### **Creating a TEAL Account**

1. If you do not already have a TEAL account, you can request a one from the <u>TEAL login page</u> by selecting **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 Managemen			
* 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)	)	
* Birth Day:	The day of the month of b		
Birth Year:	YYYY		
<ul> <li>Organization Type:</li> <li>Job Title:</li> </ul>	Select One Click here for Organization Typ	The user's orgenerations	anization type.
Phone Number: Cell Phone Number:		Must include area code. Must include area code. Sta	andard data/messaqing rates may
			an be used for password resets.
Street Address:			
City:			
Country:	United States	~	
State:	Texas 🗸		
Zip or Postal Code:			
Submit	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.



### **Requesting Insight to Impact Dashboard Access**

1. You may be asked to agree to the security provisions when you login.

	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. asse 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.
A.	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).
c.	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.           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

#### 2. Click Apply for Access.

Note: If you do not currently have access to any TEAL applications, you will have this option.

Jser and Access Managem		Welcome,	Logout	🕜 Help	
elf-Service	Applications				
Access Applications Requests I've Submitted					Refresh Links
Change My Password	You do not have access to any applications at this time.				
My Security Questions	Apply for Access				
K My Application Accounts					

#### Select My Application Accounts.

Note: If you do currently have access to any TEAL applications, you can request access this way.

Texas Education User and Access Manageme	0 ,		
Self-Service Access Applications My To-Do List Requests I've Submitted Change My Password My Security Questions My Application Accounts Edit My User Information View Requests Reports Administration	To edit the details of one of your ex	ation or service, click the " kisting accounts, click on tl n is listed below. APPLICATIOI	Request New Account" button below. ne Application name link in the list belov NS ARE LISTED IN ALPHABETICAL ORDER. PI
	Request New Account Delete Acco	Status	Application
Manage Others' Accounts		active	Insight to Impact Dashboards

### 3. Select Request New Account.

Self-Service	Applications My Ac	counts ×			
🔷 Access Applications					
Requests I've Submitted	To apply for access to a To edit the details of one				
Change My Password					
My Security Questions	not displayed in the list, ac				WN TO THE ONE YOU NEED. If the application
X My Application Accounts					
·					
<ul> <li>International Content of Conten</li></ul>	Request New Account	elete Account Re	fresh Accounts		
🗶 My Application Accounts 🛅 Edit My User Information	Request New Account	elete Account Re Status	fresh Accounts Application	Parameters	

4. Select I2I Insight to Impact Dashboards.

Self-Service	Applications	My Accounts ×				
Access Applications     Access Applications     Acquests I've Submitted     Achage My Password     My Security Questions     My Application Accounts     Edit My User Information		Request New Acco	wint		×	)^
	To apply for access To edit the details Contact Information is not displayed in th	To request new access 1. Click the Application ID link OR 2. Double click the Application Name OR 3. Single click the Application Name and then click the "Go To Account Details Form" button			ED. If the application	
	Request New Acco	Application ID	Application Name	Contact	Details	
		Lar	roundation activor Program			·
		GFFC	GFFC Reports and Data Collections		1	
		HCE	Nonpublic/High Cost Funds		2	
		HRRS	Human Resources Reporting System			
	1	121	Insight to Impact Dashboards	Email: Paige Tooley (512-463-8300)	2	
		121	Intervention, Stage, and Activity Manager			
		PFPL	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			
		TAD	TA Dashboard			
		TCAMS	Texas Course Autocode Management System			
		TE	Time and Effort Penorting	Fmail: Jacoica Haros (512-463-6346)		ase.version=1.0.0.0

### 5. Select Add Access.

Service	Applications	My Accounts ×			
Access Applications     Acquests I've Submitted     Change My Password     My Security Questions     My Application Accounts     Edit My User Information	2. Follow th	"Add Access" button. e instructions on the Appli	cation access details popup. his will submit your access request to TE/	L.	
		User ID:	Remove Selected		
		Access Stat	and a second sec	Access Rights	
		Done			

