

TEAL / Pearson Registration Guide



TEAL / Pearson Registration Guide

Table of Contents

Setting Up Your ECOS/TEA Account	Page 2
Setting Up Your Pearson Account	Page 5
Registering for Certification Exams	Page 8
Appendix	Page 13

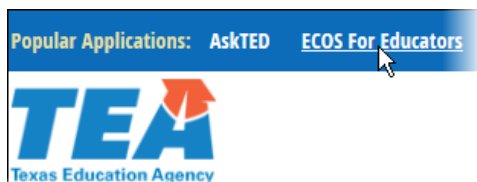
Contacts

Certification Officer - Donna Brasher
806-834-2518 | donna.brasher@ttu.edu | Room 113

Program Coordinator – Karen Noles
806-834-5706 | karen.noles@ttu.edu | Room 111

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 Header of the Page click on TEAL Login [Request New User 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: **Educator** 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:

Submit **Cancel**

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: [Show Password](#)

* Confirm Password: [Show Password](#)

Submit

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:

Save Changes **Cancel**

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.

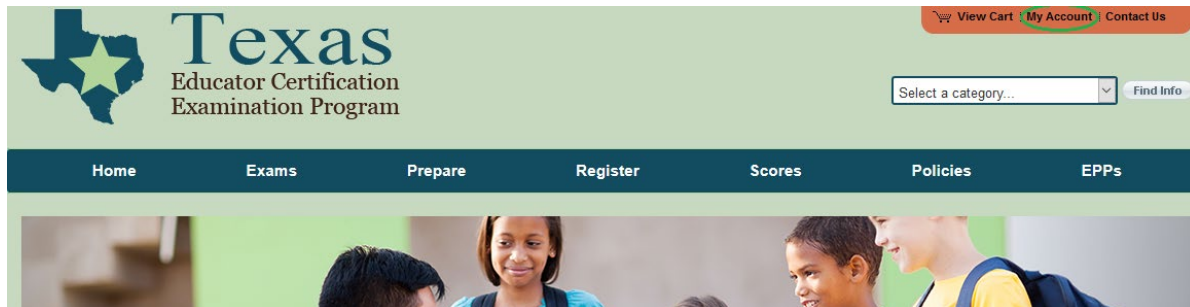
- If you do not see the **Educator** link, complete the steps in the **Special Instructions** section located in the **Appendix** (see page 19).

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 Pearson Account

Step 1: Go to the ETS website, tx.nesinc.com, click **My Account** at the top right of the main page.



Step 2: You will be taken to a Sign In Page webpage. On the right hand side of the screen you will click on **“Create an account now”**.



Step 3: You will then be directed to the Account Information screen. Make sure to use a permanent email address for your account. Complete all the required fields and then click **“Next”**.

Texas
Educator Certification
Examination Program

View Cart | My Account | Sign Out | Contact Us

Select a category...

Home Exams Prepare Register Scores Policies EPPs

Review Required Candidate Information

Please review the information provided.

TEA ID Number:

First Name:

Last Name:

Date of Birth:

☒ I have reviewed the personal information above and it is correct.

Previous Submit

[↑ Top of Page](#)

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Step 3 of 3

1. TEA ID Number
2. Required Candidate Information
3. Review Required Candidate Information

Step 6:

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 8.

Texas
Educator Certification
Examination Program

View Cart | My Account | Sign Out | Contact Us

Select a category...

Home Exams Prepare Register Scores Policies EPPs

Home / My Account

My Account

Account Information

Customer Number:

Name:

Email:

Address:

United States

View Personal Information

[↑ Top of Page](#)

