

TEAL / ETS Registration Guide

2017-2018



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Contacts

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Setting up your ECOS (TEA) Account

Step 1: Go to the TEA website, <u>tea.texas.gov</u> click **ECOS (TEA) for Educators** at the top of the main page.



Step 2: On the Educator Certification Online System webpage, click on <u>Create a new TEAL</u> <u>account</u>.

Step 3: Enter required information on the TEAL user information page.

- You must enter your name in TEAL as it exists on your Texas Driver's License/State ID card.
- If your name has changed or differs between these sources, STOP, and follow the <u>Name Change instructions</u> on the TEA website before completing your TEAL profile.
- Do not use nicknames (example: "Bill" vs. "William") or other variations.
- Make sure you capitalize the first letter of your first and last name and make the rest lower case. For example: Raider Red; Not RAIDER RED or raider red.

)TICE: you completed this form previo tup.	ously and have a TEA Login (TEAL) user account,	requesting an additional account can cause a denial of access or delay in account
you need assistance with access	s to an existing user account, please go to <u>https:/</u>	//txeduagency.zendesk.com and click Submit a Request.
First Name:	Raider	
Middle Name:		
Last Name:	Red	
Suffix:	Generational, Academic, Professional (Jr,	PhD, CPA)
* Email Address:	raider.red@ttu.edu	All notifications will be sent to this address.
* Verify Email:	raider.red@ttu.edu	
* Birth Month:	2 The month of birth (1-12)	
* Birth Day:	10 The day of the month of birth (1-31)	

Step 4: Select "Educator" for the Organization Type, enter the required information, and click Submit.

Job Title: Please enter the following info	rmation in order to search for an existing Educator account that belongs to you.
IMPORTANT!!!	
	EAL account, you must enter your name exactly as it appears on your state ID card. Existing educators- the first and last name
	exactly with the name on your educator records, or you will not be able to access your educator account.
If your name has changed sinc	e you last accessed your records, STOP and follow our <u>name change instructions</u> before completing your account request.
Enter your SSN as nine (9) nur	neric characters only. Spaces, hyphens, slashes or any other special characters are not allowed.
	urity number, STOP and <u>submit a request in our online help desk</u> with the subject line "Request a temporary file and TEA ID number." In your request, c ecurity number, include a daytime telephone number, and attach a copy of your state issued ID and passport.
SSN or P nun	
Confirm SSN or P nun	nber: ******** Please type the SSN or P number to confirm. Copy and Paste is not allowed. OR
TE	A ID:
Confirm TE	
	Please type the TEX to to commit copy and Paste is not anowed.
	AND
* Birth '	Year: 1923 YYYY
Confirm Birth	
* Phone Number:	806-555-5555 Must include area code.
* Street Address:	
* City:	
* Country:	United States
* State:	Texas 🗸
* Zip or Postal Code:	70400

Step 5: You will be prompted immediately to create a password. Your password must meet the TEAL security requirements listed on that page. Then, you will be prompted to set up answers to three security questions. The answers to your security questions will be used to reset your password.

	rd				
NOTE: Passwords are	case sensitive, so ensu	e that your CAP5 Lock is not set to Or	Your security questions n	need to be set up or updated.	
Make sure the passw	ord conforms to the TEA	L password rules. Your password MUS1		y questions from below and provide answer ord if you forget or lose it. These answers a	
 Be 8-30 cha Contain all t 			other purpose.	oro il you lorger or lose its ritese answers a	ne considensial and will not be used for
- Letter - Numb	s - At least one letter ers - At least one numb	n ne special character i.e. #, *, \$, or @	Please be sure to note the e recover your password.	exact answer, including punctuation, becaus	e the system needs the exact response
	from your previous ten		Question 1:	Select from list below	¥
 Not contain Not repeat a 	variations of the word " character more than 2 your user name	"browsesc	Question 1 Answer:		
			• Question 2:	Select from list below	v
Username:	Edward.Texan	Show Password	Question 2 Answer:		
New Darsword-		Show Password			
 New Password: Confirm Password: 					
	Submit	Show Password	Question 3:	Select from list below	~

Step 6: After completing the security questions, you will see the Self-Service menu on the left and the *Educator* link with your TEA ID number. Click on the *Educator* link.

