

# TEAL and ECOS Access Instructions for Educators

## Step 1: TEAL Access

- A. Go to the TEA website, [www.tea.state.tx.us](http://www.tea.state.tx.us) , select “Educator Login”
- B. 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 training
  - a. *Tip: Make sure you capitalize the first letter of your first and last name and the rest should be lower case for example: Jane Doe; Not JANE DOE or jane doe*
  - b. *Your email should be all lowercase*
- C. **SELECT “EDUCATOR FOR THE ORGANIZATION TYPE**
- D. Submit request and wait for email
- E. Read the email carefully and follow the TEAL access instructions
  - a. *Tip: Copy and Paste the username and temporary password rather than typing in the information*
  - b. *You will be prompted to immediately change the temporary password and answer security questions*
- F. Once you have logged in and see the Self Service menu on the left select “Access Applications”
- G. 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
- H. If you see the word “Educator” proceed to Step 3

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

- A. From the Self Service Menus select “Edit My Profile”
- B. Make sure organization type is “Educator” submit to make the change if necessary
- C. From the Self Service Menu select “My Application Accounts”
- D. Select “Request New Account”
- E. Double Click on “ECOS Educator”
- F. **ANSWER NO TO THE QUESTION THAT ASKS ABOUT A PREVIOUS ACCOUNT EVEN IF YOU HAVE HAD A PREVIOUS ACCOUNT!**
- G. Select “Next”
- H. Enter your social security number and then “Create”
- I. 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 training your TEAL access name and the name on your certification/ECOS account must match exactly.*
- J. Logout and log back in
- K. You should now see the word “Educator” with your TEA ID number underneath
- L. 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](http://www.texas.ets.org)*
- C. Once you select continue at the bottom of the page 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 along with a daytime phone number.

1. Copy of your Social Security Card
2. 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. Out-of-Country educators who do not hold a social security card may submit a copy of a current passport
5. A current email address and valid daytime phone number

Documents may be faxed to 512-936-8277

Or Mailed to:

Texas Education Agency  
5<sup>th</sup> 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.