

Accessing Your Insight to Impact Dashboards

Creating a TEAL Account

1. If you do not already have a TEAL account, you can request a new 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](#)

[Login](#)

[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.

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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:

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.



Set Your Password

Please create a new password.

Accessing Your Insight to Impact Dashboards

Requesting Insight to Impact Dashboard Access

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

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User and Access Management

An assurance is required every 30 days.

In order to enter the TEA Portal, you must first agree to the security provisions detailed below. Please 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.

B. 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.

H. 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.

K. 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

For help with account access, please enter a request at the online [TEA Help Desk](#).

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TEAL ver release.version=1.0.0.0

2. Click **Apply for Access**.

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

Texas Education Agency
User and Access Management

Welcome, [User Name] 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](#)

Select **My Application Accounts**.

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

Texas Education Agency
User and Access Management

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

- Manage Others' Accounts

Applications **My Accounts**

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. [Reference Page](#) to print a request form that can be faxed to TEA.

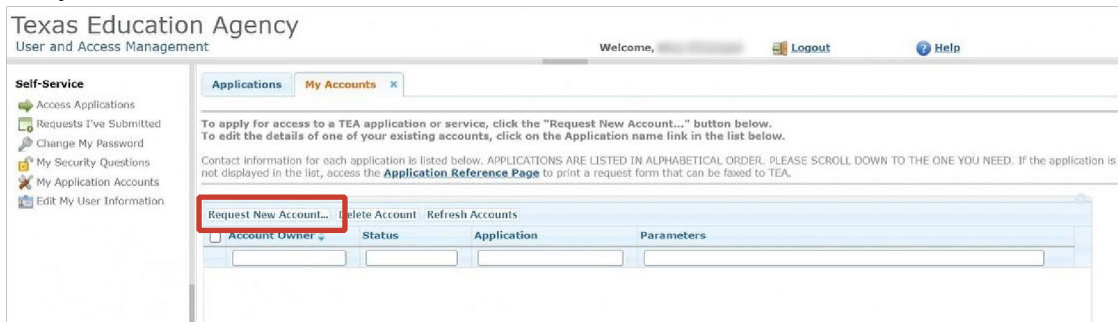
1 account.

[Request New Account...](#) [Delete Account](#) [Refresh Accounts](#) [Export Search Results](#)

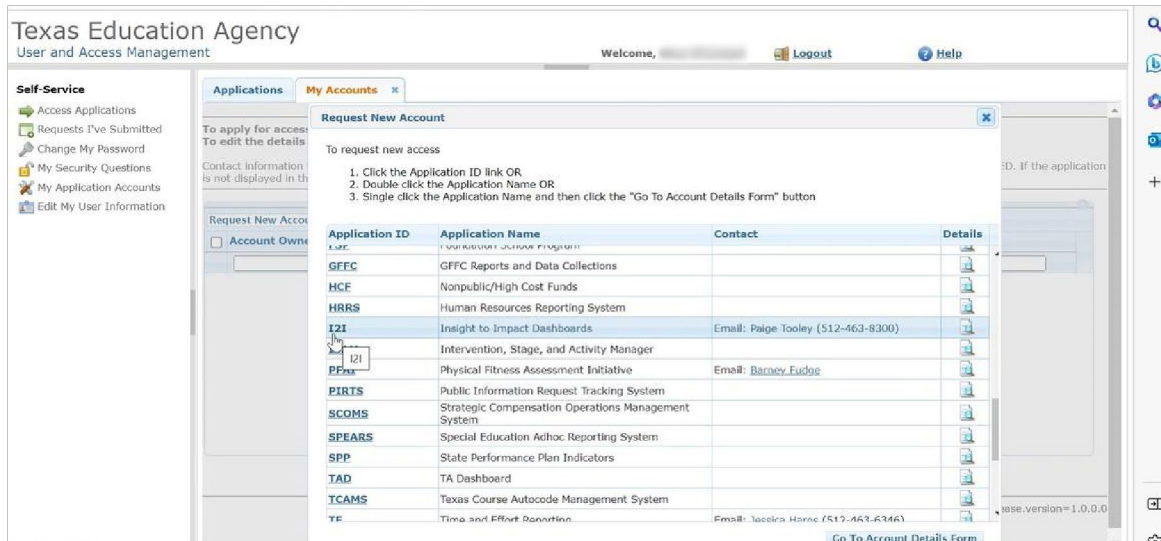
☐ Account Owner	Status	Application
☐ [User Name]	active	Insight to Impact Dashboards