• If you do not see the Educator link, complete the steps in the **Special Instructions** section located in the **Appendix**.

User and Access Managem	ent Welcome, Edward Texan 🍕 Logout
Self-Service Access Applications My To-Do List Requests I've Submitted	Applications Educator Certification Online System for Educators
Change My Password My Security Questions My Application Accounts Edit My User Information Link TEASE Accounts	Educator Certification Online System for external educators Educator Certification Online System for external educator users Please click the blue link below to access your Educator account. Educator TEA 10: 1234567

Clicking the *Educator* link logs you into ECOS and brings up your Educator Profile Setup page.

Step 7: Verify your information and make any necessary changes. Click Continue at the bottom to save the changes.

"First Nam	: 1234567		*Gender		
Middle Nam				and the second se	
			*Date of Birth : Month 10		
*Last Nam	e: Texan		*Phone Number: 512-5	555-1212	
Maiden Nam	e:		*EthnicityRace:		Select/Update Ethnicity
Suff	ic •		"Driver License #:		
			"DL State:	-	
four name	must appear exactly a	as it appears on your	valid state ID. The way your nan	ne appears in your profile is ho	ow your certificate will read.
a submit a	change or correction of a	name geoder or date	of birth, please email the required	information and documents	
o aucont a	change of contection of t	mine, genoor, er oare	er until, presse en un me requires		
	of your state Drivers Lice				
3. Previo	ast four digits of your soc ous name in ECOS educ	ator account			
4. If cha	nging a first name, you n	must also submit a co	py of your birth certificate or court		
	are an out-of-country ed rent email address and v		old a social security card, you ma mber	ly submit a copy of a current p	passport instead
Please s	can and email document		Or mail to: Towar Educat	ing Aganesi	
	namechange@tea stat	10.14.05	Texas Educat 5th Floor	ion Agency	
			1701 North C		
			Austin, TX 78	/01	
Please allow	7 to 10 business days f	for processing. You wi	I receive a confirmation email after	your information has been up	dated.
Mailing :					
· United	States and other US Terr	itories	Foreign Address		
Address	Main St		"Address:		
	include your apartment, suite r	number OR PO Box, if appl			
*City:	Austin				
"State	Texas		"City or Locale:		
Zin Code	78701	2345-12340	Province Abbreviation:	(If applicable)	
	UNITED STATES	2340-1234)	"Postal Code:		
Coom!	unite sinites		"Country:		-
	1000 1000				
Billing: 🔲 (Check here if same as m	ailing			
· United	States and other US Terr	itories	Foreign Address		
"Address			"Address:		
	include your apartment, suite r	humber OR PO Box, if appl	icable		
*City:			"City or Locale:		
•State:	Texas		Province Abbreviation:	(If applicable)	
Zip Code:		2345-1234)	"Postal Code:		
Country: I	UNITED STATES				
			*Country:		•
mail and co	intact information is requi	ired. We use email as	the primary method to communicat	e with you. Status changes, re-	minders and other actions pertaining t
	tials will be communicate			0.0	
fou can upd	ate your email address in	TEAL by selecting the	"Exit ECOS" option at the top of this	s page, then selecting "Edit My	Profile" on the left side of the TEAL
sage.		Press Contraction (Contraction)			
			*Email edtexan@eg	mail com	
			Continue		
Required Fir	eids				

Setting up your ETS Account

Step 1: Go to the ETS website, <u>texes.ets.org</u>., click YOUR ACCOUNT at the top of the main page.



Step 2: On the "Your ETS Testing Account" webpage you will scroll to the <u>bottom</u> of the page and click on "New User".

If you do not have an ETS testing account set up, select "New User" below to create one. See the <u>Quick Start Guide for New User Account Creation (PDF).</u>



Step 3: You will then be directed to the New User account setup page (all information **must** match what was entered in your TEA account). When you have completed the required information, click "Next".

You will be directed to the Personal Information screen. Verify that all of your Personal Information (name, address, etc.) is correct and answer the language questions at the bottom of the page. You may also opt to receive updates by email or text message. After you make your selections, click **"Next"**.



