

# How to Register for a TExES Exam

The registration process for the TExES exams involves two websites – The TEA website and the ETS website. The boxes below give the steps you need to take at each website.



## How To Set Up Your TEAL (TEA Login) Account & Retrieve TEA ID#

**This must be done first unless you have already created a TEAL Account**

**If you have already created a TEAL account, all you have to do is log into the TEAL system and retrieve your TEA ID# before registering for an exam.**

Step 1	Go to <a href="https://pryor.tea.state.tx.us/">https://pryor.tea.state.tx.us/</a>	For TEAL account assistance call 512-936-8400
Step 2	Click on the blue <a href="#">Request New User Account</a>	
Step 3	Follow the instructions for <b>creating a TEAL user account</b> . Select “ <b>Educator</b> ” as the Organization Type.	
Step 4	Once you “ <b>Submit</b> ” your TEAL registration, you will receive an <b>email from TEA</b> that provides your new username and a temporary password. You <b>MUST create your log-in for TEAL</b> by following the instructions given in the email.	
Step 5	If you selected <b>Educator</b> from the <b>Organization Type</b> dropdown when you created your TEAL account, you will have access to ECOS when you log into your TEAL account.	
Step 6	On the Applications tab, click the “ <b>Educator</b> ” link and then <b>complete your profile</b> (All fields with an * must be completed) <b>and write down your TEA ID#</b> and then click “ <b>Continue</b> ”.	

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## How to REGISTER (Once you complete the above)!!

**(You may register after you have received approval notification from the Testing Coordinator)**

Step 1	Go to <a href="http://www.texas.ets.org">www.texas.ets.org</a> to register.	For registration problems call the ETS Help Line at 1-800-205-2626
Step 2	Click on the “ <b>Register</b> ” link (at top of page).	
Step 3	Click on <span style="border: 1px solid black; padding: 2px;">“Go to login”</span> .	
Step 4	Log in if you are an existing user or click on the “New User” button if you are a new user.	
Step 5	Set up your account (new users only).	
Step 6	Make your test selections and then click the <span style="border: 1px solid black; padding: 2px;">“Add Test”</span> button.	
Step 7	Payment (\$131) by credit or debit card must also be made during this step.	
Step 8	Print the <b>ADMISSION TICKET</b> . This is your ticket in the door.	

The complete TEA Registration Bulletin including information concerning accommodations for test takers with disabilities or health-related needs can be found at: [http://cms.texas-ets.org/files/4314/4828/6048/texas\\_registration\\_bulletin\\_15\\_16.pdf](http://cms.texas-ets.org/files/4314/4828/6048/texas_registration_bulletin_15_16.pdf)

## Other Test Preparation Information

A complete 2015-2016 Registration Bulletin published by TEA can be found at: [http://cms.texas-ets.org/files/4114/3533/7961/texas\\_registration\\_bulletin\\_15\\_16.pdf](http://cms.texas-ets.org/files/4114/3533/7961/texas_registration_bulletin_15_16.pdf). This document contains all information concerning TExES examinations which you may find extremely helpful. Information presented includes creating your TEA Account, registration, test dates and other details.

### For Test Taker with Disabilities or Health-Related Needs:

<http://www.ets.org/disabilities/documentation>

- ▶ ETS is committed to serving test takers with disabilities or health-related needs by providing services and accommodations that are reasonable and appropriate given the purpose of the test. Testing accommodations are available for test takers with disabilities or health-related needs who meet ETS requirements.
- ▶ If you are requesting testing accommodations **you must register by mail through ETS Disability Services and have your accommodations approved before you register to test**. Do not schedule your test until your accommodations are approved, and do not register online. Documentation review takes approximately six weeks once your request and documentation are received. You should submit your request as early as possible before your preferred test date.
- ▶ The 2015–16 *Bulletin Supplement for Test Takers with Disabilities or Health-Related Needs* for TExES™, TExMaT™, TASC™ and TASC–ASL™ contains contact information, a list of some of the accommodations ETS most frequently approves and provides, procedures for requesting testing accommodations and registration forms. The *Supplement* should be used together with the information in this *Registration Bulletin*. The *Supplement* and the *Registration Bulletin* can both be downloaded free of charge from the “Alternative Testing Arrangements” section of the ETS TExES website at [www.texas.ets.org](http://www.texas.ets.org). Disability documentation policy statements and forms are available through the ETS website at [www.ets.org/disabilities/documentation](http://www.ets.org/disabilities/documentation).
- ▶ To request a large-print copy of this *Registration Bulletin*, contact ETS Disability Services. (See “ETS Disability Services” on page 5.)
- ▶ See ETS’s “Tips for Test Takers with Disabilities” available online at [www.ets.org/disabilities/tips](http://www.ets.org/disabilities/tips).

**Free Test Preparation Materials:** <http://cms.texas-ets.org/texas/prepmaterials/>

**Free Interactive Practice Tests:** Four full-length practice tests are available to take online including TExES Pedagogy and Professional Responsibilities EC–12 (160) Interactive Practice Test, Mathematics 7-12 (235) Interactive Practice Test, Science 7-12 (236) Interactive Practice Test and Bilingual Target Language Proficiency Test (BTLPT) Spanish (190) Interactive Practice Test.

### On The Test Day

- ▶ **You must arrive at the designated test center no later than the Test Reporting Time listed on your admission ticket.** If you arrive after that time, you will not be admitted and your test fee will be forfeited. (See “Admission to the Test” on page 36.)
- ▶ You are not allowed to bring cell phones, smartphones (e.g., Android™, BlackBerry®, iPhone®), tablets, personal digital assistants (PDAs) and other electronic, listening, recording, scanning or photographic devices into the test center, and test administrators are not permitted to hold cell phones or other devices for anyone during the test administration. If you are found to be in possession of any of these devices before, during or after the test administration (including breaks), your device may be inspected and/or confiscated for security reasons and you will be dismissed from the test. Your test fees will be forfeited and your scores will be canceled, even if dismissal is not enforced on the day of the test.
- ▶ Some types of watches (e.g., calculator, computing, digital, watches with alarms, smart watches, stopwatches) are not allowed in the testing room; you may be asked to remove your watch and store it during the administration.
- ▶ You may be photographed and fingerprinted for ID confirmation. See page 50 for further information. If you refuse to be photographed and fingerprinted, you may not be permitted to test and your test fees may be forfeited.
- ▶ Review the ID requirements on pages 36–38 and take the required documents with you. Without the required ID documents, you may not be permitted to test and your test fees may be forfeited. **The ID cannot be expired and the name on the document MUST match the name on your testing Admission Ticket.**