TEAL (TEA Login) is the security gateway to TEA web resources. To access your Educator Account, you will need a TEAL profile that is set up with access to your profile in the Educator Certification Online System (ECOS).

IMPORTANT!!! Your name is used to connect all your records and is transmitted to ETS. If your name does not match EXACTLY on your Texas Driver’s License/State ID card and on your Educator Certification profile, you will not be able to log in to your Educator Account or register for tests at the Educator Testing Service (ETS). If your name has changed or differs between these sources, STOP, and follow the Name Change Information at the end of this document.
**Part 1: TEA Login (TEAL) Access**

1. Go to the TEA website, [tea.texas.gov](http://tea.texas.gov), and click **ECOS for Educators** at the top of the main page.

2. On the next screen, click **Create new TEAL account**.
3. Enter required information on the TEAL profile page. You must enter the name in your TEAL profile as it exists on your Texas Driver's License/State ID card and on your Educator Certification. Do not use nicknames (example: "Bill" vs. "William") or other variations.

   **If your name has changed or differs between these sources**, **STOP**, and follow the Name Change Information at the end of this document before completing your TEAL profile.

   Also, 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. Enter your email address in lower case.

   ![TEAL Profile Page](image-url)
4. Select "Educator" for the Organization Type and enter the required information.

5. Click Submit.
6. On the next screen, click **Done**. This finalizes your submission.

   ![Confirmation Page]

   Your request has been submitted. When your request is processed, you will be notified using the e-mail address you provided. If you do not receive notification within three days, please go to the following link and click "Submit a Request" - [https://txeduagency.zendesk.com](https://txeduagency.zendesk.com) for assistance.

7. Wait for system-generated email that will be sent to the email address you provided. The email is sent from a TEAL Admin address.
8. When the email arrives, read it carefully and follow the instructions to access TEAL. From there, you will be able to access your Educator Account in ECOS.
9. Go to the TEAL login page at [https://pryor.tea.state.tx.us/](https://pryor.tea.state.tx.us/) and enter the username and temporary password sent in the email.

*Tip: Copy and paste the username and temporary password from the email, rather than typing them in.*
10. The first time you log in, you will be prompted immediately to change the temporary password and set up answers to three security questions. Enter the temporary password and the new password you want to use. (It must meet the TEAL security requirements listed on that page.) (You will be prompted to answer these questions if you need to reset your password.)
11. Once you log in to TEAL, you will see the Self-Service menu on the left and the Applications tab to the right. On the right, you should see the Educator link with your TEA ID number below it. If you do not see this link, complete the steps in the Special Instructions section.

If you do see the Educator link, click to access your Educator Account in the ECOS application.
Special Instructions: Access to Educator Certification Online System (ECOS) if Your Accounts Are Not Linked

Complete these steps only if you see the Apply for Access link instead of the Educator link after logging on to TEAL.

1. From the Self-Service menu, click My Application Accounts.

2. Then click Request New Account.
3. Click on **ECOSEducator** and then click **Go To Account Details Form** at the bottom of the page.

<table>
<thead>
<tr>
<th>Application ID</th>
<th>Application Name</th>
<th>Contact</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSSF</td>
<td>Charter School - School FIRST</td>
<td>Email: Division of Financial Audits (512-463-9095)</td>
<td></td>
</tr>
<tr>
<td>CSTS</td>
<td>Charter Schools Tracking System</td>
<td>Email: Division of Charter School Administration (512-463-9575)</td>
<td></td>
</tr>
<tr>
<td>ECOSAdmin</td>
<td>Educator Certification Online System for TEA Admins</td>
<td>Email: Division of TEA Educator Certification (512-936-8400)</td>
<td></td>
</tr>
<tr>
<td>ECOSEducator</td>
<td>Educator Certification Online System for Educators</td>
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<td>ECOSEntities</td>
<td>Educator Certification Online System for Entities</td>
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<tr>
<td>TRef</td>
<td>Texas Records Exchange</td>
<td>Email: Texas Records Exchange (512-463-7246)</td>
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<tr>
<td>TSDDPortal</td>
<td>Texas Student Data System Portal</td>
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<tr>
<td>Waivers</td>
<td>Waivers</td>
<td>Email: Ronald Rowell (512-463-9290)</td>
<td></td>
</tr>
</tbody>
</table>
4. Enter the required information (so that TEAL can verify your Educator Certification in ECOS), and click **Create**.

![Image of TEAL and ECOS Access Instructions](image)

The system displays confirmation in green.

*If an error message is displayed, you may have a name mismatch. Please review the Name Change Information at the end of this document. Your TEAL access name and the name on your certification/ECOS account and Texas Driver's License/State ID must match exactly.*

![Image of TEAL and ECOS Access Instructions](image)
TEAL and ECOS Access Instructions for Educators

5. Click Done at the bottom of the page or click the "x" on the tab. Close the My Accounts tab.

Please enter the following information in order to search for an existing Educator account that belongs to you.

In order to proceed, the name on your Texas educator certificate must match the name of your TEAL identity account. If they do not match, please submit a name change request with a copy of your state issued identification at namechange@tea.texas.gov.

