TEAL and ECOS Access Instructions for Educators

TEA Login (TEAL) is the security gateway to Texas Education Agency (TEA) web resources. To access your Educator Account, you will need to setup up a TEAL account 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 the testing vendor. If your first and last names do 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 with the testing vendor. If your name has changed or differs between these sources, STOP, and follow the Name Change Instructions on our website.
TEAL and ECOS Access Instructions for Educators

1. Go to the TEA website, tea.texas.gov, and click ECOS for Educators at the top of the main page.

2. On the next screen, click Create a new TEAL account.

3. Enter required information on the TEAL user information page. You must enter the name in TEAL 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 instructions on our website before completing your TEAL profile.

   Also, 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.

| First Name: | Edward |
| Middle Name: |       |
| Last Name: Texas |
| Suffix: | Generational, Academic, Professional (Jr, PhD, CPA) |

* Email Address: edtexas@gmail.com
* Verify Email: edtexas@gmail.com
* Birth Month: 01 The month of birth (1-12)
* Birth Day: 01 The day of the month of birth (1-31)
Birth Year: 1975 YYYY
TEAL and ECOS Access Instructions for Educators

4. Select "Educator" for the Organization Type, enter the required information, and click Submit.

5. Click Submit.
6. You will be prompted immediately to create a password. Your password must meet the TEAL security requirements listed on that page. Then, you will be prompted to set up answers to three security questions. The answers to your security questions will be used to reset your password.
TEAL and ECOS Access Instructions for Educators

7. After completing the security questions, you will see the Self-Service menu on the left and the View My Educator Certification Account link with your TEA ID number. Click on the link.

If you do not see the View My Educator Certification Account link, complete the steps in the Special Instructions section.

Educator Certification Online System for Educators

Educator Certification Online System for external educator users

⭐ Please click the "View My Educator Certification Account" link below. Browsers supported: Internet Explorer 9, 10, and 11.

View My Educator Certification Account
TEA ID: 1234567

Clicking the View My Educator Certification Account link logs you into the Educator Certification Online System (ECOS) and brings up your Educator Profile Setup page. Verify your information and make any necessary changes. Click Continue at the bottom to save the changes.

SEE EXAMPLE NEXT PAGE
TEAL and ECOS Access Instructions for Educators

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 were 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.

**FINGERPRINT STATUS** – allows you to verify if your fingerprint status is complete.

**APPLICATIONS** – contains all 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 and additional certification for Principal, Superintendent, School Counselor, School Librarian, Reading Specialist, Educational Diagnostician, and 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.
- **Intern 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).
- **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.
TEAL and ECOS Access Instructions for Educators

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.

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. To print the certificate, select File, then Print from the browser menu, or right-click on the certificate and select Print.

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.
TEAL and ECOS Access Instructions for Educators

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 View My Educator Certification Account link after logging on to TEAL.

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

2. Then click Request New Account.
Special Instructions: Access to Educator Certification Online System (ECOS) if Your Accounts Are Not Linked

3. **Click on ECOSEducator**
TEAL and ECOS Access Instructions for Educators

Special Instructions: Access to Educator Certification Online System (ECOS) if Your Accounts Are Not Linked

4. Enter the required information (so that TEAL can verify your Educator Certification in ECOS), and click **Create**.

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

**IMPORTANT**

When setting up a new TEAL account, you must enter your name exactly as it appears on your state ID card. Existing educators—the first and last name entered here must match exactly with the name on your educator records, or you will not be able to access your educator account.

If your name has changed since you last accessed your records, STOP and follow our name change instructions before completing your account request.

Enter your SSN as nine (9) numeric characters only. Spaces, hyphens, slashes or any other special characters are not allowed.

If you do not have a social security number, STOP and submit a request in our online help desk with the subject line “Request a temporary TEAL ID number.” In your request, confirm that you do not have a social security number, include a daytime telephone number, and attach a copy of your state issued ID and passport.

<table>
<thead>
<tr>
<th>SSN or P number: *<strong><strong>-</strong></strong></th>
<th>Confirm SSN or P number: ********** Please type the SSN or P number to confirm. Copy and Paste is not allowed.</th>
</tr>
</thead>
<tbody>
<tr>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>TEA ID:</td>
<td></td>
</tr>
<tr>
<td>Confirm TEA ID:</td>
<td>Please type the TEA ID to confirm. Copy and Paste is not allowed.</td>
</tr>
</tbody>
</table>

AND

| * Birth Year: YYYY         | Confirm Birth Year: YYYY Please type the Birth Year to confirm. Copy and Paste is not allowed. |

[Create] [Cancel]

The system displays confirmation in green.

*(If an error message is displayed, you may have a name mismatch. Please review the Name Change instructions on our website. Your TEAL access name and the name on your certification/ECOS account and Texas Driver's License/State ID must match exactly.)*

✓ Your request was successfully submitted.
TEAL and ECOS Access Instructions for Educators

Special Instructions: Access to Educator Certification Online System (ECOS) if Your Accounts Are Not Linked

5. Click Cancel at the bottom of the page or click the "x" on the tab to close the My Accounts tab.

Your request was successfully submitted.

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

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If you do not have a social security number, STOP and submit a request to our online help desk with the subject line "Request a temporary ID and TEA ID number." In your request, confirm that you do not have a social security number, include a daytime telephone number, and attach a copy of your state issued ID and passport.

SSN or P number: ********
Confirm SSN or P number: ********

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

OR

TEA ID:
Confirm TEA ID:

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

AND

* Birth Year: 1990 YYYY
Confirm Birth Year: 1990 YYYY Please type the Birth Year to confirm. Copy and Paste is not allowed.

Cancel
TEAL and ECOS Access Instructions for Educators

Special Instructions: Access to Educator Certification Online System (ECOS) if Your Accounts Are Not Linked

6. You should now see the View My Educator Certification Account link to your account with your TEA ID number underneath. Click this link.

If you do not see the View My Educator Certification Account link, click the Refresh Links icon.

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SEE EXAMPLE NEXT PAGE
Use the menu to access options in ECOS.
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