TEAL and ECOS Access Instructions for Educators

Step 1: TEA Login (TEAL) Access

A. Go to the TEA website, www.tea.state.tx.us , and select "Educator Login."

Educator Login
(Internet Explorer required)

B. Select "Create new TEAL account."

Educator Certification Online System (ECOS)

TEA has implemented a new login called TEAL, which ECOS will use going forward. Please follow the steps below to get started.

PLEASE READ THIS ENTIRE MESSAGE BEFORE PROCEEDING TO ANY LINKS ON THIS PAGE. YOU WILL NEED TO KEEP THIS PAGE OPEN SO YOU CAN EASILY REFERENCE THE FOLLOWING INSTRUCTIONS.

1. Create new TEAL account or Login to TEAL

2. Please **select "Educator" as your Organization Type** on the TEAL New User Registration form. TEAL will prompt you to enter your TEA ID or Social Security Number or P Number. This will assist us in migrating your credentials to the new system.

3. After you have created your TEAL user account, you will receive an email with your new user name and password. Follow the link in this email to login, using your new user name and password.

4. After changing your password and establishing your security questions, you will be redirected to the TEAL landing page, where you can access the ECOS for Educators application by clicking on the link.

View TEAL instructions to access ECOS educator account via below links:

TEAL Instructions With Graphics or **TEAL Quick Reference**

Video TEAL Setup Instructions

Internet Explorer (IE) is the only web browser supported by TEA, and to access ECOS you must use Internet Explorer.

PC is recommended.

Norton SECURED
VERIFY›
powered by VeriSign

C. Enter your information **EXACTLY** as it appears on your driver's license/state id. If your name has changed, **STOP**, and follow the Name Change Information at the end of this document.

    a. *Tip: Make sure you capitalize the first letter of your first and last name and make the rest lower case. For example: Jane Doe; Not JANE DOE or jane doe.*

    b. *Your email address should be all lowercase.*

* First Name:	Ed
Middle Name:	
* Last Name:	Texan
Suffix:	Generational, Academic, Professional (Jr, PhD, CPA)

* Email Address:	edtexan@gmail.com	All notifications will be sent to this address.
* Verify Email:	edtexan@gmail.com	
* Birth Month:	01	The month of birth (1-12)
* Birth Day:	01	The day of the month of birth (1-31)
Birth Year:	1975	YYYY

D. Select "Educator" for the Organization Type and enter the required information

* Organization Type: [Educator ▼] The user's organization type.

Job Title: [ ]

Please enter the following information in order to search for an existing Educator account that belongs to you.

When setting up a TEAL account, you must use the name that appears on your Texas educator certificate. If the first and last name does not match exactly in TEAL with the name in your educator account, you will not be able to access your educator account.

SSN must be nine (9) numeric characters only. Spaces, alphabetic characters, hyphens, slashes or any other special characters are not allowed.

If you do not have a social security number, please email **Educator Certification** and indicate in the subject line "Request a temporary file and TEA ID number." In the body of the email please confirm that you do not have a social security number, and include a daytime telephone number. You will also need to attach a copy of your state issued ID and passport. (please do not select this option if you have been previously assigned a temporary file number in the Educator Certification Online System)

SSN or P number: [*********]

Confirm SSN or P number: [*********] Please type the SSN or P number to confirm. Copy and Paste is not allowed.

OR

TEA ID: [ ]

Confirm TEA ID: [ ] Please type the TEA ID to confirm. Copy and Paste is not allowed.

AND

* Birth Year: [1975] YYYY

Confirm Birth Year: [1975] YYYY Please type the Birth Year to confirm. Copy and Paste is not allowed.

