

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”



- B. Select “Follow this link to create a new TEAL user 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. [Follow this link to create a new TEAL user account](#) or [follow this link to login to TEAL if you already have an account](#).
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 instructions for TEAL](#)

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



Release 2.5.53.3

- 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 instructions 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.*
- D. **SELECT "EDUCATOR" FOR THE ORGANIZATION TYPE.**

* First Name:

Middle Name:

* Last Name:

Suffix: Generational, Academic, Professional (Jr, PhD, CPA)

* Email Address:

All notifications will be sent to this address.

* Verify Email:

* Birth Month: The month of birth (1-12)

* Birth Day: The day of the month of birth (1-31)

* Organization Type: 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. If you do not have a Social Security Number or previously assigned number beginning with a "P", check the box labeled "None" for this section.

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

SSN: or Previously assigned file number: None ☐

or

TEA ID:

* Phone Number: May include area codes and extensions

* Street Address:

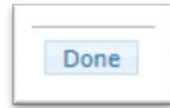
* City:

* Country:

* State:

* Zip or Postal Code:

- E. Select "Submit" to submit the request.
- F. Select "Done".



- G. Wait for a system-generated email.

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. You will also receive additional email message(s) when access is provided to the specific TEA application(s) you request.

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

* Your password must be 8-30 characters; must contain the following character types: letters, numbers, and special characters (for example - #, *, \$, or @); must not include your name or your username; must not contain variations of the word "password"; must not contain a character repeated more than 2 times; and 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. Remember: The answers to your challenge questions are also case sensitive.

* 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:

%JypPj8+

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

- 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.*



The image shows the TEA Login (TEAL) web interface. On the left is a graphic of the state of Texas with a large gold star in the center, colored with the Texas state flag (blue, white, and red). To the right of the graphic, the text "TEXAS EDUCATION AGENCY" is displayed in a large, serif font. Below this, the heading "TEA Login (TEAL)" is shown. A notice states: "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.**". Below the notice, there is a link: "Don't have an account? [Request New User Account](#)". The login form itself has two input fields: "Username:" with the text "ed.texan" and "Password:" with a masked password "••••••••". To the right of the password field is a "Show Password" button. Below the password field is a "Login" button.

- I. Once you have logged in and see the Self Service menu on the left, select "Access Applications"
- J. You should see the word "Educator" and your TEA Id number below. If you do not see this option, then complete the instructions for Step 2.
- K. If you see the word "Educator," proceed to Step 3.

The screenshot shows a web interface with a 'Self-Service' menu on the left and an 'Applications' section on the right. The 'Self-Service' menu includes links for 'Access Applications', 'My To-Do List', 'Requests I've Submitted', 'Change My Password', 'My Security Questions', 'My Application Accounts', 'Edit My Profile', and 'Link TEASE Accounts'. The 'Applications' section has a 'Refresh Links' button and a box for the 'Educator Certification Online System for Educators'. Below this box, it says 'Educator Certification Online System for external educator users', followed by a link to 'Educator' and a 'TeaID: 1790657'.

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

Educator Certification Online System for Educators

Educator Certification Online System for external educator users

[Educator](#)

TeaID: 1790657

[Refresh Links](#)

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

- From the Self Service Menu, select "Edit My Profile."
- Make sure organization type is "Educator." Change and submit if necessary.

The screenshot shows a dropdown menu for 'Organization Type'. The dropdown is open, showing 'Educator' as the selected option. To the right of the dropdown, it says 'The user's organization type.'

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

- From the Self Service Menu, select "My Application Accounts."
- Select "Apply for access."

The screenshot shows the same web interface as before, but the 'Applications' section now displays the message 'You do not have access to any applications at this time.' and a link to 'Apply for Access'.

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

You do not have access to any applications at this time.

[Apply for Access](#)

- Select "Request New Account."

0 accounts.









Request New Account... Delete Account Refresh Accounts

Account Owner	Status	Application	Parameters

F. Double-click on "ECOSEducator."

Request New Account

* Select the application for which you are requesting access and then click the "Go to Account Details Form" button.