Step 4: You will need to create a personal Username, Password and Password Reminder. The Password Reminder may be a single word or phrase that will help you remember your Password. Once you have your desired username and password, Click "Create".

New User	MARLINE THE	Manager Party in Name and	
11-29-20-20 	Create An Account All electronic corresponden you indicate. ETS cannot ac addresses that are incorrect.	see will be sent to the e-mail ad cept responsibility for e-mail If you do not have an e-mail th one of the following feve see	
	Currane Pauroard Rotype Pauroard	password must be letters, numbers, or	
	Paumord	symbols, with at la manber or symbol	ni os

Once you have successfully created your ETS username and password, you will be directed back to a Welcome screen, with you information in the middle of the page and a menu bar to the left.

My Home Pag	TEXAS EDUCATOR CERTIFICATION
register for a test	
modify your registration	welcome
cancel a test	
scores	TEA ID
additional services	Date Of
account activity	Birth
admission ticket	You currently have no active registrations
request an alternative testing arrangement	Register for a test »
edit your profile	
change password	Updating Your SBEC Educator Profile
logout	If you need to update your mailing address, phone number or e-mail address you must do so through your Educator Profile on the <u>SBEC website</u> .

You are now ready to begin registering for your TExES exams, as demonstrated in the Registering for Certification Exams section of this guide on page 7.

Registering for Certification Exams

Step 1: You will need to access the ETS Testing website (http://texes.ets.org) each time you need to register for a TExES exam. If you are not already logged into your ETS account, go ahead and log in now by clicking on **Your Account** at the top of the page, and then clicking on **Go to Login**. Enter the username and password you created for your testing account.

	TEXES	TExMaT	TASC/TASC-ASL
Important Updates Each time you visit this site be sure to check the <u>ETS TEXES Home Page</u> for recently posted Important Updates.	wel		
Candidates needing assistance with this website, including the registration process, are encouraged to contact ETS Customer. Service at 1-800-205-2626 (Monday- Friday, 8 am5 p.m. Central time) or via email at <u>texes-excet</u> incurries@ets.org.	0-	Vsername Password Iconn	
	Registration	tering you must review the current, appropriate Bulletin that contains important instructions, rules, other terms and conditions that apply to your registr ininistration.	ration

Step 2: To register for your certification exams click **Register for a Test** (located in the middle of the screen as well as on the left-hand side).

My Home Pag	TEXAS EDUCATOR CERTIFICATION
register for a test	
modify your registration	welcome
cancel a test	TTA ID
scores	TEA ID
additional services	Date Of
account activity	Birth
admission ticket	You currently have no active registrations
request an alternative testing arrangement	Register for a test w
edit your profile	
change password	Opdating Your SBEC Educator Profile
logout	If you need to update your mailing address, phone number or
	e-mail address you must do so through your Educator Profile on the <u>SBEC website</u> .

Step 3: Each time you register for an exam, you will see the Online Registration, Cell Phone Policy, and Alternative Testing Arrangements informational page. Read and review this page, then click **Register** at the bottom of the screen.

internet registration before you begin



Welcome to Online Registration

Online registration is available for both Paper-Based Tests (PBT) and Computer-Administered Tests (CAT). Before registering you must review the current, appropriate Registration Bulletin that contains important instructions, rules, policies, and other terms and conditions that apply to your registration and test administration.



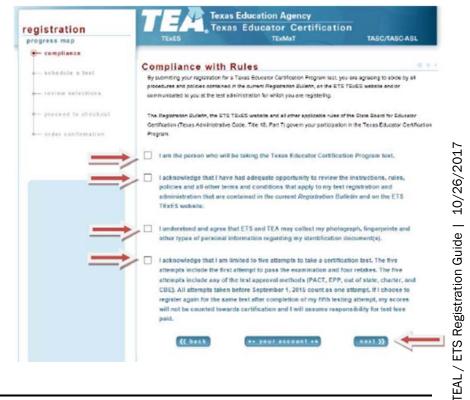
An directionic forms of guarantic a video variety in directionic processors methods are available. For details, one for concern Registerence Problems for Narrice Lancesticatily at 1, 890-205, 2022 if the systems thanks are and you have any guarantic registration that are index registeration.