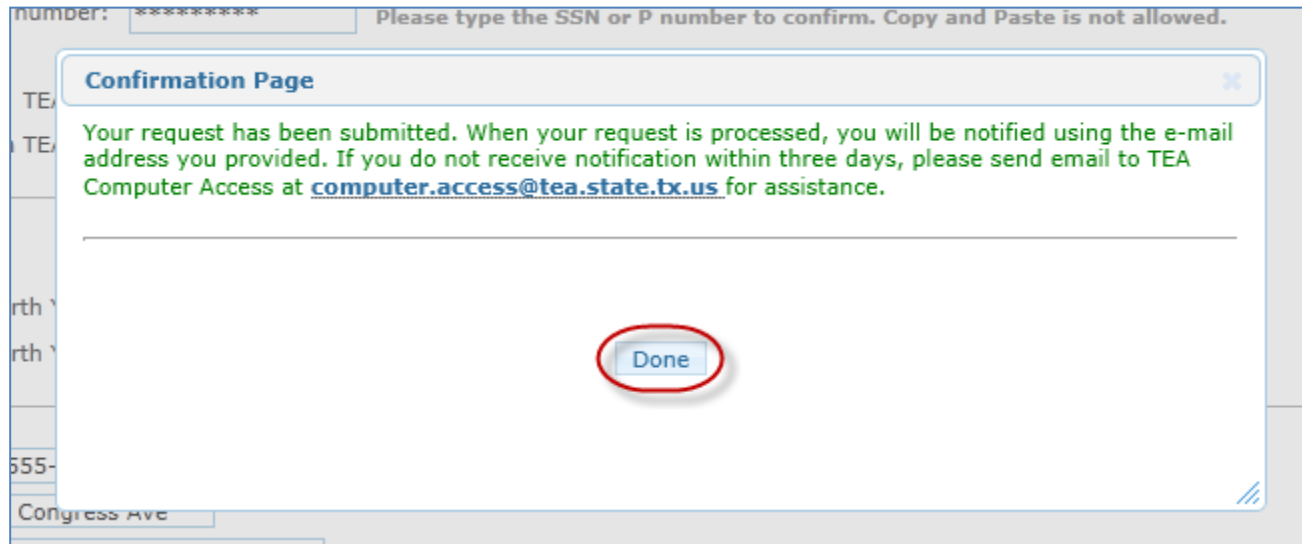* Phone Number: [512-555-1212] Must include area code.

* Street Address: [1701 Congress Ave]

* City: [Austin]

* Country: [United States ▼]

* State: [Texas ▼]

* Zip or Postal Code: [78701]

[Submit] [Cancel]

E. Select "Submit" to submit the request

F. Select "Done"

number: ******** Please type the SSN or P number to confirm. Copy and Paste is not allowed.

Confirmation Page

Your request has been submitted. When your request is processed, you will be notified using the e-mail address you provided. If you do not receive notification within three days, please send email to TEA Computer Access at computer.access@tea.state.tx.us for assistance.

Done

Congress Ave

G. Wait for system-generated email

TEAL and ECOS Access Instructions for Educators

H. Read the email carefully and follow the TEAL access instructions

PLEASE READ CAREFULLY

TEAL Access

Your request for a user account to access TEA online applications has been processed. You must use the username and password provided below to log on to TEAL (Texas Education Agency Login). You will also receive additional email message(s) when access is provided to the specific TEA application(s) you request.

Here are the major steps necessary to complete TEAL registration and grant you access into TEAL.

1. Enter your username and generated password to log on to TEAL.
2. System will prompt you to change your generated password.
3. System will prompt you to accept the TEA Assurance Agreement.
4. System will prompt you to complete your security questions.
5. System will grant you access into TEAL.

Provided below are more detail instructions to guide you through the TEAL registration process.

After entering the password for the first time, the system will prompt you to change it.

Password Rules

* Your password MUST conform to the following rules;
  1) Must be 8-30 characters
  2) Must contain all the following:
    • Letters - Must have both an upper and lower case letter,
      at least one upper case letter, i.e. "A, B, C..."
      at least one lower case letter, i.e. "a, b, c..."
    • Numbers - Must have at least one number, i.e. 1, 2, 3....
    • Special Characters - Must have at least one special character i.e. #, *, $, or @
  3) Must not include your username
  4) Must not contain variations of the word "password"
  5) Must not contain a character repeated more than 2 times
  6) Must not be the same as your previous ten passwords

* The system will prompt you to complete your Challenge and Response selection. You must select three security questions and provide answers. These questions are required and will be used to recover your password if you forget or lose it. The answers are confidential and will not be used for any other purpose. Later, if you forget your password, click the 'Forgot your password?' link on the TEAL Login page. The system will allow you to reset your password when you correctly answer the challenge questions that you previously set up.

* Do not save your password in any browser. If a box comes up asking if you want to save your password, check NO. You are responsible for any use of your login and password, even if it has been saved in your browser and someone else uses it.

NOTE: You will need both your username and your password to access any applications. Do not delete this email without committing your username to memory.

Your username is: Ed.Texan

Your password is:

+=6+eSR+

a. *Tip: Copy and paste the username and temporary password, rather than typing them in*

b. *You will be prompted to immediately change the temporary password and answer three security questions*

I. Once you have logged in, you will see the Self-Service menu on the left and the Applications tab to the right.

J. You should see the word "Educator" with your TEA ID number below. If you do not see this option, then complete the instructions in **Step 2**.