Application ID	Application Name	Contact	Details
CREDITS	CREDITS		
CSSF	Charter School - School FIRST	Email: Division of Financial Audits (512-463-9095)	
CSTS	Charter Schools Tracking System	Email: Division of Charter School Administration (512-463-9575)	
ECOSEducator	Educator Certification Online System for Educators		
ECOSEntities	Educator Certification Online System for Entities		
TREx	Texas Records Exchange	Email: Texas Records Exchange (512-463-7246)	
TSDSPortal	Texas Student Data System Portal		
Waivers	Waivers	Email: Ronald Rowell (512-463-9290)	

Go To Account Details Form

G. ANSWER "NO" TO THE QUESTION THAT ASKS ABOUT A PREVIOUS ACCOUNT EVEN (IF YOU HAVE HAD A PREVIOUS ACCOUNT)!

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

* Do you have an existing TEA Educator Certification Online System (ECOS) account and password? No Next

- H. Select "Next."
- I. Enter your social security number, and then select "Create."
- J. You should then see a statement, in green, that your request was successfully submitted.
 - a. *TIP: If you receive an error, please review the name change instructions at the end of this document. Your TEAL access name and the name on your certification/ECOS account must match exactly.*

Applications
Edit My Profile x
My Accounts x

✓ Add request was successfully submitted with request ID 5453113070635046188.

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.

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

SSN: or Previously assigned file number: None ☐

or

TEA ID:

Done

- K. Logout and log back in.
- L. You should now see the word "Educator" with your TEA ID number underneath "Applications."

The screenshot shows a web interface for the 'Educator Certification Online System for Educators'. At the top, there are three tabs: 'Applications' (highlighted in orange), 'Edit My Profile' (with a close icon), and 'My Accounts' (with a close icon). Below the tabs, the title 'Educator Certification Online System for Educators' is displayed in a light blue box. Underneath, the text 'Educator Certification Online System for external educator users' is shown. A horizontal line separates this from the word 'Educator', which is a blue, underlined link. Below the link, the text 'TeaID: 1823734' is displayed.

M. 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.texas.ets.org.*

Middle Name:
*Last Name:
Maiden Name:
Suffix:

*Date of Birth : Month Day Year
*Phone Number:
*Ethnicity/Race:
*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 here](#).

*Mailing :

☒ United States and other US Territories

☐ Foreign Address

*Address:
Include your apartment, suite number OR PO Box, if applicable
*City:
*State:
*Zip Code: - (12345-1234)
Country: UNITED STATES

*Address:

*City or Locale:
Province Abbreviation: (If applicable)
*Postal Code:
*Country:

*Billing: ☐ Check here if same as mailing

☒ United States and other US Territories

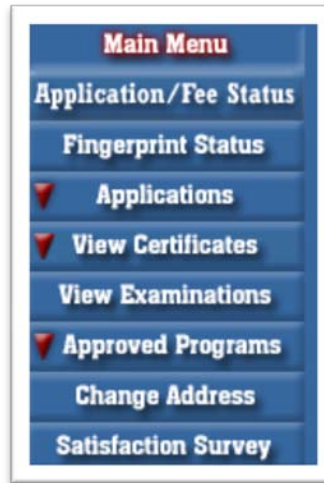
☐ Foreign Address

*Address:
Include your apartment, suite number OR PO Box, if applicable
*City:
*State:
*Zip Code: - (12345-1234)
Country: UNITED STATES

*Address:

*City or Locale:
Province Abbreviation: (If applicable)
*Postal Code:

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



D. To access your account after your initial setup, select “TEASE & TEAL Secure Applications” to login through TEAL.



Name Change Information:

To submit a change or correction of name, gender, or date of birth, please fax or mail the required documents:

1. Copy of your Social Security Card
2. Copy of your Texas Drivers License or State ID
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

Documents may be faxed to:

512-936-8277

Or mailed to:

Texas Education Agency
5th Floor
1701 North Congress Ave
Austin, TX 78701

Please allow 7 to 10 business days for processing November through March.

Please allow 15 to 20 business days for processing April through October.