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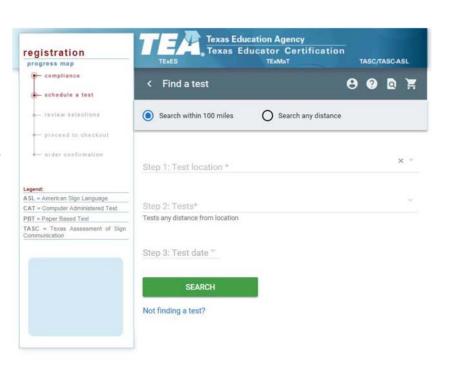
Alternate Testing Arrangements

Automatic transport of the second transport as multiple for service and the second transport distribution when next ETS eligibility enteries. If you are responsible regions by made Two more information above regionering for Noncombard tening accommodinism, which we convent Augumenton Division which is convent Displement for Text Takers with Distribution. Monday versing will be arranged for finese whose original concertains. Standay on those who are members of the U.S. amend forces and have Anties which provide the members during on Standay. If you are concerning Johnson from the registrate Johnson Formation registrate Johnson Formation Registration Buildares for more administration.

Step 4: Read the Compliance with Rules information and check all boxes to indicate your acceptance to comply with the testing rules. You cannot proceed to the registration screen until all boxes have been checked. Click **Next** after all boxes are checked.



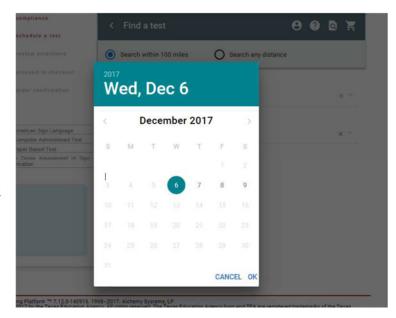
Step 5: You will now be asked to locate your desired testing center. A pop up window may appear asking if you would like the website to identify your current location. You can either accept or deny based on your preference. If you have not allowed the website to identify your current location, select the city/state you want to be closest to by clicking on the drop down arrow, then clicking on the appropriate city/state.



Step 6: After you have selected the test location, move on to **Tests** by clicking the drop down arrow next to that selection and clicking on the name of the exam you are eligible to take. Example: If you are Early Childhood you will register for the CORE EC-6, 291.

If you are unable to sign up for your designated exam, please contact Lyndsey Crawford at Lyndsey.E.Crawford@ttu.edu.

Step 7: After you have selected the exam you would like to take, click the arrow for the drop down box next to Test Date. A pop-up calendar will appear for you to select a test date. Dates that are greyed out cannot selected, as there are no testing sites available for your selected criteria. Scroll through available dates and select the date you wish to test. Click OK when finished if selection does not automatically populate.



Step 8: Now that you have filled out your desired Location, Test, and Date you will click on Search. Your search criteria will generate several testing options based on what you chose. If you see a location and time of day you like, **click on the green time slot** to make that selection. Sites closest to your desired location will display first, and will show an option (if available) of a morning or afternoon session. You may view other dates for additional testing options (i.e. location or time of day) by selecting a date on the calendar bar if you do not see an agreeable time or location.

our search					
enton, TX, USA	ART EC-12 (CAT	178) 🙁			×
	Tests within 100	miles of locati	on		
Monday Tuesday	Wednesday Thurs	lay Friday	Saturday	Sunday	
DEC DEC	DEC DE	-	DEC	DEC	
4 5	6 7	8	9	10	
allas-Bedford (APCN IOD Airport Freeway, Clock	-5302)	235, BEDFOR	D TX 76022, I	ISA 262	MAP
allas-Bedford (APCN 00 Arport Freeway, Clock ART EC-12 (CAT 178) Price \$131.00 + Fees	+5302) tower Walloway Suit		D TX 76022, I	ISA 262	t miles
	+5302) tower Walkway Suit	a 235, BEDFORI MCPRNN Net availab	o TX 76022, U	VISA 262	miles
allas-Bedford (APCN 800 Alrport Freeway, Clock ART EC-12 (CAT 178) Price \$131.00 + Frees allas-Bedford (APCN	+5302) tower Walkway Suit	a 235, BEDFORI MCPRNN Net availab	D TX 76022, U	VISA 262	MAF
allas-Bedford (APCN IOD Alrport Presway, Clock ART EC-12 (CAT 178) Price \$131.00 + Fees allas-Bedford (APCN IOD Alrport Presway, Clock ART EC-12 (CAT 178)	+5302) -tower Walloway Suit -5303) -tower Walkway Suit	235, BEDFOR	D TX 76022, U C D TX 76022, U D TX 76022, U NO	ISA 262	mile MAI

Step 9: Click either the Complete Checkout link or the Cart icon.



