


Accessing Your Insight to Impact Dashboards

Creating a TEAL Account

1. If you do not already have a TEAL account, you can request a one from the [TEAL login page](#) by selecting **Request New User Account**.



TEA Login (TEAL)

NOTICE: TEA Web Applications will not be available each Sunday morning from 5:00am to 2:00pm due to routine maintenance. Please do not access your applications during this time period. **You could lose data.**

Don't have an account? **Request New User Account**

Username:

Password: [Show Password](#)

[Forgot your password?](#)
[Forgot your username?](#)

[TEA Login Application Help](#) | [Help for Educator Account Setup](#)
[Help with Password Reset](#)

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

Texas Education Agency
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)

* Birth Day: The day of the month of birth (1-31)

Birth Year: YYYY

* Organization Type: Select One... The user's organization type.
[Click here for Organization Type descriptions](#)

Job Title:

Phone Number: Must include area code.

Cell Phone Number: Must include area code. Standard data/messaging rates may apply. Cell phone number can be used for password resets.

Street Address:

City:

Country: United States

State: Texas

Zip or Postal Code:

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.



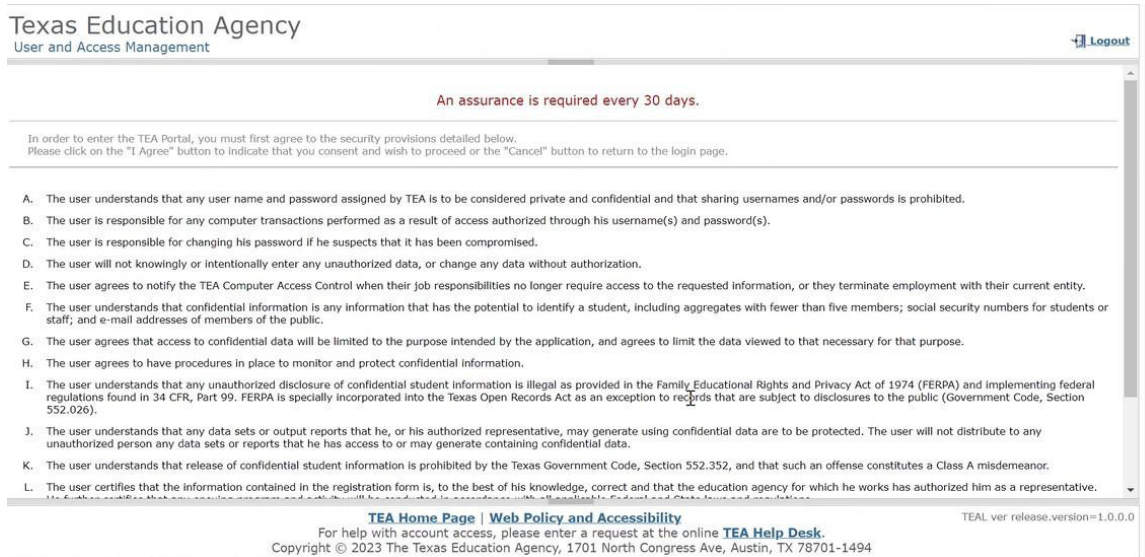
Set Your Password

Please create a new password.

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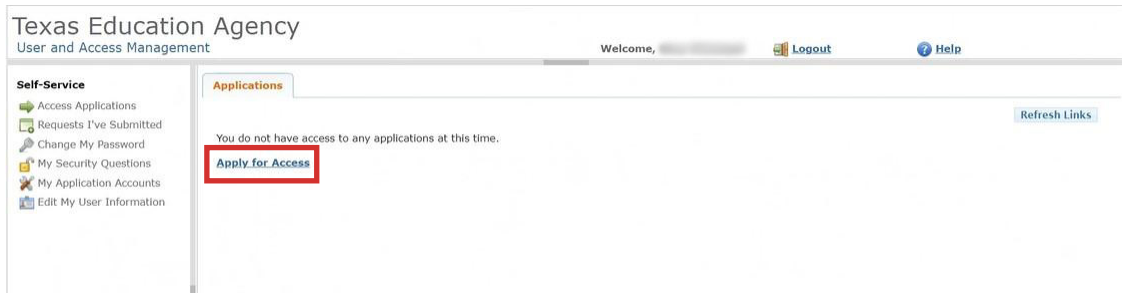
Requesting Insight to Impact Dashboard Access