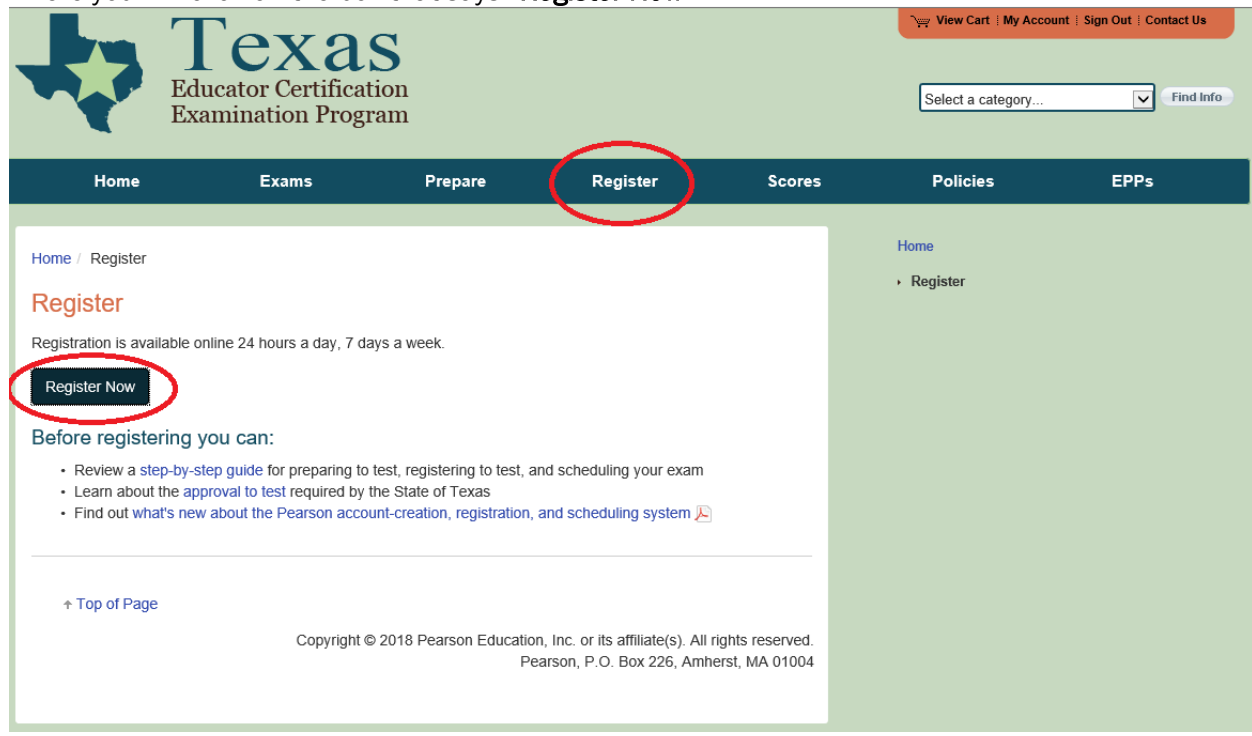
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My Account

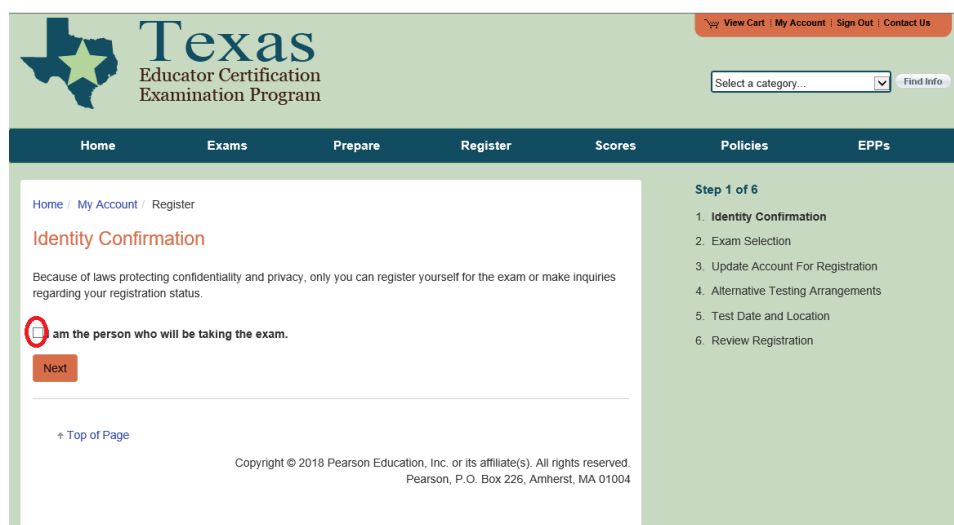
- View Personal Information
- Update Account Information
- Change Password
- View Practice Tests
- Current Registrations
- Register**
- View Order History
- View Scores and Testing History
- View Cart

Registering for Certification Exams

Step 1: You will need to access the Pearson Testing website tx.nesinc.com each time you need to register for a TExES exam. If you are not already logged into your account, go ahead and log in now by clicking on **My Account** at the top of the page, and signing in. After signing in, select “**Register**” as show in the image below. This will take you to the Register page, where you will click on the box that says “**Register Now**”



Step 2: You will be taken to a page to verify your identity where you will check the confirmation box and click on “**Next**”.



