

TEAL / ETS Registration Guide

2017-2018



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Table of Contents

Setting Up Your ECOS/TEA Account	Page 2
Setting Up Your ETS Account	Page 5
Registering for Certification Exams	Page 7
Appendix	Page 13

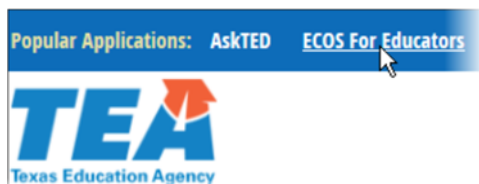
Contacts

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Setting up your ECOS (TEA) Account

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



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.

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://txeduagency.zendesk.com> and click **Submit a Request**.

First Name:

Middle Name:

Last Name:

Suffix: Generational, Academic, Professional (Jr, PhD, CPA)

* Email Address: All notifications will be sent to this address.

* Verify Email:

* Birth Month: The month of birth (1-12)

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

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

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

Job Title:

Please enter the following information in order to search for an existing Educator account that belongs to you.

IMPORTANT!!!
When setting up a new TEAL account, you must enter your name exactly as it appears on your state ID card. Existing educators- the first and last name entered here must match exactly with the name on your educator records, or you will not be able to access your educator account.

If your name has changed since you last accessed your records, STOP and follow our [name change instructions](#) before completing your account request.

Enter your SSN as nine (9) numeric characters only. Spaces, hyphens, slashes or any other special characters are not allowed.

If you do not have a social security number, STOP and [submit a request in our online help desk](#) with the subject line "Request a temporary file and TEA ID number." In your request, confirm that you do not have a social security number, include a daytime telephone number, and attach a copy of your state issued ID and passport.

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: YYYY
Confirm Birth Year: YYYY Please type the Birth Year to confirm. Copy and Paste is not allowed.

* Phone Number: Must include area code.
* Street Address:
* City:
* Country:
* State:
* Zip or Postal Code:

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.

Texas Education Agency
User and Access Management

Create Your New Password

NOTE: Passwords are case sensitive, so ensure that your CAPS Lock is not set to On

Make sure the password conforms to the TEAL password rules. Your password MUST:

- Be 8-30 characters long
- Contain all the following:
 - Letters - At least one letter
 - Numbers - At least one number
 - Special characters - At least one special character i.e. #, *, \$, or @
- Be different from your previous ten passwords
- Not contain variations of the word "password"
- Not repeat a character more than 2 times
- Not include your user name

Username: Edward.Texan

* New Password:
* Confirm Password:

Your security questions need to be set up or updated.

Please choose three security questions from below and provide answers. These questions are required and will be used to recover your password if you forget or lose it. These answers are confidential and will not be used for any other purpose.

Please be sure to note the exact answer, including punctuation, because the system needs the exact response to recover your password.

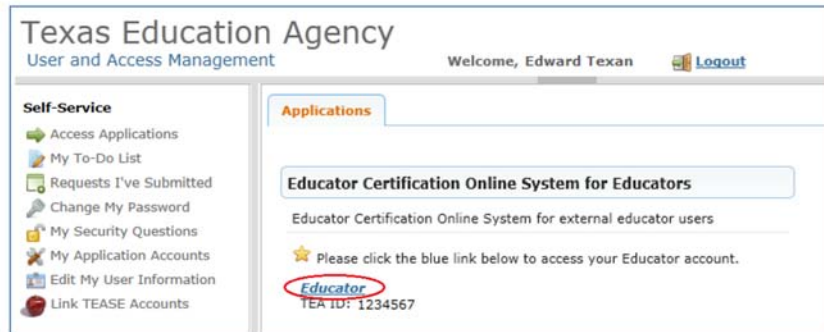
* Question 1:
* Question 1 Answer:

* Question 2:
* Question 2 Answer:

* Question 3:
* Question 3 Answer:

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**.

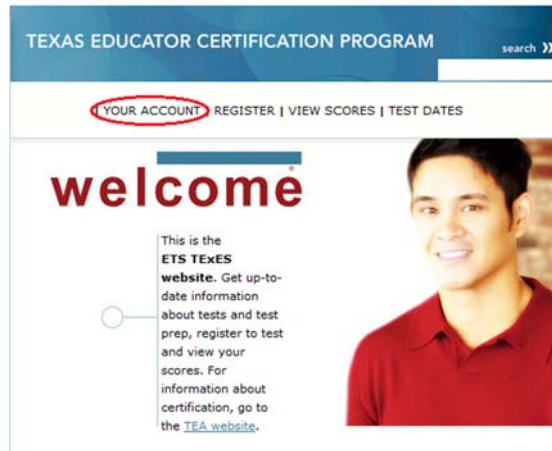


Clicking the **Educator** link logs you into ECOS and brings up your Educator Profile Setup page.