K. If you see the word "Educator," proceed to **Step 3**.

Step 2: Access to Educator Certification Online System (ECOS)

A. From the Self-Service menu, select "My Application Accounts."

B. Select "Apply for Access."
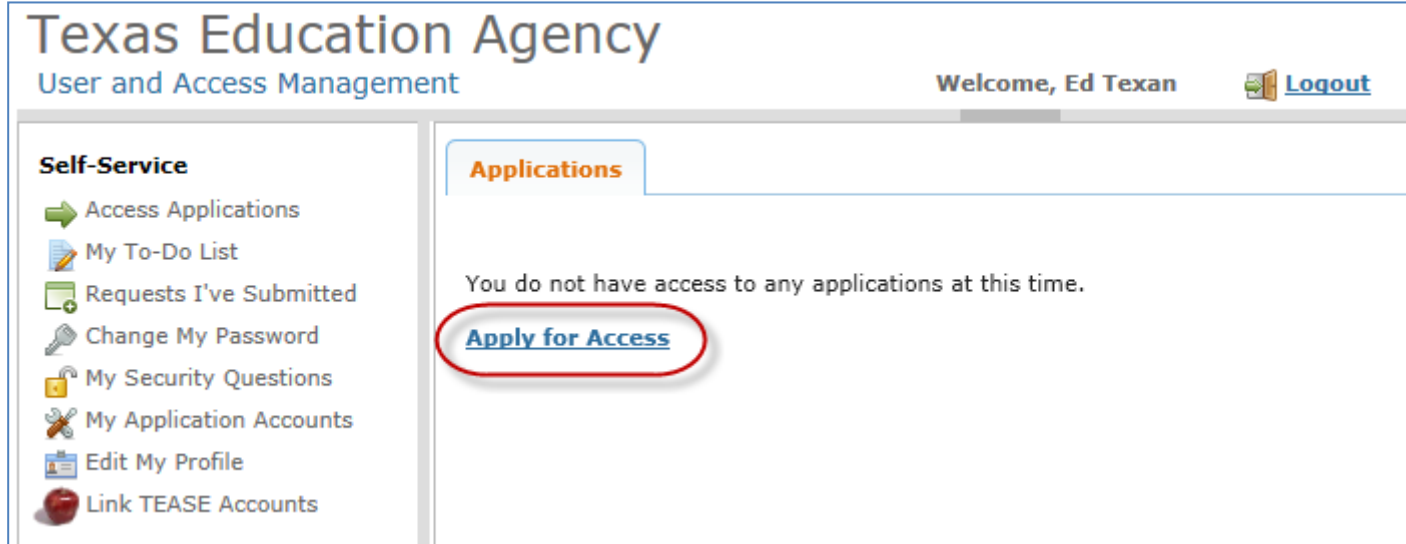
C. Select "Request New Account."
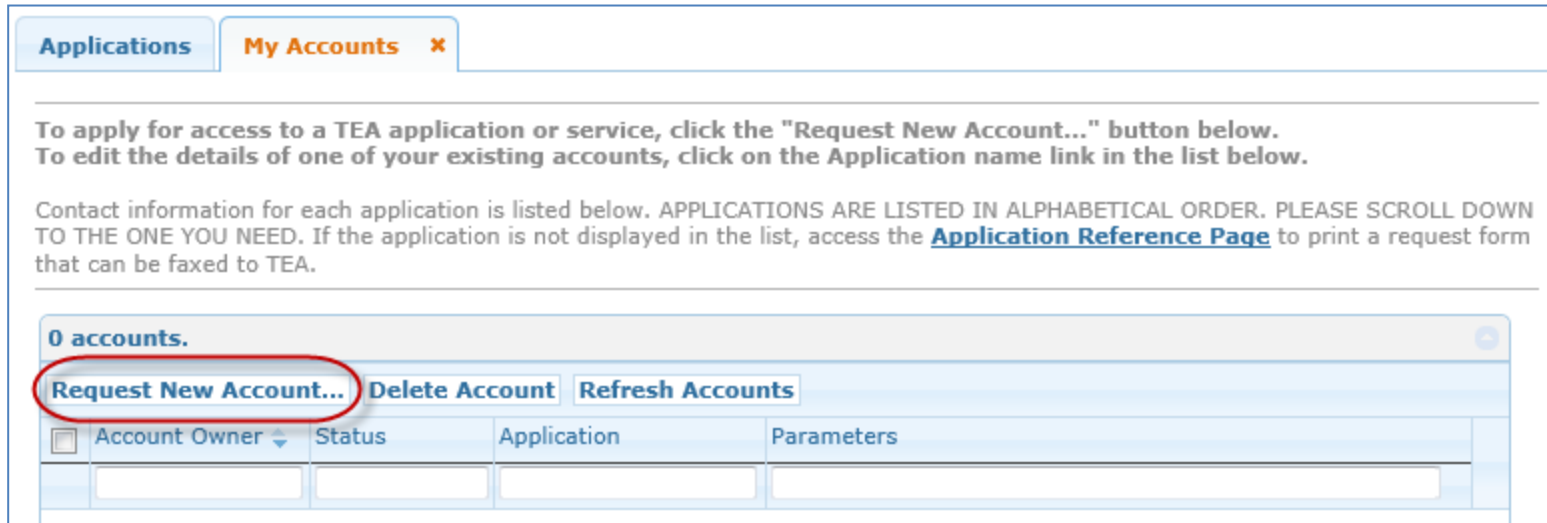
D. Double-click on "ECOSEducator"