Accessing Your Insight to Impact Dashboards

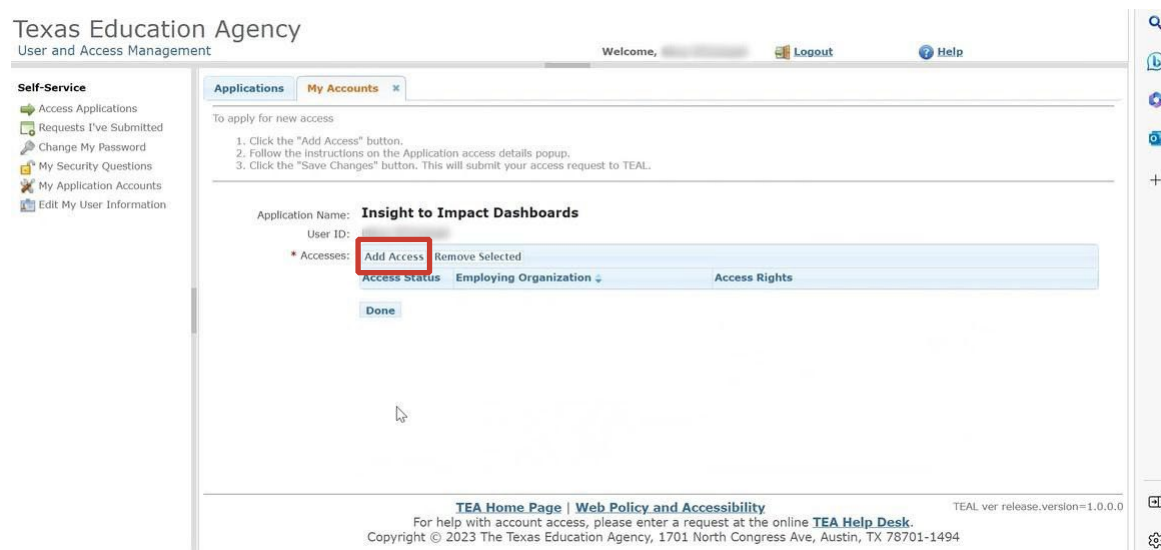
3. Select **Request New Account**.



4. Select **I2I Insight to Impact Dashboards**.



5. Select **Add Access**.



Accessing Your Insight to Impact Dashboards

6. Enter the organization that you work for.

Texas Education Agency
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Welcome, [User Name]

Self-Service

- Access Applications
- Requests I've Submitted
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Applications **My Accounts** x

Application access details x

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 **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: 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

7. Select the role that you will need.

In your request, your authorizing and employing organization should be the same.

If you select **Observation EPP Administrator**, you will be able to add and archive a rubric, enter and approve observations and see all the data visualizations as well as.

If you select **Observation Field Supervisor**, you will be able to enter observations and you will be able to see all the data visualizations.

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 **Observation Field Supervisor** role. In your request, you will list the EPP as the employing and authorizing organization.

Roles & Parameters

- ☐ EPP User with Individual Data
- ☐ EPP User without Individual Data
- ☐ Observation EPP Administrator
- ☐ Observation Field Supervisor
- ☐ Professional Role EPP User with Individual Data
- ☐ Professional Role EPP User without Individual Data

Accessing Your Insight to Impact Dashboards

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

Confirmation Page

Your request has been submitted. When your request is processed, you will be notified using the e-mail address you provided.
If you do not receive notification within five days, please submit a request at <https://txeduagency.zendesk.com> for assistance.