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, texes.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.
See the [Quick Start Guide for New User Account Creation \(PDF\)](#).



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”.

Please enter the following information so that the personal information in your TEA Educator Profile* can be assessed. If you do not have a TEA ID#, click on “no TEA ID” below:

TEA ID * no TEA ID >>

First Name *

M.I.

Last Name *

Previous Last Name

Date Of Birth * ,

E-mail *

*You must enter the information exactly as it appears in your Educator Profile on the TEA website. If you need to update your mailing address, phone number or e-mail address you must do so through your Educator Profile on the [TEA website](#).

<< back 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”**.



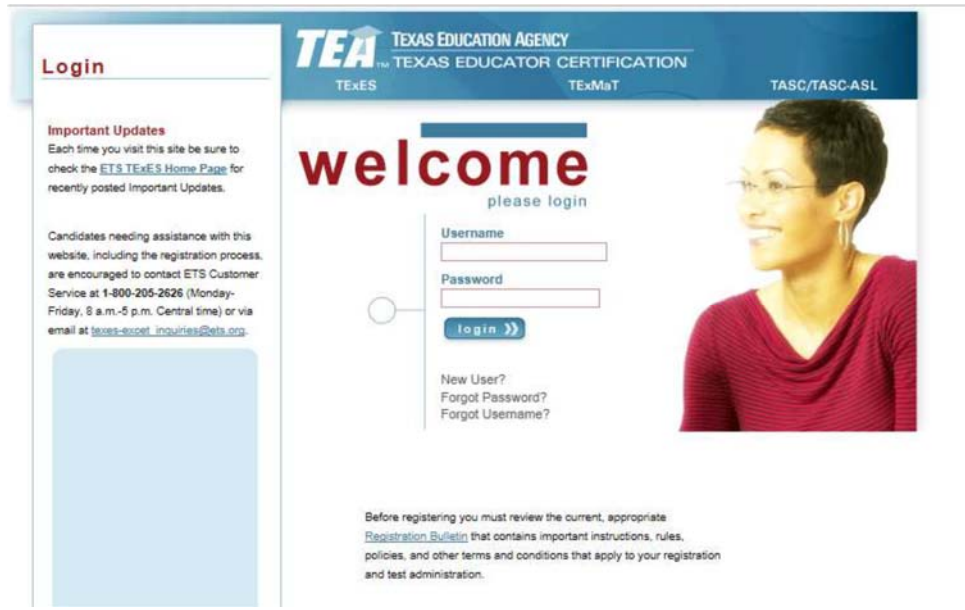
Once you have successfully created your ETS username and password, you will be directed back to a Welcome screen, with your information in the middle of the page and a menu bar to the left.



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 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.



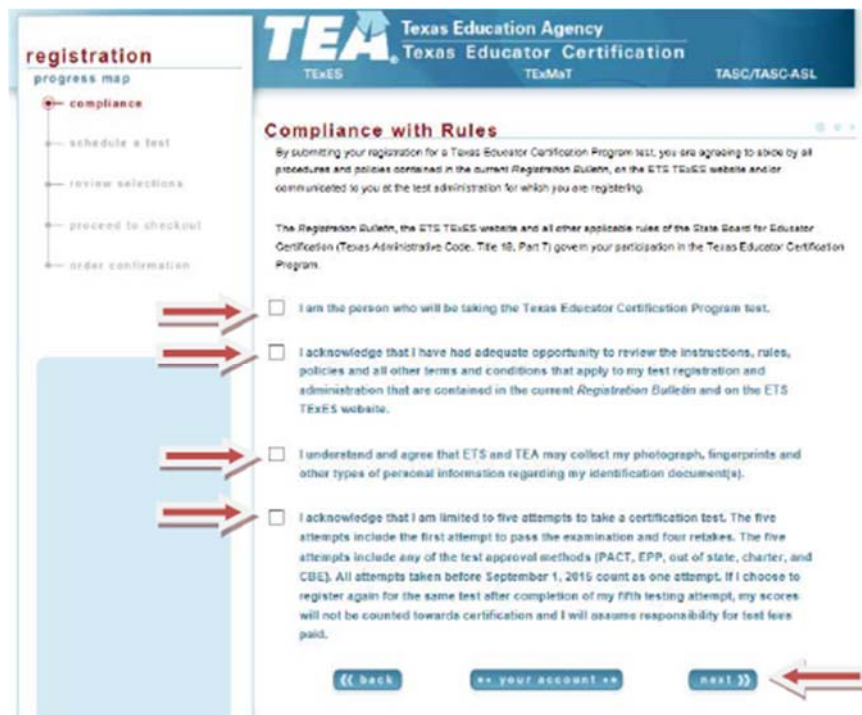
Step 2: To register for your certification exams click **Register for a Test** (located in the middle of the screen as well as on the left-hand side).