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
CDRMS	Special Ed Correspondence and Dispute Resolution Management System	Email: Gene Lenz (512-463-9414)	🔍
CREDITS	CREDITS	Email: Sridevi Rangineni (936-2176)	🔍
CSSF	Charter School - School FIRST	Email: Rita Chase (555-1414)	🔍
CSTS	Charter Schools Tracking System		🔍
ECOSAdmin	ECOS for TEA Admins	Email: Xiaoying Hu (555-5555)	🔍
ECOSEducator	Educator Certification Online System for Educators	Email: Xiaoying Hu (555-1212)	🔍
ECOSEntities	Educator Certification Online System for Entities	Email: Xiaoying Hu (555-5555)	🔍
ECOSNCFP	ECOS NCFP	Email: Xiaoying Hu	🔍
TREx	Texas Records Exchange	Email: Texas Records Exchange (512-463-7246)	🔍
TSDSPortal	Texas Student Data System Portal	Email: Raghu Kokku	🔍
Waivers	Waivers	Email: Lauren Chen	🔍

Go To Account Details Form

E. Enter the required information and select "Create."

Create a new or migrate an existing ECOS Educator account to TEAL.

Please enter the following information in order to search for an existing Educator account that belongs to you.

When setting up a TEAL account, you must use the name that appears on your Texas educator certificate. If the first and last name does not match exactly in TEAL with the name in your educator account, you will not be able to access your educator account.

SSN must be nine (9) numeric characters only. Spaces, alphabetic characters, hyphens, slashes or any other special characters are not allowed.

If you do not have a social security number, please email **Educator Certification** and indicate in the subject line "Request a temporary file and TEA ID number." In the body of the email please confirm that you do not have a social security number, and include a daytime telephone number. You will also need to attach a copy of your state issued ID and passport. (please do not select this option if you have been previously assigned a temporary file number in the Educator Certification Online System)

SSN or P number: *********

Confirm SSN or P number: *********   Please type the SSN or P number to confirm. Copy and Paste is not allowed.

OR

TEA ID:

Confirm TEA ID: Please type the TEA ID to confirm. Copy and Paste is not allowed.

AND

* Birth Year: 1965 YYYY

Confirm Birth Year: 1965 YYYY Please type the Birth Year to confirm. Copy and Paste is not allowed.

Create Cancel

F. You should then see a statement, in green, that your request was successfully submitted.
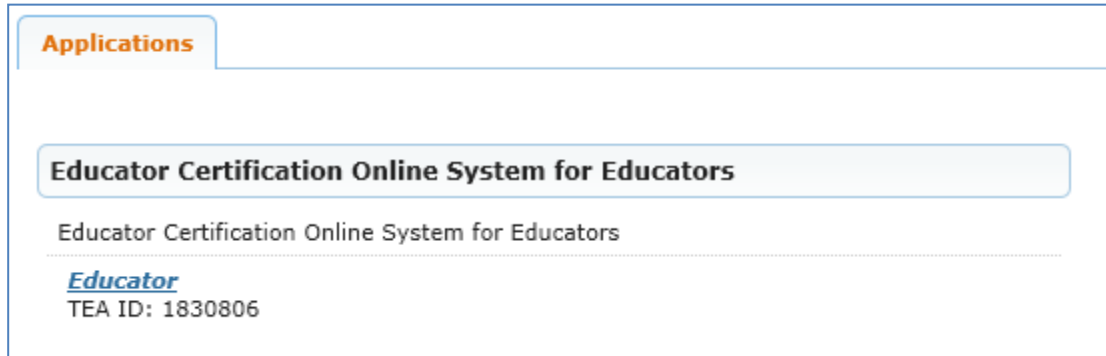
Applications **My Accounts** ✕

✓ Your request was successfully submitted with request ID 2510097675026943844.