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



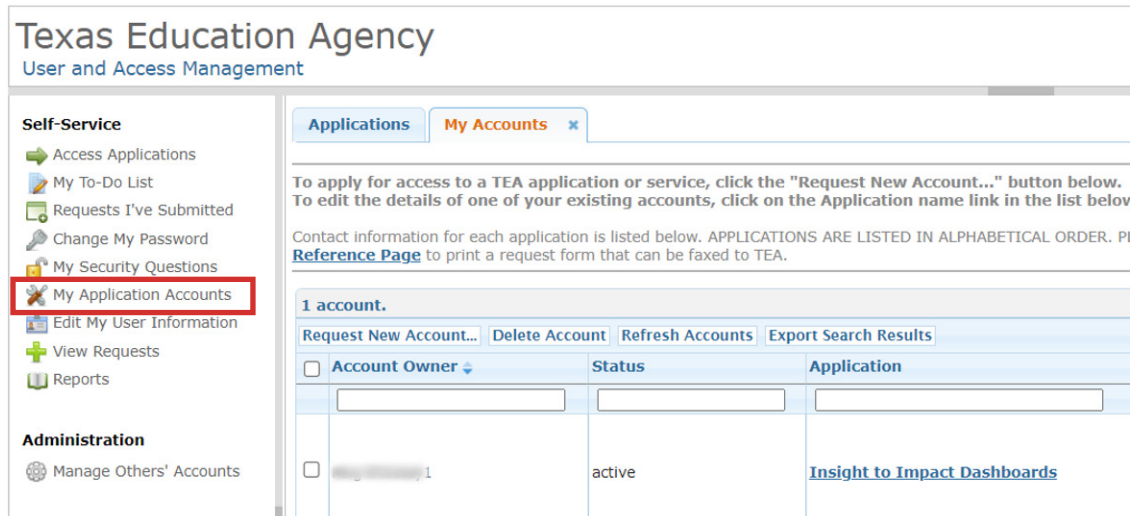
2. Click **Apply for Access**.

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



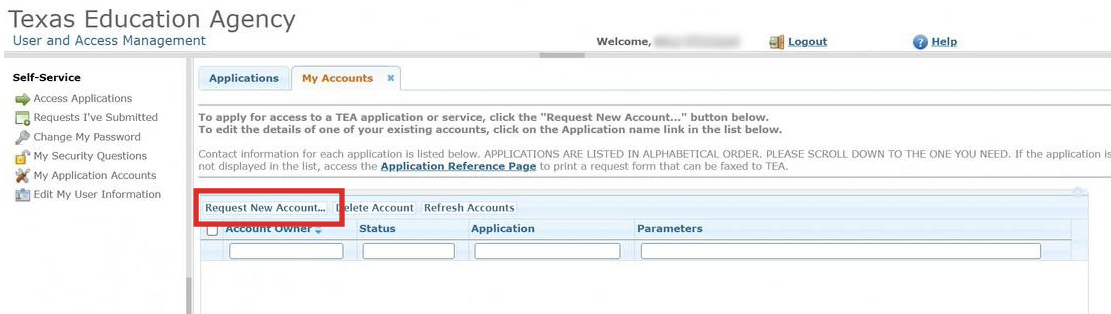
Select **My Application Accounts**.

