TEAL and ECOS Access Instructions for Educators

To be completed before your PDS Orientation meeting. Bring your TEA ID number (obtained below) with you to the meeting.

Step 1: TEAL Access
1. Go to the TEA login website https://tealprod.tea.state.tx.us, and select “Request New User Account.”
2. Enter your information EXACTLY as it appears on your driver’s license/state id, if your name has changed STOP and follow the name change instructions at the end of this training.
   a. Tip: Make sure you capitalize the first letter of your first and last name and the rest should be lower case for example: Jane Doe; Not JANE DOE or jane doe.
   b. Your email should be all lowercase.
   c. “Job Title” = Student Intern UTeach-Liberal Arts.
   d. SELECT “EDUCATOR” FOR THE ORGANIZATION TYPE.
   e. Check to be sure all personal info is complete, accurate, and spelled correctly.
3. Submit request and wait for email.
4. Read the email carefully and follow the TEAL access instructions.
   a. Tip: Copy and Paste the username and temporary password rather than typing in the information.
   b. You will be prompted to immediately change the temporary password and answer security questions.
5. Once you have logged in and see the Self-Service menu on the left select “Access Applications”.
6. You should see the word “Educator” and your TEA Id number below. If you do not see this option then complete the instructions for Step 2.
7. If you see the word “Educator” proceed to Step 3.

Step 2: Access to Educator Certification Online System (ECOS)
1. From the Self-Service Menus select “Edit My Profile”.
2. Make sure organization type is “Educator Prep Program,” submit to make the change if necessary.
3. From the Self-Service Menu select “My Application Accounts”.
4. Click on “Apply for Access” on the white screen. This will direct you to the My Accounts Tab.
5. Click “Request New Account.” A pop up window will appear.
6. Click “ECOSEducator” and submit.
   a. If there is a question about a previous account, ANSWER NO even if you have had a previous account!
7. Enter your social security number and date of birth and then submit.
8. You should then see a statement in green that your request was successfully submitted.
   a. TIP: If you receive an error please review the name change instructions at the end of this training. Your TEAL access name and the name on your certification/ECOS account must match exactly.
9. Go back to the Applications tab. You should now see the word “Educator” with the 7-digit TEA ID number underneath. You may need to refresh the page to see the change (or try clicking “Done,” or try logging out then logging back in).
10. Proceed to Step 3.

Step 3: Accessing your Personal Educator Account
1. Go to the TEA login website https://pryor.tea.state.tx.us/, and log in.
2. Click on the word “Educator”
3. This will bring up your profile page in ECOS. Make any necessary changes and select continue at the bottom to save the changes.
   a. TIP: This is the profile page from which the testing company pulls your information. Changes if needed, must be made here so that they reflect in your account with the Educational Testing Service at www.texas.ets.org
4. Once you select continue at the bottom of the page you will see a menu to the left. This is where you may apply for certifications, renewals, view certificate, test scores etc.
5. To access your account after your initial setup select “TEASE & TEAL Secure Applications” to login through TEAL.