

If you already have a TEAL Login, updated TEA Profile and ETS Account, skip to the Test Registration instructions.

TEAL Login and TEA Profile

1. Go to the Texas Education Agency (TEA) website at www.tea.texas.gov
2. Click on ECOS for Educators in the blue tool bar at the top then follow the instructions provided by TEA.
3. Click on the word Educator (blue and underlined) above the TEA I.D. #. Write down the TEA I.D. # because you will need it later.
4. Update your TEA Profile information.

ETS Account

1. Go to the [Educational Testing Service \(ETS\) website at www.texas.ets.org](http://www.texas.ets.org)
2. Select Your Account near the top center of the page then New User at the very bottom.
3. Enter your TEA ID number and complete your profile information. The profile information you provide must match the TEA profile information exactly or you will receive an error message.

Test Registration

1. Login to your ETS Account.
2. Select Register for a Test. Be sure to review the online registration requirements. Then choose Register to begin registering for a test.
3. Read online Registration Requirements and Alternate Testing Arrangements information then click register at the bottom.
4. Read the Compliance with Rules and check each box to verify compliance then choose Next on the bottom left side.
5. Select the test you wish to register for from the drop down list and click Select.
6. Select the location from the drop down list you wish to take the test at and click select.
7. Select the testing center from the drop down list you wish to take the test at and click select.
8. Select the date from the drop down list you wish to take the test and click select.
9. Select the options from the drop down list and click select.
10. Select Add Test to save your selections.
11. Review your selections, check the box to receive email and/or text score notifications, and review. You will also review and verify you understand the Test Cancellation Policy.
12. If you are done, click next to Proceed to Checkout and go to step 18.
13. Click on add another exam and follow the steps 9-16 again to register for additional exams.
14. Verify you are ready to Proceed to Checkout and click next. Have payment information available because it is a timed transaction and will not save your registration if payment is not submitted.
15. Follow the prompts for payment with a credit or debit card or transfer directly from your bank account.
16. Print a copy of the Registration Ticket to take with you to the testing center along with a current State I.D. Last name on I.D. must match last name on Registration Ticket.

It is your responsibility to read the TExES Registration Bulletin to know about testing policies and procedures, including test check-in requirements. The bulletin may be found online at www.texas.ets.org.