Step 3: Now you will select you Exam from a drop down list. After you have selected the exam you wish to register you must click “**Add**” before you proceed to the next page.

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Select a category... Find Info

Home Exams Prepare Register Scores Policies EPPs

Home / Register

Exam Selection

Select from the list of approved exams below. At a single exam appointment, you may take one exam.

If your exam is not listed below, contact your EPP to ensure you have been approved. The exams indicated below are the only exams that you are currently approved to take. If you are not enrolled with an EPP, submit a request through the [TEA Help Desk](#).

Exam	Options
Core Subjects EC-6 — All Subtests	Add

Previous Next

↑ Top of Page

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Step 2 of 6

1. Identity Confirmation
2. Exam Selection
3. Update Account For Registration
4. Alternative Testing Arrangements
5. Test Date and Location
6. Review Registration

Step 4: You will now be given the option of selecting whether or not you need accommodations. If you do need any special testing arrangements please contact Donna Brasher, she will be able to assist if needed. Note: You must have previously received medical documentation before you can request special arrangements.

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Select a category... Find Info

Home Exams Prepare Register Scores Policies EPPs

Home / Register

Alternative Testing Arrangements

Examinees with documented physical, learning, or cognitive disabilities may be eligible for alternative testing arrangements.

For information about policies and guidelines and about how to complete and submit the Alternative Testing Arrangements Request Form, [read more here](#).

Before indicating "Yes" below, please review [the list of comfort aids](#) that are available at all test centers without prior approval.

Do you plan to submit a request for alternative testing arrangements?

☐ No, I do not plan to request alternative testing arrangements.

☐ Yes, I plan to request alternative testing arrangements.

Previous Next

↑ Top of Page

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Step 3 of 7

1. Identity Confirmation
2. Exam Selection
3. Alternative Testing Arrangements
4. Test Date and Location
5. Background Questions
6. Score Reporting Options
7. Review Registration

Step 5: You will select your desired Test Date and Location – **after** completing the registration and payment process. The following screens will confirm background questions and verify selected score

reporting options. Return to your Cart and proceed to Checkout. Read and note agreement to proceed to the payment area.

The collage displays five sequential screenshots of the Texas Educator Certification Examination Program registration process:

- Step 4 of 7: Test Date and Location** - Shows a selection of exam dates (September 04, 2018 to February 21, 2019) for Core Subjects EC-6 — All Subtests.
- Step 5 of 7: Background Questions** - Includes questions about the best language of communication and the first language learned as a child.
- Step 6 of 7: Score Reporting Options** - Allows users to select how they want their scores reported (via email).
- Step 7 of 7: Review Registration** - A summary screen showing all selected options: Exam (Core Subjects EC-6 — All Subtests), Alternative Testing Arrangements (No), Background Questions (Best Language: English, First Language: English Only), and Score Reporting Options (Scores via Email: Yes).
- View Cart** - Shows the registration fee of \$118.87 for the selected exam.
- Agreement** - A screen where the user must acknowledge and agree to the Rules of Test Participation for the Texas Educator Certification Examination Program.

Step 6: Return to your Cart and proceed to Checkout. Read and accept agreement as needed. The payment screen is next.



Payment Type ✓

Credit Card

Customer Information ✓

Address: Donna Brasher
2104 95th
Lubbock, TX 79423

Phone: 8064700150

Country: United States

Email Address: donna.brasher@ttu.edu

[Edit](#)

Payment Info

Complete all required fields [*]

Credit Card Number *

Credit Card Type

Expiration Month *
Select a Month

Expiration Year *
Select a Year

Security Code *

Name on Credit Card *

[Next](#)

[Cancel](#)

Transaction Summary

Core Subjects EC-6 — All Subjects: Test registration fee is \$118.87. (Test fee refunds are based on this amount and are subject to a cancellation fee).