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Step 10: Once you click Complete Checkout, you will be able to review the selections you made. The screen will show you the name of exam you have selected, the location of the testing center, the date, the specific time of the exam, and the cost for the exam. If any of the options are problematic, click edit to change them. If the selections are good, scroll down and check the box to be notified by email when your scores are available

Step 11: You will see a final screen confirming your choices. You will also see the registration fee for the exam, and the total purchase price after convenience fees to Texas.gov. Click Next to proceed to the payment screen. NOTE: You must pay for your exam to complete registration and reserve your testing spot.

2300 Airport Freeway	12/06/17
Clock-tower Walkway Suite 235	afternoon session - 3:00 pm
BEDFORD, TX 76022	\$131.00
	. The price of this service, which is not refundable, includes funds tha ich is provided by a third party in partnership with the State.

Step 12: Once in your Shopping Cart, you will see the exam(s) you have registered for with all exam details (date, time, and test center location). You will also see the exam cost, the fees, and the total price. Click on **Checkout** to continue to the payment screen.

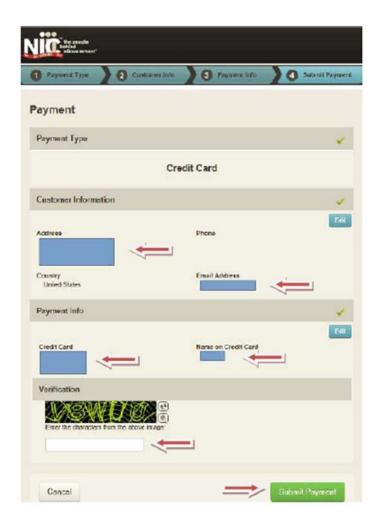
Properties Registrations	Eligibility Disability Modify T	est SVS Ref. Req. Pymt. Ad	ijust Cart Notes History
My Shopping Cart			
his template is "prompt_script_shop	oping_cart.tpl*		
Greekout.)			
0,	57.	0.	- C.

Step 13: Click on the **Pay Now** button. You will be taken to the Texas.gov website to complete the transaction.

Properties Registration	s Eligibility		Modify Test	SVS Ref. Re	q. Pymt. Adjust	Cart	
						0	History
Online Payment M	lethods						
This template is "prompt_script_	_payment_metho	i.tpl*					
You can pay for your class/servi- necessary information:	ce using any of th	e following mi	ethods, Selecting	your payment moth	od will take you to the	page to	opter am
Eav Now							
		0		\odot		0	-

Step 14: You will then be sent to a webpage to enter your payment information. Follow the instructions through to fill out your Payment Type,Customer Info, and Payment Info.

Review your information and click Submit.



Step 15: You will receive an order confirmation, which is also your **Admissions Ticket**. Click in the upper right-hand corner of the Admission Ticket. You must have your admission ticket with you to check in for your exam at the testing center.

registration		Texas Ed	ucator Cer	tification	
biodisze unb	TExES		TEAMAT	-	TASC/TASC ASL
- compliance					
and the second second	order con	firmation			
- anhedule a tant	ADMISSIC	N TICKET			
- resiew selections					
	Name	Froot Singhal	Date Of Birth	00/06/83	
proceed to checkout	Address	Incodijksdigd Ighlightig, NJ 08540	TEA ID Number	3016497	
- order confirmation					
	Test Co	de / Title: 116 SCIEN	CE 4-8 (CAT)		
	Test C	enter # STN13302A		Test Date: 07/2	0/16
	Test C	enter Name: STN1330	ZA	Test Start Tim	10:00 am
				Reporting Tim	e: 9:00 am
	1000	kog Address:			
	No. 13	4, Blue Park, Jersey 9	treat		ort Time Notice:
	and the second				report 1 hour prior
	PRINC	ETON, NJ 45612		to the test ster	t time

Please direct questions regarding the test registration process to the ETS Customer Service center at 1-800-205-2626.