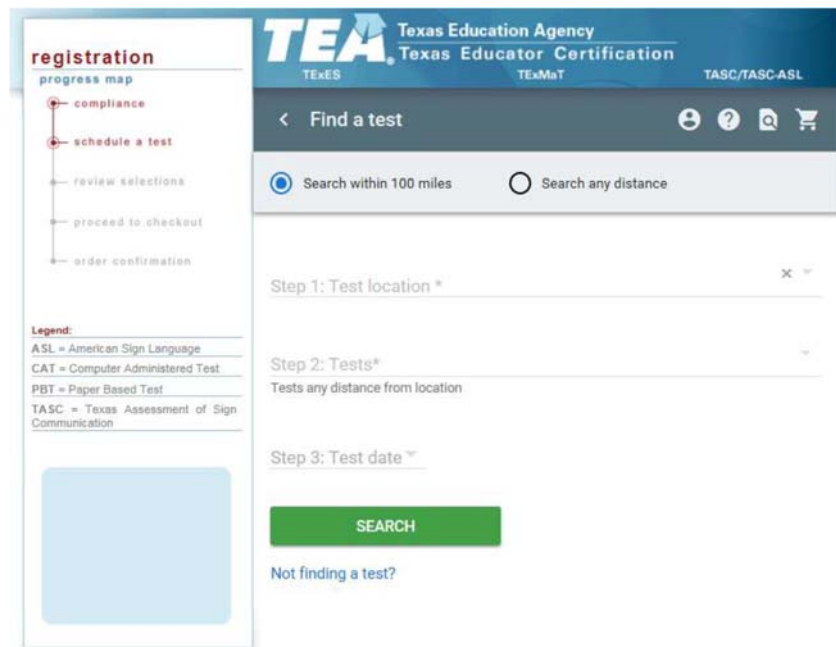
Step 3: Each time you register for an exam, you will see the Online Registration, Cell Phone Policy, and Alternative Testing Arrangements informational page. Read and review this page, then click **Register** at the bottom of the screen.



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.



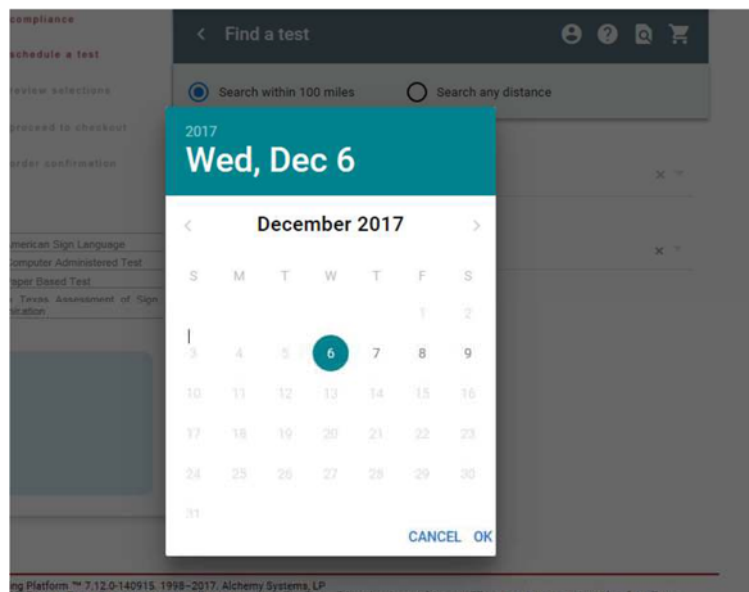
Step 5: You will now be asked to locate your desired testing center. A pop up window may appear asking if you would like the website to identify your current location. You can either accept or deny based on your preference. If you have not allowed the website to identify your current location, select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