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

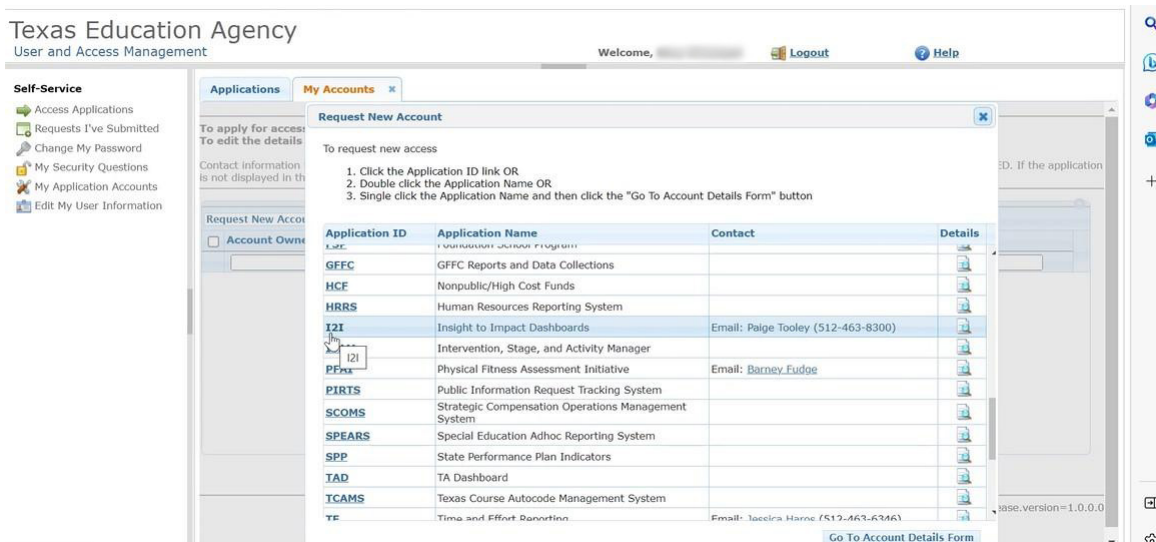


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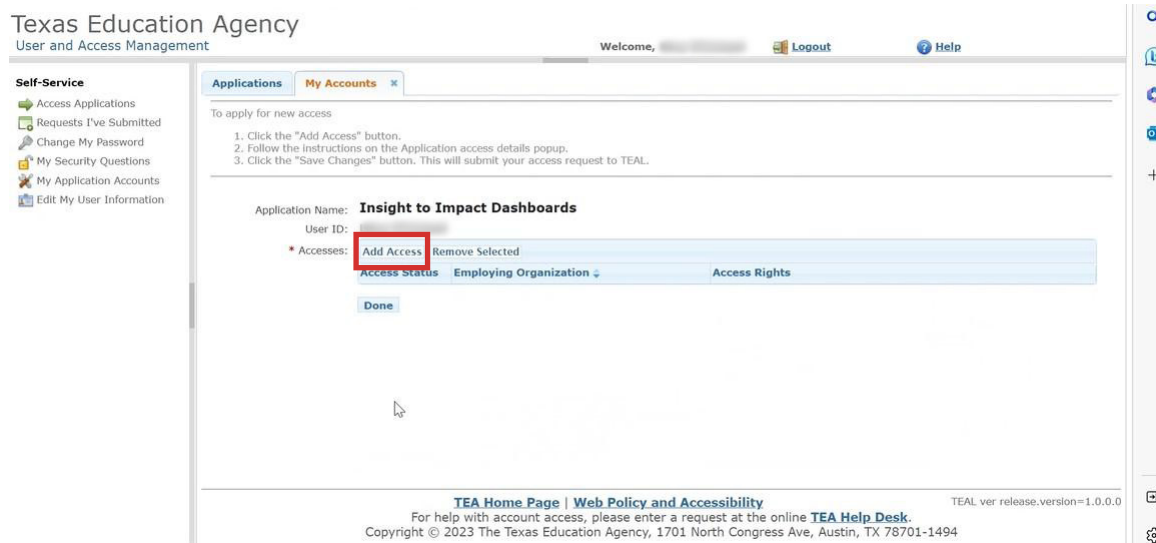
3. Select Request New Account.



