

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

To access the **Educator Certification Online System (ECOS)** you must create a **Texas Education Agency Login (TEAL)** account to access your educator certification account. TEAL provides a secure gateway to log into 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 intern, 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 certificates
- Apply for a review of out-of-state or out-of-country credentials (and/or apply for the one-year or standard 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 on your certificate, you will not be able to access your educator account.** To determine what name is on your certificate, visit the Certificate Lookup page. When searching, only enter your first and last name.

Requesting Your TEAL Account

To request a TEAL account:

1. Complete and submit the [TEAL registration form](#).
 2. Select your **Organization Type**.
 - a. If you are an educator (including Educational Aide):
 - 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 educator certification account. If you enter this information incorrectly, you will be unable to access your educator account.**
- 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**.
 4. Once you submit your TEAL registration, you will be redirected to create your password.
 - a. The create your new password page provides you with your new username. You will also receive an email with the new username.
 - 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.

- a. Example: **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 Texas Education Agency, User and Access Management 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 **View My Educator Certification Account** link to access your 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.
4. Click **Access Applications** from the **Self-Service** list. Click the **View My Educator Certification Account** link to access your educator account in ECOS.

Getting Access to ECOSEntities (for School District and Educator Preparation Program (EPP) personnel only)

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 your employing organization in the **Organization** textbox.
4. Select the roles that you need by checking the associated checkboxes.
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 was successfully submitted. Click **Done**.)

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. 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