Special Instructions: Access to Educator Certification Online System (ECOS) if Your Accounts Are Not Linked

Complete these steps only if you see the **Apply for Access** link instead of the **Educator** link after logging on to TEAL.

1. From the Self-Service menu, click My Application Accounts.



2. Then click Request New Account.

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 DOX TO THE ONE YOU NEED. If the application is not displayed in the list, access the <u>Application Reference Page</u> to print a request for that can be faxed to TEA. O accounts. Request New Account Delete Account Refresh Accounts Account Owner Status Application Parameters				
O THE ONE YOU NEED. If the application is not displayed in the list, access the <u>Application Reference Page</u> to print a request for hat can be faxed to TEA. 0 accounts. Request New Account Delete Account Refresh Accounts				
Request New Account Delete Account Refresh Accounts		J NEED. If the appli		
		d to TEA.		
Account Owner - Status Application Parameters	that can be faxe	d to TEA.		0
	hat can be faxe		e Account Refresh A	Accounts

3. Click on ECOSEducator

2. Double click	ess olication ID link OR the Application Name OR he Application Name and then click the "Go To Account	: Details Form" button		
Application ID	Application Name	Contact	Details	
BAT	Budget Analysis Tool	Email: <u>Division of Budget and Planning</u> (512-463-7115(3))		-
BATMOD	Budget Modeling	Email: Division of Budget and Planning		
BPD	Business Partner Directory Administration			
CSTS	Charter Schools Tracking System	Email: Division of Charter School Administration (512-463-9575		
CharterFirst	Charter FIRST	Email: Division of Financial Audits (512-463-9095(3))	3	
ECOSEducator	Educator Certification Online System for Educators			
ECOSEntities	Educator Certification Online System for Entities			
ETSAdmin	ECOS Testing Svcs (Test)	Email: Division of TEA Educator Certification (512-936-8400		
TE	Time and Effort Reporting	Email: Anna Karpova (512-463-9511)	2	
TREX	Texas Records Exchange	Email: Texas Records Exchange (512-463-7246(⁽⁶⁾)		
TSDSPortal	Texas Student Data System Portal			~

4. Enter the required information (so that TEAL can verify your Educator Certification in ECOS), and click **Create**.

namechange@tea.state.tx.us. SSN must be nine (9) numeric chara	icters only. Spaces, a	alphabetic characters, hyphens, slashes or any other special characters are not allowed.
number." In the body of the email p	lease confirm that ye ssued ID and passpo	il <u>Educator Certification</u> and indicate in the subject line "Request a temporary file and TEA ID ou do not have a social security number, and include a daytime telephone number. You will als ort, (please do not select this option if you have been previously assigned a temporary file
SSN or P number:	******	
Confirm SSN or P number:	*******	Please type the SSN or P number to confirm. Copy and Paste is not allowed.
	OR	
TEA ID:		
Confirm TEA ID:		Please type the TEA ID to confirm. Copy and Paste is not allowed.
	AND	
* Birth Year:	1965 YYYY	

5. The system displays confirmation in green.

(If an error message is displayed, you may have a name mismatch. Please review the Name Change instructions on our website. Your TEAL access name and the name on your certification/ECOS account and Texas Driver's License/State ID must match exactly.

Click **Done** at the bottom of the page or click the "x" on the tab to close the **My Accounts** tab.

Applications	My Accounts ×	
Your reques	t was successfully submitted with request ID 2510097675	026943844.

6. You should now see the Educator link with your TEA ID number underneath. Click on the *Educator* link.

f you do not see the <i>Educator</i> link, click the Refresh Links	icon.
Applications Educator Certification Online System for Educators	Refresh Links
Educator Certification Online System for external educator users	
🚖 Please click the blue link below to access your Educator account.	
Educator TEA ID: 1234567	

Clicking the *Educator* link logs you into ECOS and brings up your Educator Profile Setup page.

Verify your information and make any necessary changes. Click **Continue** at the bottom to save the changes. (This is the screen shown on Page 4)