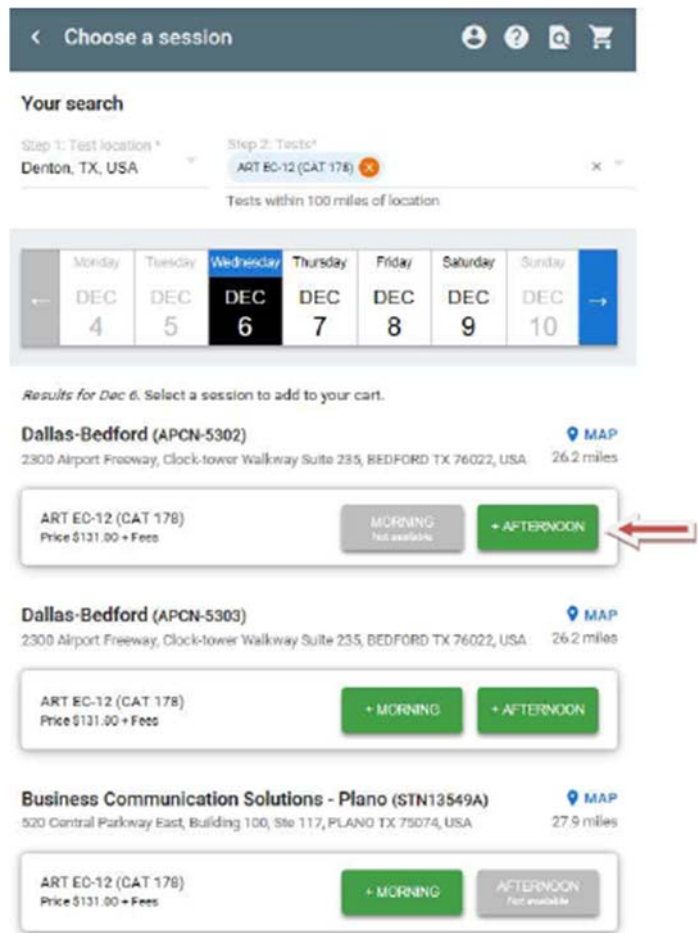
Step 6: After you have selected the test location, move on to **Tests** by clicking the drop down arrow next to that selection and clicking on the name of the exam you are eligible to take. Example: If you are Early Childhood you will register for the CORE EC-6, 291.

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 be 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.



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



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.**

Cart Details

ART EC-12 (CAT) Test Code 178	
2300 Airport Freeway Clock-tower Walkway Suite 235 BEDFORD, TX 76022	12/06/17 afternoon session - 3:00 pm \$131.00

Test Registration Fee: \$131.00
(Test fee refunds will be based on this amount and are subject to a cancellation fee)

Texas.gov Price: \$134.20*

* This service is provided by Texas.gov, the official website of Texas. The price of this service, which is not refundable, includes funds that support the ongoing operations and enhancements of Texas.gov, which is provided by a third party in partnership with the State.

Navigation: << back | << your account >> | next >> (with a red arrow pointing to the 'next' button)

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 Test | SVS | Ref. Req. | Pymt. Adjust | **Cart** | Notes | History

My Shopping Cart

This template is "prompt_script_shopping_cart.tpl"

Checkout (with a red arrow pointing to the button)

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

Properties | Registrations | Eligibility | Disability | Modify Test | SVS | Ref. Req. | Pymt. Adjust | **Cart** | Notes | History

Online Payment Methods

This template is "prompt_script_payment_method.tpl"

You can pay for your class/service using any of the following methods. Selecting your payment method will take you to the page to enter any necessary information.

Pay Now (with a red arrow pointing to the button) | Cancel

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**.

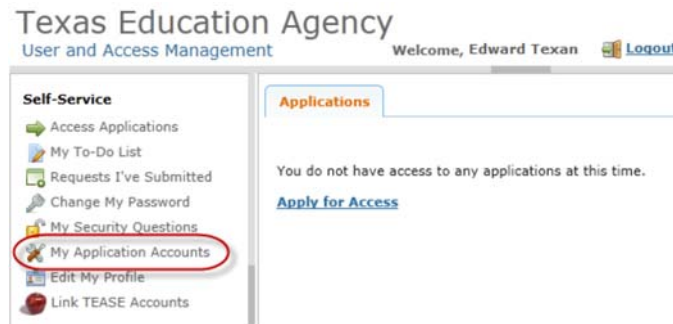
Step 15: You will receive an order confirmation, which is also your **Admissions Ticket**. Click in the upper right-hand corner of the Admission Ticket. **You must have your admission ticket with you to check in for your exam at the testing center.**

