You will first need to ensure that you have access to a TEAL account. If you do not already have one, you can request a TEAL account <u>here</u>.

1. From the TEAL login page select **Request New User Account.** 



<u>TEA Login Application Help | Help for Educator Account Setup</u> <u>Help with Password Reset</u>

2. Fill out New User Account Application and click **Submit** once complete.

Texas Education User and Access Management			
* Primary Email Address:			All notifications will be sent to this address.
* Verify Primary Email Address:			
Secondary Email Address:			If the primary email address becomes invalid, the security-code can be sent to your secondary email address to reset your password.
* Birth Month:	The month of birth (1-12)	1	
* Birth Day:	The day of the month of b	irth (1-31)	
Birth Year:	YYYY		
* Organization Type: Job Title:	Select One Click here for Organization Typ	The user's organized descriptions	anization type.
Phone Number:		Must include area code.	
Cell Phone Number:			ndard data/messaging rates may an be used for password resets.
Street Address:			
City:			
Country:	United States	~	
State:	Texas 🗸		
Zip or Postal Code:			
Submi	t Cancel		

3. Once requested, it will take a few days to receive your TEAL account information. You will receive an email with instructions when your account is set up. Follow those instructions. You will be prompted to create a new password.



4. Once you have a TEAL account, you can request access to the Insight to Impact Dashboard application You will be asked to agree when you login.

	xas Education Agency r and Access Management
	An assurance is required every 30 days.
	order to enter the TEA Portal, you must first agree to the security provisions detailed below. ease click on the "I Agree" button to indicate that you consent and wish to proceed or the "Cancel" button to return to the login page.
Α.	The user understands that any user name and password assigned by TEA is to be considered private and confidential and that sharing usernames and/or passwords is prohibited.
в.	The user is responsible for any computer transactions performed as a result of access authorized through his username(s) and password(s).
с.	The user is responsible for changing his password if he suspects that it has been compromised.
D.	The user will not knowingly or intentionally enter any unauthorized data, or change any data without authorization.
E.	The user agrees to notify the TEA Computer Access Control when their job responsibilities no longer require access to the requested information, or they terminate employment with their current entity.
F.	The user understands that confidential information is any information that has the potential to identify a student, including aggregates with fewer than five members; social security numbers for students or staff; and e-mail addresses of members of the public.
G.	The user agrees that access to confidential data will be limited to the purpose intended by the application, and agrees to limit the data viewed to that necessary for that purpose.
н.	The user agrees to have procedures in place to monitor and protect confidential information.
I.	The user understands that any unauthorized disclosure of confidential student information is illegal as provided in the Family Educational Rights and Privacy Act of 1974 (FERPA) and Implementing federal regulations found in 34 CFR, Part 99. FERPA is specially incorporated into the Texas Open Records Act as an exception to records that are subject to disclosures to the public (Government Code, Section 552.026).
J.	The user understands that any data sets or output reports that he, or his authorized representative, may generate using confidential data are to be protected. The user will not distribute to any unauthorized person any data sets or reports that he has access to or may generate containing confidential data.
к.	The user understands that release of confidential student information is prohibited by the Texas Government Code, Section 552.352, and that such an offense constitutes a Class A misdemeanor.
L.	The user certifies that the information contained in the registration form is, to the best of his knowledge, correct and that the education agency for which he works has authorized him as a representative.
	TEA Home Page         Web Policy and Accessibility         TEAL ver release.version=1.0.0.1           For help with account access, please enter a request at the online TEA Help Desk.         Copyright © 2023 The Texas Education Agency, 1701 North Congress Ave, Austin, TX 78701-1494

#### 5. Click **Apply for Access**.

Texas Educatic User and Access Manager	nent	Welcome, Dina Ghazzawi	Eogout Logout	🕜 Help	
Self-Service Access Applications Requests I've Submitted Change My Password My Security Questions My Application Accounts Edit My User Information	Applications You do not have access to any applications at this time. Apply_for_Access				Refresh Links

#### 6. Select Request New Account.

elf-Service	Applications My A	ccounts ×					
Access Applications Requests I've Submitted Change My Password My Security Questions My Application Accounts Edit My User Information	To apply for access to a TEA application or service, click the "Request New Account" button below. To edit the details of one of your existing accounts, click on the Application name link in the list below. Contact information for each application is listed below. APPLICATIONS ARE LISTED IN ALPHABETICAL ORDER. PLEASE SCROLL DOWN TO THE ONE YOU NEED. If the application not displayed in the list, access the Application Reference Page to print a request form that can be faxed to TEA. Request New Account. Delete Account Refresh Accounts						
	Account Owner	Status	Application	Parameters			
		1					

