follow the instruction	is on	1. Enter your Employing Organization (name or organization number).	
a, unce une bave unai	yes :	2. Click the checkbox/radio button for the role(s) that you are applying for.	
		<ol> <li>If there are parameters for the role(s) selected, enter that information.</li> <li>Click the "Done" button to queue your request. This does not submit your request to TEAL.</li> </ol>	
Application Name:	Тех	5. Click the "Save Changes" button. This will then submit your access request to TEAL.	
User ID:	LEA.		
* Accesses:	Ade	Employing Organization	
	0.000	* Organization:	
	Acce	Who do you work for? In other words, what organization employs you (e.g. district, ESC, charter school)?	
	Dot	TEA - Statewide Data Initiatives/PEIMS (701603)	
		Roles & Parameters	
		ond to LEA	
			·
		* Requested Organization ID:	
		Privileges:	
		Uniq-ID District	
		Comments:	
		L Uniq-ID Search	
		Class Boles	
		Done Cancel	



Self-Service	Applications My Acco	unts x			
Access Applications My To-Do List Requests I've Submitted Change My Password My Security Questions My Application Accounts	To apply for new access 1. Click the "Add Access 2. Follow the instruction 3. Click the "Save Char	s" button. ns on the Applicatio nges" button. This v	in access details popup. vill submit your access request to TEAL.		
Edit My Profile	Application Name:	Texas Stude	nt Data System Portal Training		
Link TEASE Accounts	User ID:	LEA.Tomes			
Link TEASE Accounts	👍 A change has been req	uested but has not	been submitted. To submit your request, click on the Save	button located on the bottom of t	the screen.
Link TEASE Accounts	A change has been req * Accesses:	Add Access Re	been submitted. To submit your request, click on the Save	button located on the bottom of t	he screen.
Uink TEASE Accounts	A change has been req * Accesses:	Add Access Re Access Status	been submitted. To submit your request, click on the Save emove Selected Employing Organization 💝	Access Rights	he screen.
Link TEASE Accounts	A change has been req * Accesses:	Add Access Re Access Status New	been submitted. To submit your request, click on the Save amove Selected Employing Organization = TEA - Statewide Data Initiatives/PEIMS (701603)	Access Rights Role: TIMS Level 2 Supp Requested Organizz	the screen. Poort stion ID: <b>70160</b> 3
Link TEASE Accounts	A change has been req * Accesses:	Add Access Re Access Status New New	been submitted. To submit your request, click on the Save amove Selected Employing Organization TEA - Statewide Data Initiatives/PEIMS (701603) TEA - Statewide Data Initiatives/PEIMS (701603)	Access Rights Role: TIMS Level 2 Sup Requested Organizz Role: ODS Data Loader Requested Organizz	the screen.
Link TEASE Accounts	A change has been req * Accesses:	Add Access Re Access Status New New New	been submitted. To submit your request, click on the Save lemove Selected  TEA - Statewide Data Initiatives/PEIMS (701603)  TEA - Statewide Data Initiatives/PEIMS (701603)  TEA - Statewide Data Initiatives/PEIMS (701603)	Access Rights Access Rights Role: TIMS Level 2 Sup Requested Organizz Role: ODS Data Loader Requested Organizz Role: PEIMS Data Comp Requested Organizz	the screen.

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.