Done

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.

Applications

Insight to Impact Dashboards

The 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)

[EPP User without Individual Data](#)
REG XIII EDUCATION SERVICE CENTER (227950)

Add/Modify Access

2. Select **Add Access**.

Applications

Edit Account

To modify existing access

1. Select the access that you would like to modify and click the "Modify Access" button.
2. If you have more than one role associated with an organization, please select the specific role that you would like to modify.
3. Follow the instructions on the Application access details popup.
4. Click the "Save Changes" button. This will submit your modify request to TEAL.
5. Note: You cannot modify an "Inactive" role.

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 - 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 Role: Professional Role EPP User with Individual Data Authorizing Organization: 220501

Done

3. Enter the organization that you work for.

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Welcome,

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

Manage Others' Accounts
Manage Applications

Applications

Edit Account

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 "Done" 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:

Who do you work for? In other words, what organization employs you (e.g., district, EPP, charter school)?

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

Accessing Your Insight to Impact Dashboards

4. Select the role that you will need.

Roles & Parameters

☐	EPP User with Individual Data
☐	EPP User without Individual Data
☐	Observation EPP Administrator
☐	Observation Field Supervisor
☐	Professional Role EPP User with Individual Data
☐	Professional Role EPP 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.

Confirmation Page

Your request has been submitted. When your request is processed, you will be notified using the e-mail address you provided.
If you do not receive notification within five days, please submit a request at <https://txeduagency.zendesk.com> for assistance.

Done

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**.

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Welcome, [User Name] **Logout**

Self-Service

- Access Applications
- My To-Do List
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- Edit My User Information
- View Requests**
- Reports

Administration

- Manage Others' Accounts

Applications **View Requests**

Filter Options

Request Status: **Completed** Request Type: **Account Add** Request Result: **All** Requested For: Requested By: Time Period: **This Week**

Search Requests

Request search results (2 total)

View Details **Export Search Results**

Submitted On	Request Type	Requested For	Requested By	Application	Status
03/27/2023 02:36:14 PM	Account Add	[Redacted]	[Redacted]	121	Completed
03/27/2023 01:47:49 PM	Account Add	[Redacted]	[Redacted]	121	Completed

Accessing Your Insight to Impact Dashboards

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

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Welcome, [User Name] Logout

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Applications **View Requests**

Filter Options

Request Status: Completed Request Type: Account Add Request Result: All Requested For: Requested By: Time Period: This Week

[Search Requests](#)

Request search results (2 total)

[View Details](#) [Export Search Results](#)

Submitted On	Request Type	Requested For	Requested By	Application	Status
03/27/2023 02:36:14 PM	Account Add	[Redacted]	[Redacted]	12I	Completed
03/27/2023 01:47:49 PM	Account Add	[Redacted]	[Redacted]	12I	Completed

3. 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.

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Welcome, [User Name] Logout

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Applications **View Requests**

Filter Options

Request Status: Completed Request Type: Account Add Request Result: All Requested For: Requested By: Time Period: This Week

[Search Requests](#)

Request search results (2 total)

[View Details](#) [Export Search Results](#)

Submitted On	Request Type	Requested For	Requested By	Application	Status
03/27/2023 02:36:14 PM	Account Add	[Redacted]	[Redacted]	12I	Completed
03/27/2023 01:47:49 PM	Account Add	[Redacted]	[Redacted]	12I	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**.

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Welcome, [User Name] Logout Help

Self-Service

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Applications **My Accounts**

Insight to Impact Dashboards

The Insight to Impact Dashboards provide access to user-friendly data for EPPs across Texas.

[Professional Role TEA User with Individual Data](#) [Add/Modify Access](#)

[Professional Role TEA User without Individual Data](#)

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