\$118.87

Texas.gov Price \$118.87

Need Help?

You have selected to pay by credit card. Complete Customer Billing Information and enter Credit Card Information.



1 Payment Type 2 Customer Info 3 Payment Info 4 Submit Payment

Payment

Payment Type ✓

Credit Card

Customer Information

Country: United States ✓

First Name *: Donna

Last Name *: Brasher

Address *: 2104 95th

Address 2:

City *: Lubbock

State *: TX - Texas ✓

ZIP/Postal Code *: 79423

Phone: 8064700150

Email: donna.brasher@ttu.edu

[Next](#)

Payment Info

Transaction Summary

Core Subjects EC-6 — All Subjects: Test registration fee is \$118.87. (Test fee refunds are based on this amount and are subject to a cancellation fee).

\$118.87

Texas.gov Price \$118.87

Need Help?

Please complete the Customer Information Section.

Step 7: After payment is processed, return to the Pearson website and log in. Go to “My Account”.

Texas
Educator Certification
Examination Program

[View Cart](#) [My Account](#) [Contact Us](#)

Select a category: [Find Info](#)

Home **Exams** **Prepare** **Register** **Scores** **Policies** **EPPs**

Sign In

Please enter your email address and password to proceed.

Email Address:

Password: [Forgot password?](#)

[Sign In](#)

Don't have an account? [Create an account now.](#)

[+ Top of Page](#)

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Don't Have an Account?
You'll need to create an account to register for an exam and get your scores.
[Create an account now.](#)

Forgot Password?
If you forgot your password, we can help you reset it.
[Reset your password now.](#)

Texas
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[View Cart](#) [My Account](#) [Sign Out](#) [Contact Us](#)

Select a category: [Find Info](#)

Home **Exams** **Prepare** **Register** **Scores** **Policies** **EPPs**

Sign In

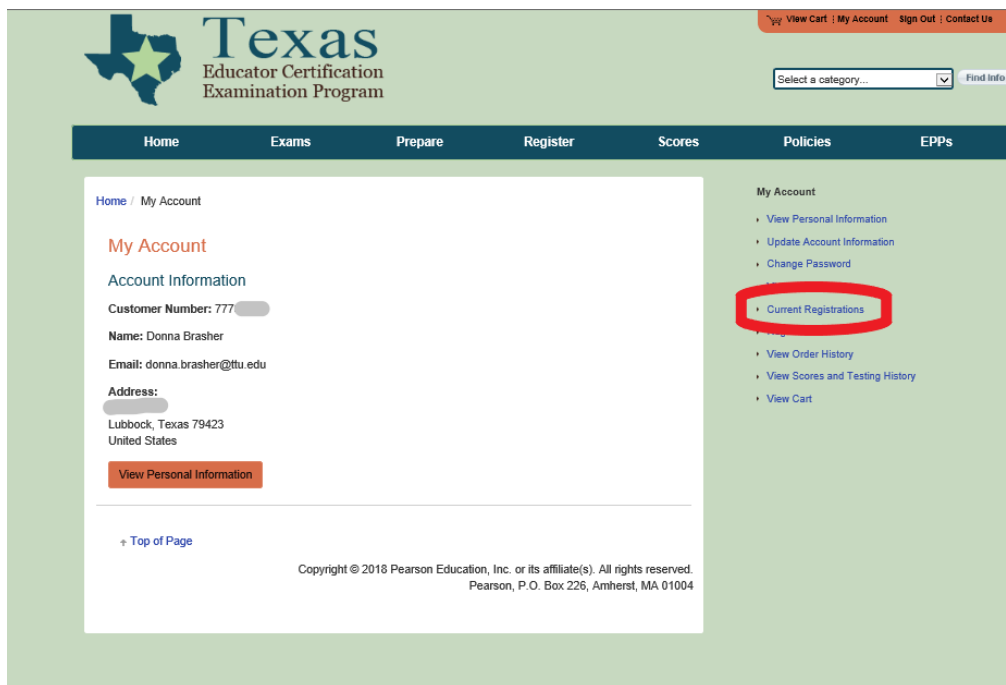
Find Exam Dates, Sites, and More: [Go](#)