4. Select I2I Insight to Impact Dashboards.

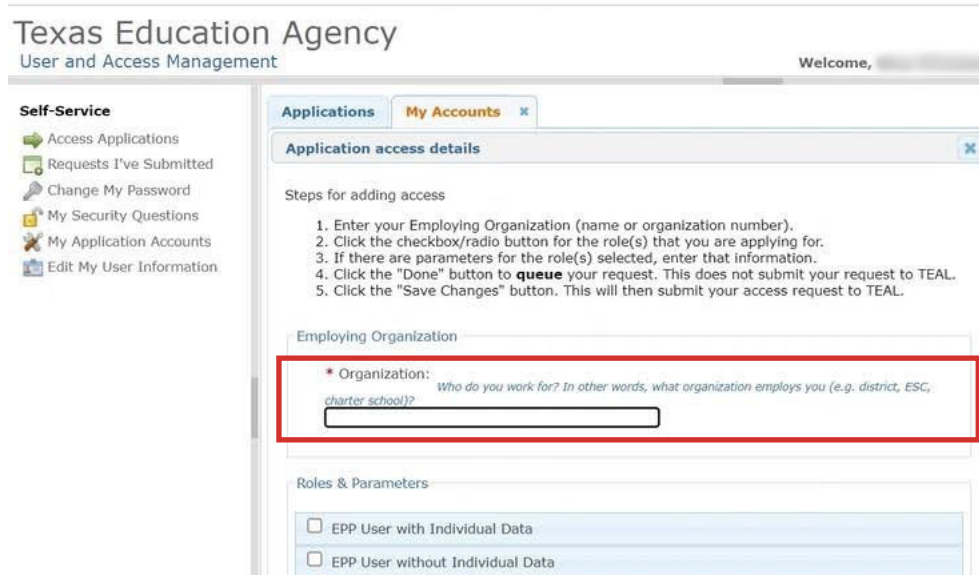


5. Select Add Access.



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6. Enter the organization that you work for.

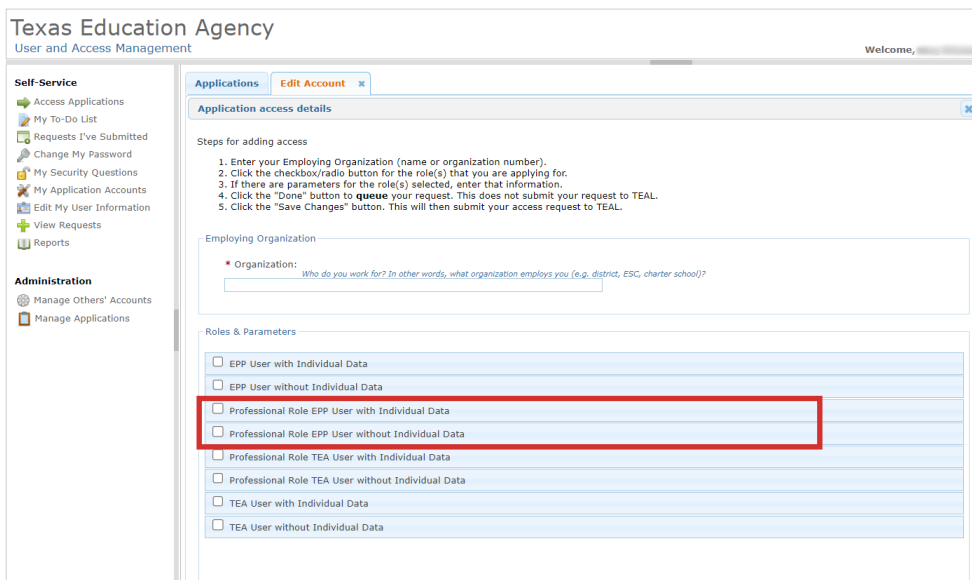


7. Select the role that you will need.

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.



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.