a. *TIP: If you receive an error, please review the Name Change Information at the end of this document. Your TEAL access name and the name on your certification/ECOS account must match exactly.*

G. Close "My Accounts" by selecting "Done" at the bottom of the page or using the "x" on the "My Accounts" tab.

H. On your "Applications" page, you should now see the word "Educator" with your TEA ID number underneath.

Applications

Educator Certification Online System for Educators

Educator Certification Online System for Educators

Educator
TEA ID: 1830806

I. Proceed to **Step 3**.

Step 3: Accessing your Personal Educator Account

A. Click on the word "Educator."

B. This will bring up your profile page in ECOS. Make any necessary changes and select "Continue" at the bottom to save the changes.

   a. *TIP: This is the profile page from which the testing company pulls your information. Changes, if needed, must be made here so that they reflect in your account with the Educational Testing Service at www.texes.ets.org.*

Figure 1 of 2

TEA ID: 1830806

*First Name: Ed

Middle Name:

*Last Name: Texan

Maiden Name:

Suffix:

*Gender:

*Date of Birth: Month 10   Day 10   Year 1965

*Phone Number: 512-555-1212

*Ethnicity/Race: Select/Update Ethnicity

*Driver License #:

*DL State:

Your name must appear exactly as it appears on your valid state ID. The way your name appears in your profile is how your certificate will read.

To submit a name or birth date change please click here and send the following information to TEA:

- your SSN or TEA ID number
- your name as it is currently displayed in your profile
- the requested name change or changes to your birth day or month in the "Question, Request, or Comment" section of the form.

After you have received an email confirming that your name change is complete, then you can print an updated certificate with your name change by clicking on the "View Certificates" link.

*Mailing :

⦿ United States and other US Territories   ○ Foreign Address

*Address: Main
Include your apartment, suite number OR PO Box, if applicable

*City: Austin

*State: Texas

*Zip Code: 78701 - ___ (12345-1234)

Country: UNITED STATES

*Address:

*City or Locale:

Province Abbreviation: ___ (If applicable)

*Postal Code:

*Country:

Figure 2 of 2

*Billing: ☐ Check here if same as mailing

◉ United States and other US Territories   ○ Foreign Address

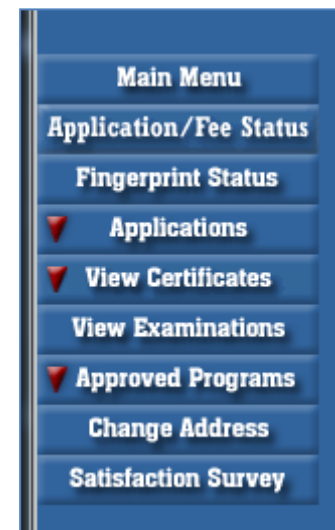|	
*Address: _____	*Address: _____
Include your apartment, suite number OR PO Box, if applicable	_____
*City: _____	*City or Locale: _____
*State: Texas ▼	Province Abbreviation: _____ (If applicable)
*Zip Code: _____ - _____ (12345-1234)	*Postal Code: _____
Country: UNITED STATES	*Country: _____ ▼

Email and contact information is required. We use email as the primary method to communicate with you. Status changes, reminders and other actions pertaining to your credentials will be communicated to you with this email address.

You can update your email address in TEAL by selecting the "Exit ECOS" option at the top of this page, then selecting "Edit My Profile" on the left side of the TEAL page.

*Email: edtexan@gmail.com

Continue

*Required Fields

C. You will then see a menu to the left. This is where you may apply for certifications or renewals, view your certificate or test scores, etc.

Main Menu

Application/Fee Status

Fingerprint Status

▼ **Applications**

▼ **View Certificates**

View Examinations

▼ **Approved Programs**

Change Address

Satisfaction Survey

D. To access your account after your initial setup, go to the TEA website, www.tea.state.tx.us, and select "Educator Login".

E. Select "Login to TEAL" and continue with your existing username and password.

Name Change Information

To submit a change or correction of name, gender, or date of birth, please email the required information and documents:

1. Copy of your state Drivers License or State ID
2. The last four digits of your social security number
3. If changing a first name, you must also submit a copy of your birth certificate or court name change document
4. If you are an out-of-country educator who does not hold a social security card, you may submit a copy of a current passport instead
5. A current email address and valid daytime phone number

Please scan and email documents to: Or mail to:

    namechange@tea.state.tx.us   Texas Education Agency
                                      5th Floor
                                        1701 North Congress Ave
                                        Austin, TX 78701

Please allow 7 to 10 business days for processing.