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

If you do not have a social security number, please email Educator Certification and indicate in the subject line "Request a temporary file and TEA ID number." In the body of the email please confirm that you do not have a social security number, and include a daytime telephone number. You will also need to attach a copy of your state issued ID and passport. (please do not select this option if you have been previously assigned a temporary file number in the Educator Certification Online System)

<table>
<thead>
<tr>
<th>SSN or P number:</th>
<th>*******</th>
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</thead>
<tbody>
<tr>
<td>Confirm SSN or P number:</td>
<td>*******</td>
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OR

<table>
<thead>
<tr>
<th>TEA ID:</th>
<th></th>
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<tr>
<td>Confirm TEA ID:</td>
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AND

<table>
<thead>
<tr>
<th>* Birth Year:</th>
<th>1966 YYYY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confirm Birth Year:</td>
<td>1966 YYYY</td>
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</tbody>
</table>

Please type the SSN or P number to confirm. Copy and Paste is not allowed.

Please type the TEA ID to confirm. Copy and Paste is not allowed.

Please type the Birth Year to confirm. Copy and Paste is not allowed.

Done
6. On the Applications tab, you should now see the Educator link with your TEA ID number underneath.

For instructions on accessing records in your Educator account, review the following pages, Part 2: Accessing your Personal Educator Account.
Part 2: Accessing your Personal Educator Account

1. Click on the **Educator** link.

![Texas Education Agency](image)

This logs you into ECOS and brings up your profile page. Make any necessary changes and click **Continue** at the bottom to save the changes.

SEE EXAMPLE NEXT PAGE
TIP: The Educational Testing Service (ETS) pulls your profile information from this page. Any changes must be made here to be reflected in your account with ETS at [www.texas.ets.org](http://www.texas.ets.org).
Click options in the left menu to perform tasks such as renewing certification, or viewing or printing certificates.

**Main Menu** brings you to the home page where you can select an option on the far left side below the tab.

**Application/Fee Status** allows you to make the online payment if you previously submitted an application, but did not pay OR was not directed to the secure payment screens after submitting the online application to SBEC/TEA; this tab also allows you to view all previous E-commerce transactions and print payment confirmation receipts if needed.

**Applications** contains all of the online Texas applications in the dropdown menu selection:

- **Standard Certificate Texas Program** – application used by candidates in Texas educator preparation programs seeking initial certification, certification in Trade and Industrial Education or Health Science, and additional certification for Principal, Superintendent, School Counselor, School Librarian, Reading Specialist, Educational Diagnostician, Master Teacher (Reading, Mathematics, Science, and Technology).

- **Renew a Standard Certificate** – application used by all Texas educators needing to renew their five-year standard certificates (includes all areas of certification).

- **Additional Certification by Examination** – application used by Texas educators already issued a lifetime provisional certificate in a classroom teaching area or five-year standard certificate holders with classroom teaching certificates.

- **Probationary Certificate Texas Program** – application used by candidates enrolled in Texas approved educator preparation programs (majority of applications submitted by alternative certification program candidates, but some traditional program candidates also eligible to apply with program approval and recommendation).

- **Out-of-State Certified Applicants** – application used by educators with standard certificates in another state. Certified educators from other states can use this tab to apply for the review of credentials, one-year certificate, and five-year standard certificate.

- **Out-of-Country Certified Applicants** - application used by educators certified in another country. Certified educators from other countries can use this tab to apply for the review of credentials, one-year certificate, and five-year standard certificate.

- **Temporary Teacher Certificate** – application currently not used because there are no active participating school districts to assist with completion of this certification process.
Educational Aide Certificate – application used by individuals seeking employment with a school district. Individuals should not apply unless directed to do so by employing district. Individuals use this application to apply for the initial educational aide certificate, but must also use this application and pay another fee if being recommended for a higher level of educational aide certificate by the employing district. This certificate can be issued at level I, II, or III.

Renew a Standard Aide Certificate – application used by individuals to renew their educational aide certificate for another five-year period. Important to note that moving to a higher level of educational aide certificate does not renew the lower level educational aide certificate already issued.

Statement of Qualifications – document used by individuals seeking one of the Career and Technical Education Certificates requiring verification of work experience. The completed form should be taken to an approved Texas educator preparation program or in some instances, the employing school district.

View Certificates allows you to view your online Texas certificate record

Official Certificate – provides the full history of your certificate record. All certificates with a current, valid status will appear at the top of the online record. All other certificates with expired timeframes will appear at the bottom half of the online record. This format mirrors the information displayed when using the “Certificate Lookup” function from the main pages of the TEA website.

Printable Version – provides only the current, valid status of certificates issued. Is considered the printable version suitable for framing because the display also contains the Texas state seal and SBEC Board chair signature.

View Examinations – provides the full testing history and also confirms test approval status under the “Maintain Approved Exams” section

Approved Programs – allows individuals to search for approved Texas educator preparation programs

Change Address – allows individuals to update the mailing address in their educator profile

Satisfaction Survey – provides individuals an opportunity to comment on services received from TEA
Name Change Information

To submit a request to TEA to change or correct name, gender, and/or date of birth on your Educator Certification, send the information listed below to TEA:

1. Copy of your state Driver's License or State ID
2. The last four digits of your social security number
3. Previous name in ECOS educator account
4. If changing a first name, you must also submit a copy of your birth certificate or court name change document
5. 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
6. A current email address and valid daytime phone number

Please scan and email documents to:          Or mail to:

namechange@tea.texas.gov                     Texas Education Agency
                                           5th Floor
                                           1701 North Congress Ave
                                           Austin, TX 78701

Please allow 7 to 10 business days for processing. You will receive a confirmation email after your information has been updated.