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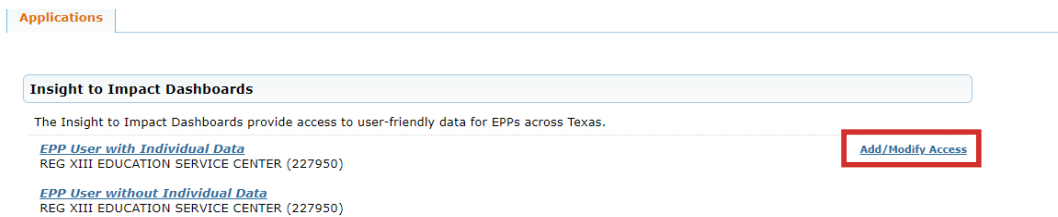
8. Once you hit submit, the confirmation page will be displayed.



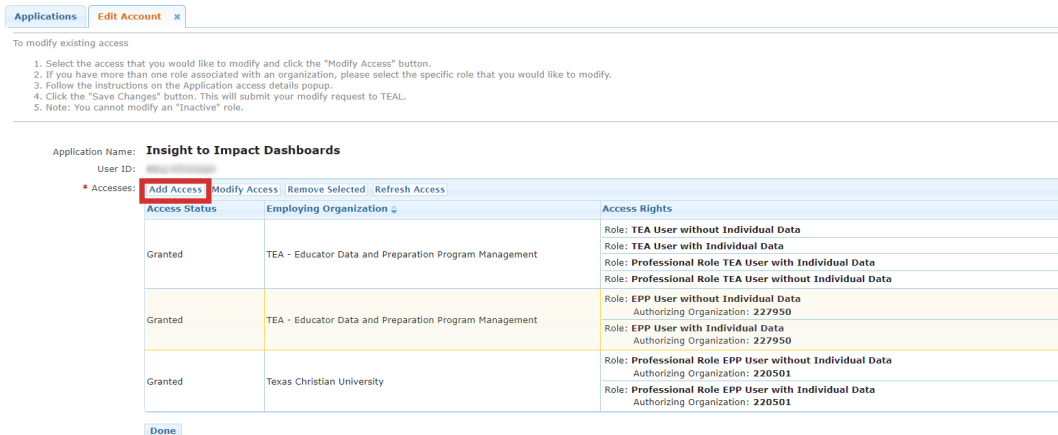
Requesting a New Role in the Insight to Impact Dashboards

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.

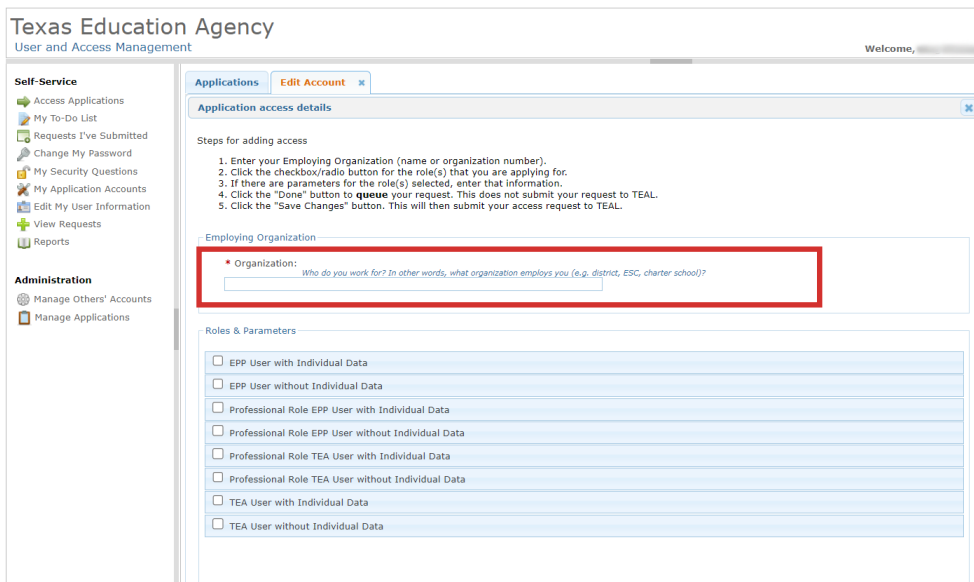


2. Select **Add Access**.



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3. Enter the organization that you work for.