7. Select I2I Insight to Impact Dashboards.

Self-Service	Applications	My Accounts ×				
Access Applications		Request New Acco	ount		×	<u> </u>
Requests I've Submitted Change My Password My Security Questions My Application Accounts Edit My User Information	To apply for access To edit the details Contact information is not displayed in th	To request new acc 1. Click the Ap 2. Double click	ess plication ID link OR the Application Name OR the Application Name and then click the "Go To Accour	it Details Form" button		ED. If the application
	Request New Accou	Application ID	Application Name	Contact	Details	
	Account Owne	LSE	i oundation ocnor Program			·
		GFFC	GFFC Reports and Data Collections		1	
		HCE	Nonpublic/High Cost Funds		2	
		HRRS	Human Resources Reporting System			
		121	Insight to Impact Dashboards	Email: Paige Tooley (512-463-8300)	2	
		Strang	Intervention, Stage, and Activity Manager		2	
		PEra	Physical Fitness Assessment Initiative	Email: Barney Fudge		
		PIRTS	Public Information Request Tracking System			
		SCOMS	Strategic Compensation Operations Management System			
		SPEARS	Special Education Adhoc Reporting System			
		SPP	State Performance Plan Indicators		2	
		TAD	TA Dashboard			
	1	TCAMS	Texas Course Autocode Management System			ase.version=1.0.0.0

### 8. Select Add Access.

f-Service	Applications	My Accounts ×			
Access Applications     Requests I've Submitted     Access Applications     Change My Password     My Security Questions     My Application Accounts     Edit My User Information	2. Follow the	Add Access" button. Instructions on the Appli	cation access details popup, his will submit your access request to TEA	L	
		User ID: Dina.Ghazza	2000		
		Add Access Add Access Access Stat	Remove Selected us Employing Organization 🖨	Access Rights	
		Done			
		13			

9. Enter the organization that you work for.

elf-Service	Applications	My Accounts ×				
Access Applications Requests I've Submitted	Application a	cess details				
<ul> <li>Change My Password</li> <li>My Security Questions</li> <li>My Application Accounts</li> <li>Edit My User Information</li> </ul>	Steps for adding access  1. Enter your Employing Organization (name or organization number). 2. Click the checkbox/radio button for the role(s) that you are applying for. 3. If there are parameters for the role(s) selected, enter that information. 4. Click the "Done" button to <b>queue</b> your request. This does not submit your request to TEAL. 5. Click the "Save Changes" button. This will then submit your access request to TEAL. Employing Organization  * Organization: Who do you work for? In other words, what organization employs you (e.g. district, ESC, charter school)?					
	Roles & Paran	neters				
	EPP Use	with Individual Data				
	EPP Use	without Individual Data				
	C TEA Use	r with Individual Data				
	TEA Use	r without Individual Data				

10. Select the role that you will need.

If you select **EPP User with Individual Data**, you will be able to see all the data visualizations as well as pages with specific individual candidate information, such as name and TEA ID.

If you select **EPP User without Individual Data**, you will be able to see all the data visualizations but not the pages with individual candidate information.

Note: If you are unsure which is best for your position at your EPP, we recommend that you consult with your EPP leadership.

If you are a Technical Assistance Provider, it will be up to the EPP that you work with whether or not you can request access to the dashboards within TEAL. If the EPP you are working with would like you to request access to the dashboards within TEAL, you will request an **EPP User without Individual Data role**.

Note: Your authorizing and employing organizations should be the same.

Self-Service	Applications My Accounts ×					
Access Applications	Application access details					
<ul> <li>Change My Password</li> <li>My Security Questions</li> <li>My Application Accounts</li> <li>Edit My User Information</li> </ul>	Steps for adding access  1. Enter your Employing Organization (name or organization number). 2. Click the checkbox/radio button for the role(s) that you are applying for. 3. If there are parameters for the role(s) selected, enter that information. 4. Click the "Done" button to <b>queue</b> your request. This does not submit your request to TEAL. 5. Click the "Save Changes" button. This will then submit your access request to TEAL. 5. Click the "Save Changes" button. This will then submit your access request to TEAL. 5. Click the "Save Changes" button. This will then submit your access request to TEAL. 5. Click the "Save Changes" button. This will then submit your access request to TEAL. 5. Click the "Save Changes" button. This will then submit your access request to TEAL. 5. Click the "Save Changes" button. This will then submit your access request to TEAL. 5. Click the "Save Changes" button. This will then submit your access request to TEAL. 5. Click the "Save Changes" button. This will then submit your access request to TEAL. 5. Click the "Save Changes" button. This will then submit your access request to TEAL. 5. Click the "Save Changes" button. This will then submit your access request to TEAL. 5. Click the "Save Changes" button. This will then submit your access request to TEAL. 5. Click the "Save Changes" button. This will then submit your access request to TEAL. 5. Click the "Save Changes" button. This will then submit your access request to TEAL. 5. Click the "Save Changes" button. 6. Click the "Save Changes" button. 7. Click the school/?					
	Roles & Parameters					
	EPP User without Individual Data					
	TEA User with Individual Data					
	TEA User without Individual Data					