Important Announcements
09/05/18 Registration is now open on this website for the TExES, TExES, and TASC / TASC -ASL exams.
09/05/18 [Registration information](#)

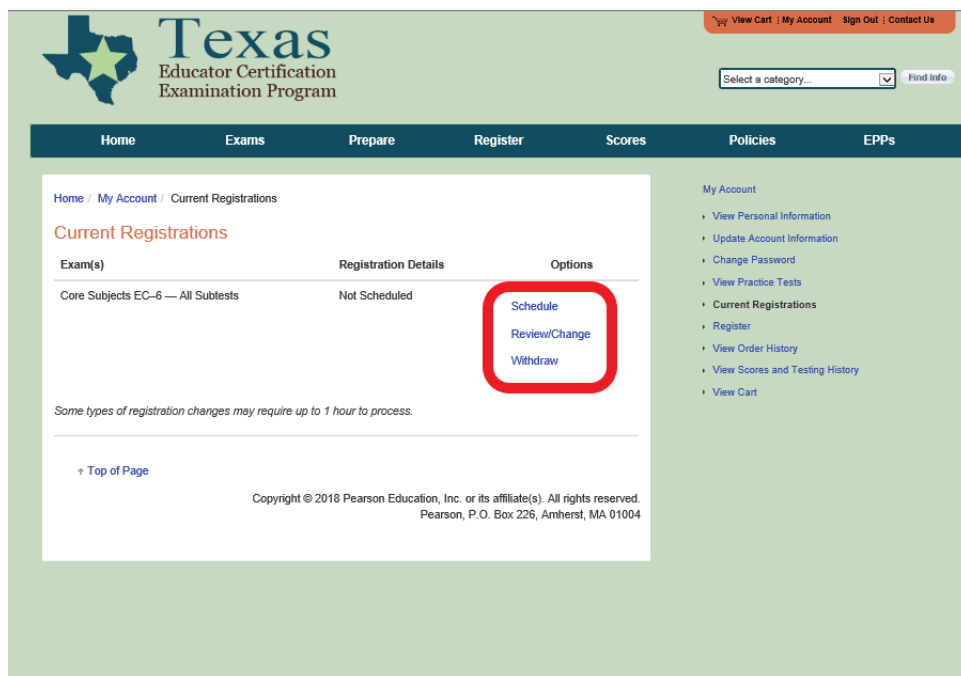
Prospective Candidates
Quick links to program essentials to start you on your way:
• [Step-by-step guide](#)
• [Exam dates and sites](#)

Returning Visitors
Quick links for candidates who have already registered to test:
• [View/change registrations](#)
• [The day of the exam](#)

Step 8: After selecting “My Account” confirm accuracy of information and select “Current Registrations” in the Menu to the right.



See the selections under “Options” to Schedule, Review/Change or Withdraw your test registration.



Below is what you will see upon selecting “Schedule”. Click “Schedule this Exam” in the bottom right corner to select date and location.

The screenshot shows the 'Exam Details' page on the Pearson VUE website. At the top, there are logos for Pearson | VUE and the Texas Educator Certification Examination Program. Navigation links include Home, My Order, View My Account, and Sign Out. The user is signed in as Donna L. Brasher with Candidate ID: 777. The page title is 'Exam Details'. A link 'View My Authorization Information' is present. The 'Exam' section lists 'TX291: TExES Core Subjects EC-6' with a link to 'View Testing Policies'. The 'Exam Modules' section lists: TX_WMCQ: Welcome; TX801: TExES Core Subjects EC-6 — English Language Arts and Reading & the Science of Teaching Reading; TX802: TExES Core Subjects EC-6 — Mathematics; TX803: TExES Core Subjects EC-6 — Social Studies; TX804: TExES Core Subjects EC-6 — Science; and TX805: TExES Core Subjects EC-6 — Fine Arts, Health and Physical Education. The 'Language' is listed as 'English'. A 'Schedule this Exam' button is at the bottom right. The footer contains copyright information: Copyright © 1996-2018 Pearson Education, Inc. or its affiliate(s). All rights reserved. Links for Terms, Privacy, and Contact are also provided.