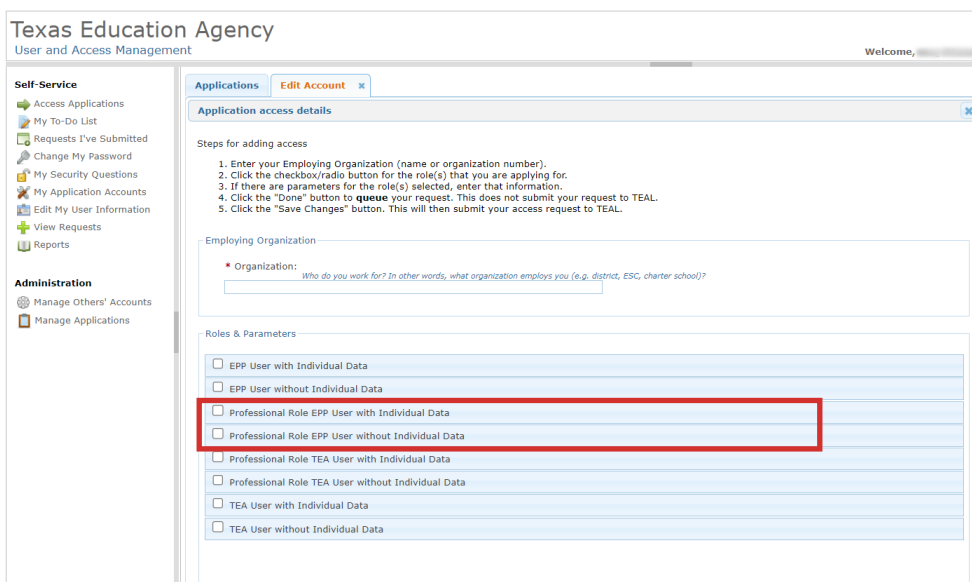


4. Select the role that you will need.

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.

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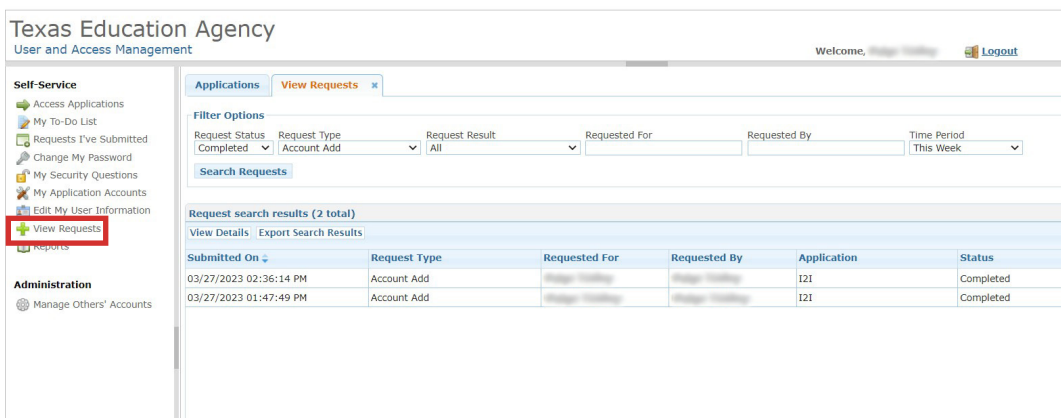
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5. Once you hit submit, the confirmation page will be displayed.