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

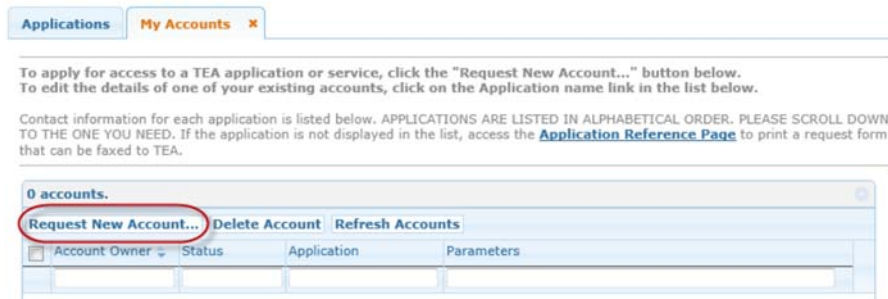
Special Instructions: Access to Educator Certification Online System (ECOS) if Your Accounts Are Not Linked

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

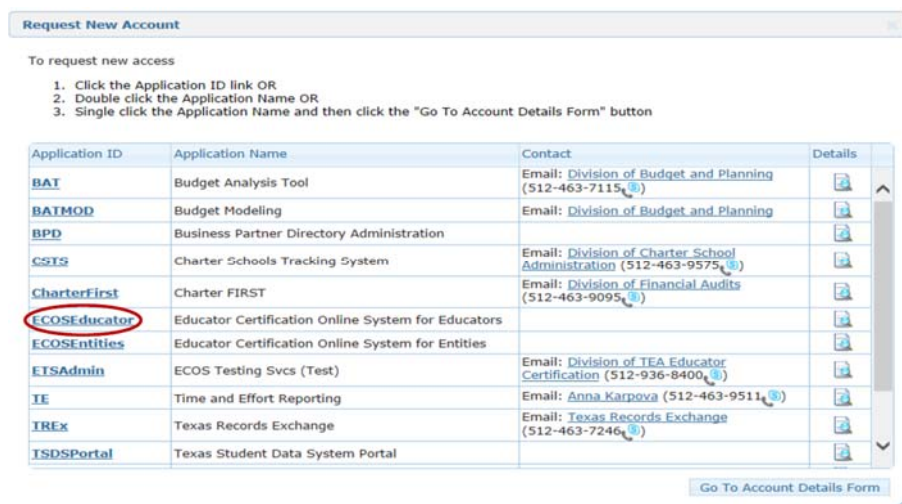
1. From the Self-Service menu, click **My Application Accounts**.



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**.

Please enter the following information in order to search for an existing Educator account that belongs to you.

In order to proceed, the name on your Texas educator certificate must match the name of your TEAL identity account. If they do not match, please submit a name change request with a copy of your state issued identification at namechange@tea.state.tx.us.

SSN must be nine (9) numeric characters only. Spaces, alphabetic characters, hyphens, slashes or any other special characters are not allowed.

If you do not have a social security number, please email [Educator Certification](mailto:educatorcertification@tea.state.tx.us) and indicate in the subject line "Request a temporary file and TEA ID number." In the body of the email please confirm that you do not have a social security number, and include a daytime telephone number. You will also need to attach a copy of your state issued ID and passport. (please do not select this option if you have been previously assigned a temporary file number in the Educator Certification Online System)

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

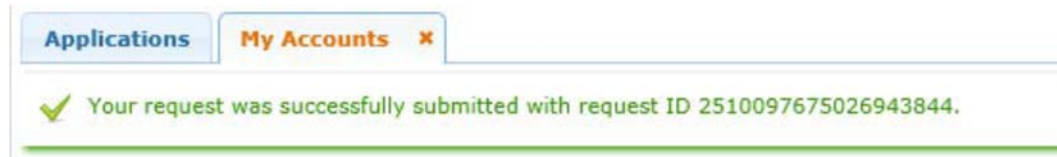
* Birth Year: YYYY

Confirm Birth Year: YYYY Please type the Birth Year to confirm. Copy and Paste is not allowed.

5. The system displays confirmation in green.

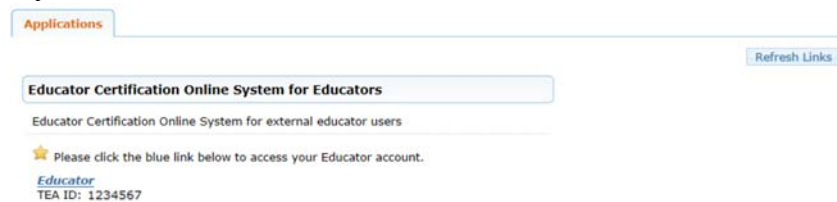
(If an error message is displayed, you may have a name mismatch. Please review the Name Change instructions on our website. Your TEAL access name and the name on your certification/ECOS account and Texas Driver's License/State ID must match exactly.)

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 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)