TEAL / ETS Registration Guide

2017-2018
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Setting up your ECOS (TEA) Account

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

![TEA logo](image)

**Step 2:** On the Educator Certification Online System webpage, click on **Create a new TEAL account**.

**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 [Name Change instructions](#) 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.

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**Texas Education Agency**

*User and Access Management*

NOTICE:

If you completed this form previously and have a TEA Login (TEAL) user account, requesting an additional account can cause a denial of access or delay in account setup.

If you need assistance with access to an existing user account, please go to [https://txedagency.cendesk.com](https://txedagency.cendesk.com) and click Submit a Request.

![User information form](image)
Step 4: Select "Educator" for the Organization Type, enter the required information, and click Submit.

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.
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.

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

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

**Step 1:** Go to the ETS website, [texas.ets.org](http://texas.ets.org), click YOUR ACCOUNT at the top of the main page.

**Step 2:** On the “Your ETS Testing Account” webpage you will scroll to the bottom 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.


**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”.

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

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://texas.ets.org) each time you need to register for a TEExES 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.

**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).
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.

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.

![Image of search results]

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

![Image of checkout page]

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.

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.

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

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.

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

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.

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

   *If you do not see the **Educator** link, click the **Refresh Links** icon.*

   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)**