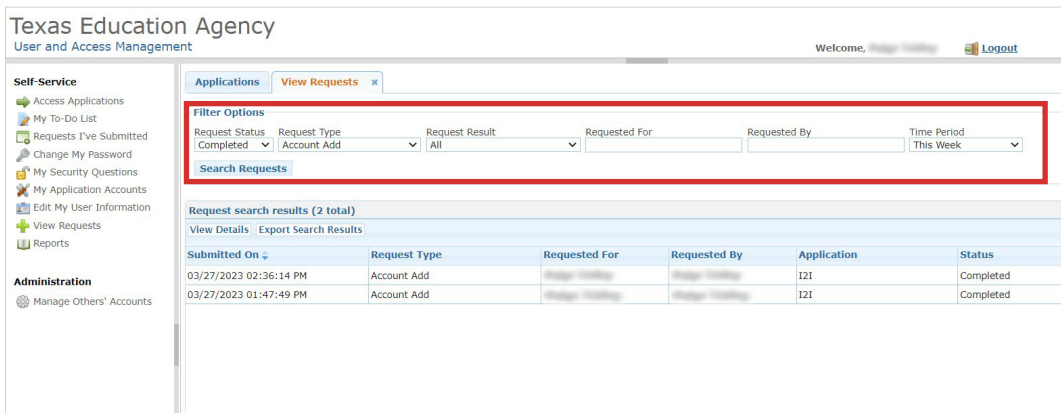


Finding Your Approver

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**.



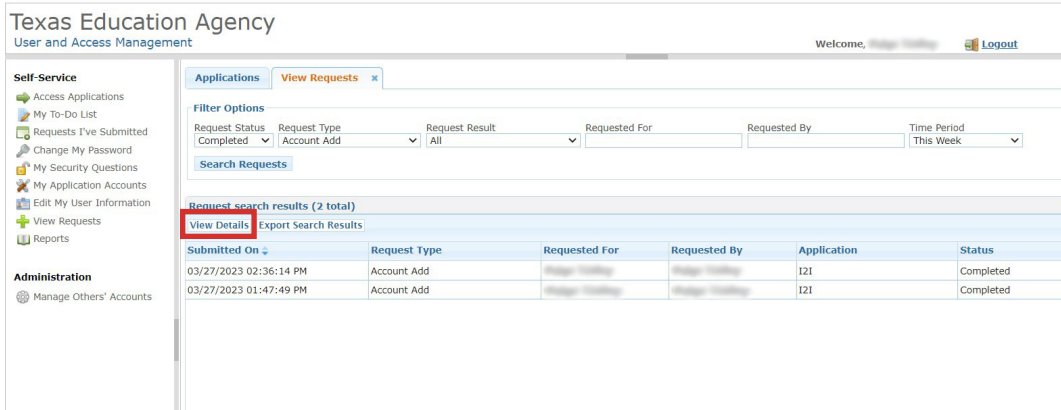
2. Use the filter options to find the request you submitted.



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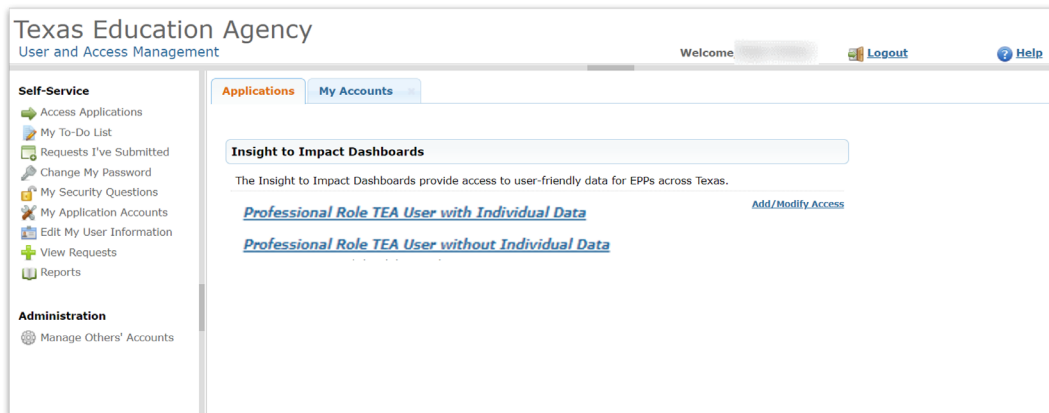
3. Click on the request you submitted and select **View Details**.

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



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**.



Need assistance? Visit the [TEA Help Desk](#).