The screenshot below allows location and date searches. Please note both are required for the search to execute.

The screenshot shows the 'Test Center & Appointment Search' page on the Pearson VUE website. At the top, there are logos for Pearson | VUE and the Texas Educator Certification Examination Program. Navigation links include Home, My Order, View My Account, and Sign Out. The user is signed in as Donna L. Brasher with Candidate ID: 777. The page title is 'Test Center & Appointment Search'. The 'Exam Selection' is 'TX291: TExES Core Subjects EC-6 | Language: English'. A red box contains the message: 'Please provide a valid response for the required information: Search Date'. Below this, it says 'All fields are required.' The 'Find test centers near:' section has a text input field with '95th, Lubbock, Texas, 79423, United States' and a note: 'e.g., "55437" or "5601 Green Valley Drive, Bloomington, MN" or "Paris, France"'. A red asterisk indicates 'Search Date is required.' Below this is a 'Show me appointments on this date:' section with a date input field and a calendar icon. A 'Search' button is at the bottom. A note at the bottom says: '★ MILITARY COMMUNITY looking for on-base test centers, please click here.'

The screenshot below shows the search results and parameters. You can set and re-set parameters on this screen so that you may easily find the best option.

95th, Lubbock, Texas, 79423, United States

e.g., "55437" or "5001 Green Valley Drive, Bloomington, MN" or "Paris, France"

Show me appointments on this date:

09/17/2018

Search

★ MILITARY COMMUNITY looking for on-base test centers, please [click here](#).

Available Appointments - 09/17/2018

Available appointments are shown next to the test center below. If there are no appointments available, please change your preferred testing date or location. To schedule the appointment, click on an available appointment time below.

Test Center	Appointments	Distance*
<div>Pearson Professional Centers-Lubbock TX</div> <div>1500 Broadway St</div> <div>Suite 1113</div> <div>Wells Fargo Center</div> <div>Lubbock, Texas 79401</div> <div>United States</div> <div>Test Center Information</div>	None available	5.3 mi
<div>Pearson Professional Centers-Midland TX</div> <div>3300 North A Street</div> <div>Suite 226</div> <div>Building 4</div> <div>Midland, Texas 79705-5457</div> <div>United States</div> <div>Test Center Information</div>	None available	103.0 mi
<div>Synetra of Amarillo</div> <div>1901 Medi Park Dr</div> <div>Ste. 228</div> <div>Bldg. A</div> <div>Amarillo, Texas 79106</div> <div>United States</div> <div>Test Center Information</div>	None available	116.3 mi
<div>Pearson Professional Centers-Amarillo TX</div> <div>1616 S Kentucky</div> <div>Suite C305</div> <div>Amarillo, Texas 79102</div> <div>United States</div> <div>Test Center Information</div>	None available	116.6 mi

Map Satellite

Amarillo

Lubbock

Midland

Fort Worth

Oklahoma

Texas

Map data ©2018 Google, INEGI Terms of Use

Show me appointments on this date:

09/26/2018

Search

★ MILITARY COMMUNITY looking for on-base test centers, please [click here](#).

Available Appointments - 09/26/2018

Available appointments are shown next to the test center below. If there are no appointments available, please change your preferred testing date or location. To schedule the appointment, click on an available appointment time below.

Test Center	Appointments	Distance*
<div>Pearson Professional Centers-Lubbock TX</div> <div>1500 Broadway St</div> <div>Suite 1113</div> <div>Wells Fargo Center</div> <div>Lubbock, Texas 79401</div> <div>United States</div> <div>Test Center Information</div>	<div>Select Appointment</div> <div>08:00 AM</div> <div>01:00 PM</div>	0.6 mi
<div>Pearson Professional Centers-Midland TX</div> <div>3300 North A Street</div> <div>Suite 226</div> <div>Building 4</div> <div>Midland, Texas 79705-5457</div> <div>United States</div> <div>Test Center Information</div>	08:00 AM	108.2 mi
<div>Synetra of Amarillo</div> <div>1901 Medi Park Dr</div> <div>Ste. 228</div> <div>Bldg. A</div> <div>Amarillo, Texas 79106</div> <div>United States</div> <div>Test Center Information</div>	None available	111.1 mi
<div>Pearson Professional Centers-Amarillo TX</div> <div>1616 S Kentucky</div> <div>Suite C305</div> <div>Amarillo, Texas 79102</div> <div>United States</div> <div>Test Center Information</div>	<div>Select Appointment</div>	111.4 mi

