

## TEAL Quick Reference for Access to the Educator Certification Online System (ECOS)

Beginning February 28, 2013, if you need access to the Educator Certification Online System (ECOS) you must register for a Texas Education Agency Login (TEAL) account to access your educator account. TEAL provides a secure gateway to log in to TEA web applications.

### Important Note about TEAL Registration for Educators

Set up TEAL if you want to access your educator account to:

- Apply for educational aide certification,
- Apply for probationary or standard certification,
- Apply for additional certification by examination,
- Apply for master teacher certification,
- Apply for professional certification such as: (school librarian, school counselor, reading specialist, educational diagnostician, principal and superintendent)
- Apply for renewal of your standard certificate(s) or educational aide certificate(s)
- Apply for a review of out-of-state or out-of-country credentials (and/or apply for the one-year certificate)

When setting up TEAL, 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. To find out what name is on your certification, click this link:

<https://secure.sbec.state.tx.us/SBECONLINE/virtcert.asp> (certificate lookup) When searching under the "Certificate Lookup" link only enter the first and last name.

### Requesting Your TEAL Account

To request a TEAL account perform the following steps:

1. Complete and submit the TEAL registration form located here: [TEAL Registration](#)
  2. Select your **Organization Type**.
    - a. If you are an educator:
      - Select **Educator** from the **Organization Type** dropdown.
      - Enter your Social Security Number (SSN) or, if you do not have an SSN, your previously assigned file number (beginning with a P).
      - Enter your Birth Year.
- Note: It is important to enter this accurately as the system uses it to locate your ECOS credentials. Inaccurately entered data results in problems with access.**
- b. If you work for an educator preparation program, select **Educator Preparation Program** from the dropdown.
  - c. If you work for a school district, but do not have certification, select **School District**.
3. Complete the form and click **Submit**.

### Logging into TEAL for the First Time

Once you submit your TEAL registration, you receive an email that provides your new username and a temporary password. When logging onto TEAL for the first time:

1. In the **Username** field, enter the username included in the email.
2. In the **Password** field, enter the password included in the email.
3. Click **Login**. A new page is displayed indicating your password has expired.
4. On the **Expired Password** page:
  - a. Enter the password that was included in the email in the **Current Password** field.

- b. Enter a new password in the **New Password** field (follow the password guidelines displayed on the page)
  - c. Enter the new password again in the **Confirm New Password** field.
5. Click **Submit**.
  6. Click **I Agree** on the Statement for Assurance page.
  7. Select and answer three security questions. These questions must be answered to verify your identity if you ever forget your password and must be answered the same. For example, if you answer: **What was the name of the city where you were born?** and type: "Ft. Worth", then the system will not accept "Fort Worth" as a valid answer.
  8. Click **Save Changes**. The Applications page is displayed.

### Getting Access to ECOSEducator

If you selected **Educator** from the **Organization Type** dropdown when you created your TEAL account, you will have access to ECOS when you log in to your TEAL account. On the Applications tab, click the **Educator** link to access your educator account in ECOS.

If you did not select **Educator** from the **Organization Type** dropdown when you created your TEAL account do the following:

1. Select **My Application Accounts** from the **Self-Service** list (or if you have it, you may click **Apply for Access** on the Applications tab) and click **Request New Account**.
2. Select **ECOSEducator**.
3. Enter your Social Security Number (SSN) or, if you do not have an SSN, your previously assigned file number (beginning with a P), your Birth Year and click **Create**. You should receive a green message at the top of the page indicating that your request for ECOS educator was successful. Click **Done**.
4. Click **Access Applications** from the **Self-Service** list. Click the **Educator** link to access your educator account in ECOS.

### Getting Access to ECOSEntities (Green Screen)

If you need ECOSEntities access, do the following:

1. Select **My Application Accounts** from the **Self-Service** list and click **Request New Account**
2. Select **ECOSEntities** and click **Add Access**.
3. On the **Application access details** popup, enter the name or number of the organization for which you work. (employing organization) in the **Organization** textbox.
4. Select the role(s) that you need by checking the associated checkbox(es).
5. Enter the name or number in the **Authorizing Organization** textbox. (This usually is the same as the employing organization; however, if you work for one organization and need access to a different organization, it will be different. For example, if you work for an ESC and need access to an ISD, the authorizing organization will be the ISD to which you need access.)
6. Click **Done**.
7. Click **Save Changes**. (A message will be displayed indicating your request has been processed.)

Your TEAL account request is automatically forwarded to the appropriate approver. It must be approved by someone in your organization first (the organization approver) and then by TEA (the service approver). You will be notified of the status of your request by email. You can also check the status of your request by logging into TEAL and selecting **Requests I've Submitted** from the **Self Service** menu. You can then use the Filter Options on the page to view the status of your requests. If your request is rejected by your organization approver or by the TEA service approver, you must resubmit your request.