6. Enter the organization that you work for.

Texas Educatio		Welcome,
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 2. Click the checkbox/radio button for the role( 3. If there are parameters for the role(s) select 4. Click the "Done" button to <b>queu</b> your requ 5. Click the "Save Changes" button. This will the Employing Organization	s) that you are applying for. ed, enter that information. est. This does not submit your request to TEAL.
	* Organization: <i>Charter school</i> ? Boles & Parameters	ds, what organization employs you (e.g. district, ESC,
	EPP User with Individual Data	
	EPP User without Individual Data	

7. Select the role that you will need.

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

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 a **Professional Role EPP User without Individual Data** role. In your request, you will list the EPP as the employing and authorizing organization.

User and Access Managem	nent	Welcome,
Self-Service	Applications Edit Account x	
More and a second	Application access details           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 "Dave button to queue 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:           Whe do you work for 2n other words, what organization employs you (e.g. district, ESC, charter school)?	×
Manage Applications	Roles & Parameters	
	EPP User without Individual Data     Professional Role EPP User with Individual Data     Professional Role EPP User without Individual Data     Professional Role TEA User with Individual Data     Professional Role TEA User without Individual Data     TEA User without Individual Data     TEA User without Individual Data	

Notes:

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

Your authorizing and employing organizations should be the same.

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



### Requesting a New Role in the Insight to Impact Dashboards

1. Login to your TEAL account. Select Add/Modify Access.

Note: If you currently have access to the Insight to Impact application, you can request a new role this way.

nsight to Impact Dashboards	
he Insight to Impact Dashboards provide access to user-friendly data for EPPs across Texas.	
EPP User with Individual Data REG XIII EDUCATION SERVICE CENTER (227950)	Add/Modify Access
E <u>PP User without Individual Data</u> REG XIII EDUCATION SERVICE CENTER (227950)	

2. Select Add Access.

Applications	Edit Acco	unt x						
To modify existin	dfy existing access							
<ol> <li>If you have</li> <li>Follow the</li> <li>Click the</li> </ol>	eve more than the instruction Save Chang	n one role associated with s on the Application acces	and click the "Modify Access" button. an organization, please select the specific role that you would like to moc si details popup. nit your modify request to TEAL.	dify.				
Applicat	Application Name: Insight to Impact Dashboards User ID:							
	Accesses:	Add Access Modify Access Remove Selected Refresh Access						
		Access Status	Employing Organization 🖨	Access Rights				
		Granted	TEA - Educator Data and Preparation Program Management	Role: TEA User without Individual Data				
				Role: TEA User with Individual Data				
				Role: Professional Role TEA User with Individual Data				
				Role: Professional Role TEA User without Individual Data				
		Granted TEA - Ed	TEA - Educator Data and Preparation Program Management	Role: EPP User without Individual Data Authorizing Organization: 227950				
				Role: EPP User with Individual Data Authorizing Organization: 227950				
		Granted	Texas Christian University	Role: Professional Role EPP User without Individual Data Authorizing Organization: 220501				
		Granteu	Texas Ciristian Oniversity	Role: Professional Role EPP User with Individual Data Authorizing Organization: 220501				
		Done						

3. Enter the organization that you work for.

User and Access Managem	ent	Welcome,
Self-Service	Applications Edit Account # Application access details	×
My To-Do List Change Ky Password Change Ky Password My Security Questions My Application Accounts Edit Ky User Information View Requests Reports Administration Manage Others' Accounts Manage Applications	Application access setains Steps for adding access  1. Enter your Employing Organization (name or organization number). 2. Click the checkbox/radio button for the role(s) flat you are applying for. 3. If there are parameters for the role(s) selected, enter that information. 4. Click the "Sove Changes" button. This will then submit your request to TEAL. 5. Click the "Save Changes" button. This will then submit your access request to TEAL. 5. Employing Organization • Organization: • Who do you work for? In other words, what organization employs you (e.g. district, ESC, charter school)? • Roles & Parameters	×
	EPP User with Individual Data  EPP User without Individual Data  Professional Role EPP User with Individual Data  Professional Role TEA User with Individual Data  Professional Role TEA User without Individual Data  TEA User with Individual Data  TEA User with Individual Data	

4. Select the role that you will need.

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

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 a **Professional Role EPP User without Individual Data** role. In your request, you will list the EPP as the employing and authorizing organization.