11. Once you hit submit, the confirmation page will be displayed.



12. Once you request your role, the request will go to the primary approver at your EPP. If you are not sure who your primary approver is, you can find this by selecting **View Requests.** 

elf-Service	Applications	View Requests	×						
Access Applications My To-Do List	Filter Options								
Requests I've Submitted	Request Status	Request Type		Request Result	Requeste	d For	Requested By	Time Period	
Change My Password	Completed V	Account Add	~	All	~			This Week	~
My Security Questions	Search Reque	ests							
My Application Accounts									
Edit My User Information	Discust south	results (2 total)							
View Requests	-								
Inteports	View Details Ex	port Search Result	s						
1 reports	Submitted On 🖨		Request	Туре	Requested For	Requested B	Application	Stat	us
dministration	03/27/2023 02:3	6:14 PM	Account A	dd	Samuel Miller	Samuel Miller	121	Com	pleted
Manage Others' Accounts	03/27/2023 01:4	7:49 PM	Account A	dd	Kenneth Mitchell	Kenneth Mitch	ell I2I	Com	pleted

13. Use the filter options to find the request you submitted.

	Applications View Requ	ests x				
Access Applications My To-Do LIst Requests I've Submitted Change My Password My Security Questions	Filter Options Request Status Completed Completed Search Requests		Requested For	r Reque	ested By	Time Period This Week
Y My Application Accounts Edit My User Information View Requests	Request search results (2 to View Details Export Search Re					
III Reports	Submitted On 🖨	Request Type	Requested For	Requested By	Application	Status
Administration	03/27/2023 02:36:14 PM	Account Add	Samuel Miller	Samuel Miller	121	Completed
Manage Others' Accounts	03/27/2023 01:47:49 PM	Account Add	Kenneth Mitchell	Kenneth Mitchell	121	Completed

14. Click on the request you submitted and select **View Details.** Once approved by your EPP primary approver, your request will then be routed to an approver at TEA.

Service	Applications	View Requests ×							
Access Applications Ay To-Do List	Filter Options								
Requests I've Submitted	Request Status	Request Type	Request Result	Requested	For	Requested By	Time Period		
Change My Password	Completed V	Account Add	✓ All	~			This Week 🗸		
ly Security Questions	Search Reque	Search Requests							
ly Application Accounts									
dit My User Information	Request search	results (2 total)							
/iew Requests	View Details Exp	ort Search Results							
Reports	Submitted On 🖨	Rec	juest Type	Requested For	Requested By	Application	Status		
inistration	03/27/2023 02:36	:14 PM Acc	ount Add	Samuel Miller	Samuel Miller	121	Completed		
fanage Others' Accounts	03/27/2023 01:47	:49 PM Acc	ount Add	Kenneth Mitchell	Kenneth Mitchell	121	Completed		
lanage outers Accounts									

15. Once your approval is processed, you will be able to view the Insight to Impact Dashboards in your TEAL account. You can enter the dashboards by clicking on the role you have received: EPP User with Individual Data or EPP User without Individual Data.

ms My Accounts			
to Impact Dashboards			
ght to Impact Dashboards provide access to user-friendly data for EPI	Ps across Texas.		
ser with Individual Data	Add/Modify Access	s	
State University (EPP) (105501)			
State University (EPP) (105501)			
	to Impact Dashboards ight to Impact Dashboards provide access to user-friendly data for EP ser with Individual Data State University (EPP) (105501) ser without Individual Data State University (EPP) (105501)	ight to Impact Dashboards provide access to user-friendly data for EPPs across Texas.  ser with Individual Data State University (EPP) (105501) ser without Individual Data	ight to Impact Dashboards provide access to user-friendly data for EPPs across Texas. ser with Individual Data State University (EPP) (105501) ser without Individual Data