Map Satellite

Amarillo

Lubbock

Midland

Fort Worth

Oklahoma

Texas

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[Home](#)
[My Order](#)
[View My Account](#)
[Sign Out](#)

Signed in as: Donna L. Brasher
Candidate ID: 77781132

My Order

Description	Details	Actions
Exam TX291: TEiES Core Subjects EC-6 Exam Modules: <ul style="list-style-type: none"> TX_WMCQ: Welcome TXS01: TEiES Core Subjects EC-6 — English Language Arts and Reading & the Science of Teaching Reading TXS02: TEiES Core Subjects EC-6 — Mathematics TXS03: TEiES Core Subjects EC-6 — Social Studies TXS04: TEiES Core Subjects EC-6 — Science TXS05: TEiES Core Subjects EC-6 — Fine Arts, Health and Physical Education Language: English Exam Length: 295 minutes	Appointment Wednesday, September 26, 2018 Start Time: 08:00 AM CDT Change Appointment Location Pearson Professional Centers-Lubbock TX 1500 Broadway St Suite 1113 Wells Fargo Center Lubbock, Texas 79401 United States Change Test Center	Remove

Proceed to Checkout

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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.**

Checkout - Step 1 of 4: Confirm Personal Information

Signed In as: Donna L. Brasher
Candidate ID: 777

IMPORTANT: Your name must exactly match the identification that is presented at the test center or you will not be able to take your exam. [Update my information.](#)

Name:
Donna L. Brasher

Telephone:
+1 806

[Previous](#)

[Next](#)

Step 12:

Checkout - Step 2 of 4: Agree to Policies

TX Educator Certification Examination Program Policies

Admission Policy

It is recommended that you arrive at the test center 15 minutes before your scheduled appointment time. This will give you adequate time to complete the necessary sign-in procedures. You must bring to your appointment two pieces of original (no photocopies or digital ID) and valid (unexpired) identification, printed in English in the name in which you registered. **If the name on your ID documentation does not exactly match the name in which you registered, you will be turned away and you will not be eligible for a refund or credit of any kind.** Name changes must appear in your TEA account and your testing account at least 48 hours prior to your scheduled exam appointment.

Your primary identification must be government-issued. Acceptable forms of government-issued identification include photo-bearing driver licenses and passports. If testing outside of the United States, you must present an unexpired Passport as your government issued identification. Your supplemental identification may be any original and valid identification as long as it contains your name and a clear recognizable photograph, or your name and signature.

Please be advised that prior to testing you will be photographed and a palm scan may be taken at the test center. During testing you may be monitored by video and audio recording.

If you arrive more than 15 minutes late for your exam appointment and are refused admission, you will not receive a refund or credit of any kind.

You will not be allowed to take any personal items with you into the testing room. This includes but is not limited to all bags, books, notes, cell phones, pagers, watches, and wallets.

Reschedule Policy

If you wish to reschedule your exam, you must do so through your account at least 48 hours prior to your scheduled appointment. If you do not reschedule your exam more than 48 hours in advance and you are absent from your exam, you will not receive a refund.

If you have been approved for alternative testing arrangements and need to change the date, time, or location of your exam appointment, you must call Pearson VUE Accommodations Scheduling at the phone number provided in your Authorization to Test email to reschedule your exam appointment by telephone at least 48 hours before your scheduled testing time.

Cancellation Policy

You may cancel your exam appointment up to 48 hours before your scheduled appointment time. After canceling your appointment you may either reschedule another appointment or withdraw your registration completely. If you withdraw your registration completely you will receive a refund in accordance with the Withdrawal/Refund Policy as stated on the program website. To withdraw this registration completely, return to your account after canceling the appointment and select Withdraw.

☐ I have read and agree to the TX Educator Certification Examination Program policies listed above.

[Previous](#)

[Next](#)

Checkout - Step 3 of 4: Submit Order

Signed In as: Donna L Brasher
Candidate ID: 777

Your order is NOT complete until you click the "Submit Order" button.