Texas Education		Welcome,
Self-Service Access Applications M To-Do List Change My Password Change My Password My Application Accounts My Application Accounts Edit Hy User Information View Requests New Requests Reports	Applications         Edit Account         X           Application access details         Application access details           Steps for adding access         I. Enter your Employing Organization (name or organization number).           2. Click the checkbo/r/adding button for the role(s) stat you are applying for.           3. If there are parameters for the role(s) selected, enter that information.           4. 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.           Employing Organization           • Organization:           • Organization:	
Administration  Manage Others' Accounts  Manage Applications	Roles & Parameters   EPP User with Individual Data  EPP User without Individual Data	
	Professional Role EPP User with Individual Data      Professional Role EPP User without Individual Data      Professional Role TEA User with Individual Data      Professional Role TEA User without Individual Data      TEA User with Individual Data      TEA User without Individual Data	

Notes:

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

Your authorizing and employing organizations should be the same.

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



### **Finding Your Approver**

1. 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 Requ	ests x					
Access Applications	Filter Options Request Status Request Typ	e Request Result	Requested F	or	Requested By	Time Period	
Requests I've Submitted Change My Password	Completed 🗸 Account Ad		~			This Week 🗸	
My Security Questions							
X My Application Accounts							
Edit My User Information	Request search results (2 to	ital)					
View Requests	View Details Export Search Re	esults					
L Reports	Submitted On 🖨	Request Type	Requested For	Requested By	Application	Status	
Administration	03/27/2023 02:36:14 PM	Account Add	Water Tollary	status Toking	121	Completed	
Manage Others' Accounts	03/27/2023 01:47:49 PM	Account Add	shalipe Tabley	stratiger Training	121	Completed	

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

If-Service	Applications View Requests ×						
Access Applications My To-Do List Requests I've Submitted Change My Password My Security Questions	Filter Options         Request Status       Request Type         Completed       Account Add         Search Requests	Request Result	Requested For	Re	equested By	Time Period This Week 🗸	
My Application Accounts Edit My User Information View Requests Reports	Request search results (2 total) View Details Export Search Resul						
	Submitted On 🖨	Request Type	Requested For	Requested By	Application	Status	
ministration	03/27/2023 02:36:14 PM	Account Add	magar Toolings	shalage Totalings	121	Completed	
Manage Others' Accounts	03/27/2023 01:47:49 PM	Account Add	Walger Trailing	studge Toolkey	121	Completed	

3. Click on the request you submitted and select View Details.

Note: Once approved by your EPP primary approver, your request will then be routed to an approver at TEA.

elf-Service	Applications View Reque	ests x						
Access Applications My To-Do List Requests I've Submitted	Filter Options Request Status Request Type		Requested Fo	or	Requested By	Time Period		
Change My Password My Security Questions	Completed V   Account Add V   All V   This Week V   Search Requests							
Edit My User Information	Request search results (2 tot	al)						
View Requests	View Details Export Search Results							
U Reports	Submitted On 🖨	Request Type	Requested For	Requested By	Application	Status		
Administration	03/27/2023 02:36:14 PM	Account Add	material Tables	Autor Tolley	121	Completed		
Manage Others' Accounts	03/27/2023 01:47:49 PM	Account Add	shalipe Tabling	status Tables	121	Completed		

### After You Are Granted Access

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**.

Texas Education User and Access Manageme		Welcome	eff Logout	() Help
Self-Service Access Applications My To-Do List Requests I've Submitted Change My Password System My Application Accounts Edit My User Information Cliw Requests Reports Administration Manage Others' Accounts	Applications         My Accounts           Insight to Impact Dashboards           The Insight to Impact Dashboards provide access to user-friendly data for Professional Role TEA User with Individual Data           Professional Role TEA User without Individual Data	or EPPs across Texas. Add/Hedify	Access	

Need assistance? Visit the <u>TEA Help Desk</u>.