Confirm Order Details

Description	Details
Exam TX291: TExES Core Subjects EC-6 Exam Modules: <ul style="list-style-type: none"> TX_WMCQ: Welcome TX801: TExES Core Subjects EC-6 — English Language Arts and Reading & the Science of Teaching Reading TX802: TExES Core Subjects EC-6 — Mathematics TX803: TExES Core Subjects EC-6 — Social Studies TX804: TExES Core Subjects EC-6 — Science TX805: TExES Core Subjects EC-6 — Fine Arts, Health and Physical Education Language: English Exam Length: 295 minutes	Appointment Wednesday, September 26, 2018 Start Time: 08:00 AM CDT Location Pearson Professional Centers-Lubbock TX 1500 Broadway St Suite 1113 Wells Fargo Center Lubbock, Texas 79401 United States

[Previous](#) [Cancel Order](#)

[Submit Order](#)

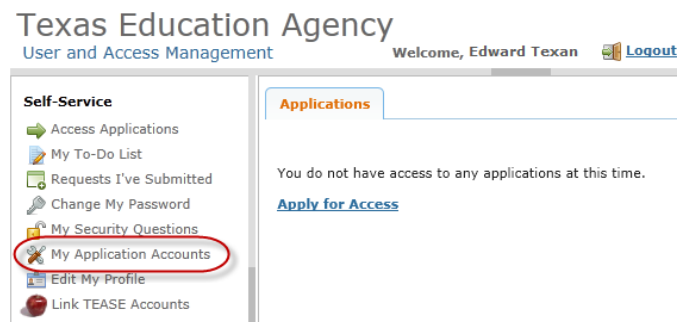
Step 15: You will receive an order confirmation, which is also your **Admissions Ticket**. Click in the upper right-hand corner of the Admission Ticket. **You must have your admission ticket with you to check in for your exam at the testing center.**

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

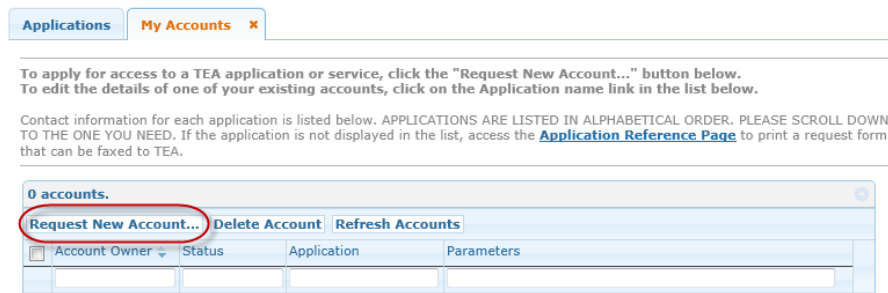
Special Instructions: Access to Educator Certification Online System (ECOS) if Your Accounts Are Not Linked

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**

Request New Account

To request new access

1. Click the Application ID link OR
2. Double click the Application Name OR
3. Single click the Application Name and then click the "Go To Account Details Form" button

Application ID	Application Name	Contact	Details
BAT	Budget Analysis Tool	Email: Division of Budget and Planning (512-463-7115)	
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)	
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)	
TREx	Texas Records Exchange	Email: Texas Records Exchange (512-463-7246)	
TSDSPortal	Texas Student Data System Portal		

[Go To Account Details Form](#)

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](#) 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.

[Create](#) [Cancel](#)

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.

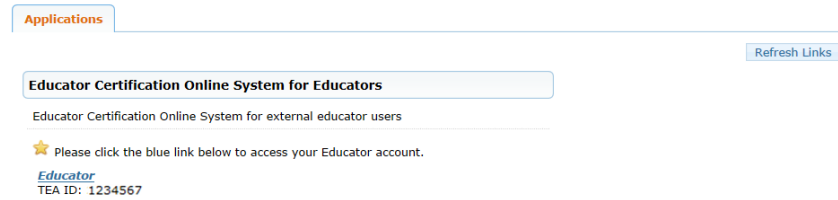
[Applications](#) [My Accounts](#) x

✓ Your request was successfully submitted with request ID 2510097675026943844.

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)