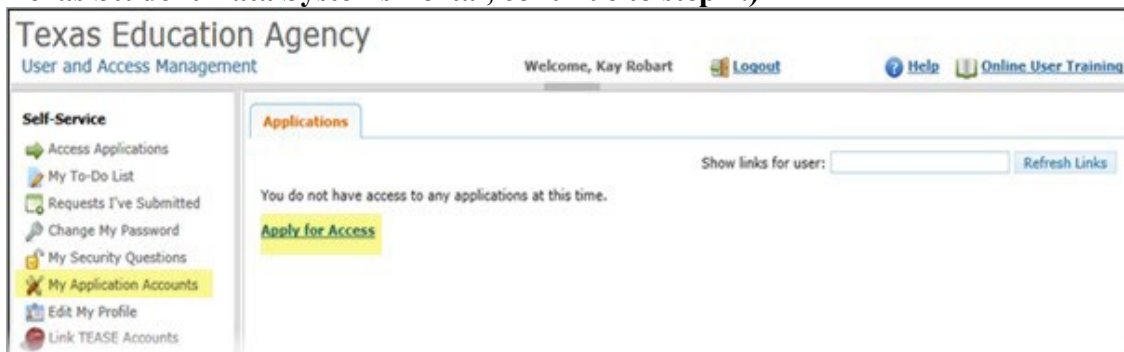
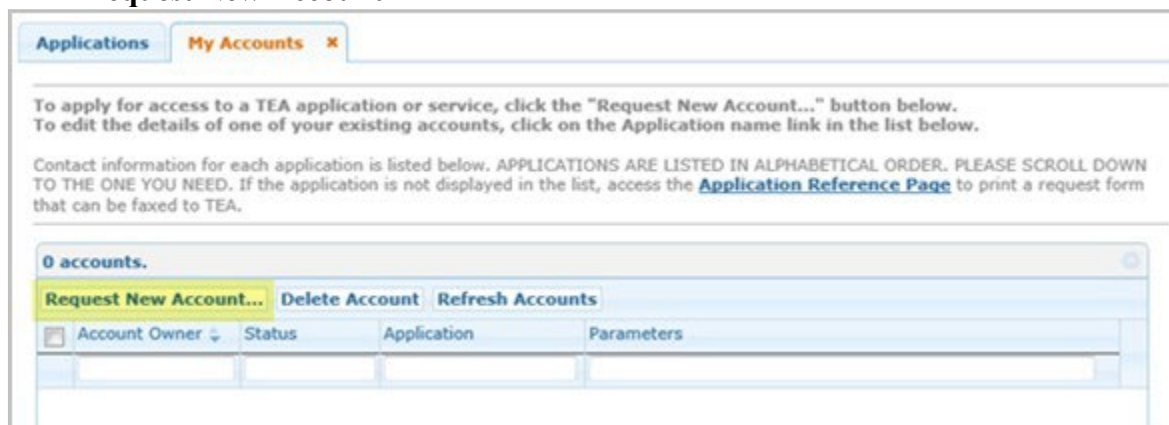


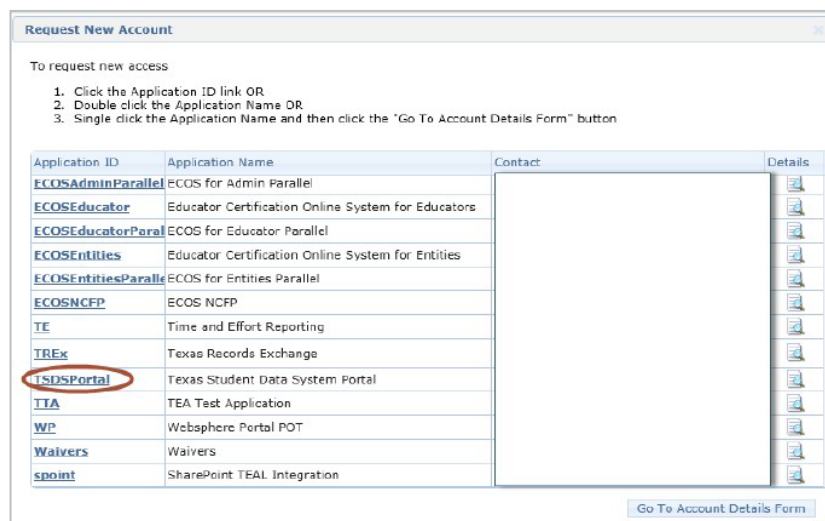
1. After logging on to TEAL, the home page appears. If you have not been granted access to the **Texas Student Data Systems Portal** application, there will be no link under **Applications**. Click **Apply for Access** or **Click My Application Accounts**. (If you already have access to **Texas Student Data Systems Portal**, continue to step 4.)



2. Click **Request New Account**



3. Click "TSDSPortal".



4. When a page like the following appears, click **Add Access**.

**Applications** **My Accounts** ✕

To apply for new access

1. Click the "Add Access" button.
2. Follow the instructions on the Application access details popup.
3. Click the "Save Changes" button. This will submit your access request to TEAL.

Application Name: Websphere Portal POT  
User ID: Kay.Robart

\* Accesses: **Add Access** Remove Selected Refresh Access

Access Stat	Employing Organization	Access Rights

Save Changes Done

5. Type the name of your organization. Once you begin typing, a list of authorized organization appears. Select the name of your organization from the list.

## Application access details ✕

### Steps for adding access

1. Enter your Employing Organization (name or organization number).
2. Click the checkbox/radio button for the role(s) that you are applying for.
3. If there are parameters for the role(s) selected, enter that information.
4. Click the "Done" button to **queue** your request. This does not submit your request to TEAL.
5. Click the "Save Changes" button. This will then submit your access request to TEAL.

### Employing Organization

Organization:

*Who do you work for? In other words, what organization employs you (e.g. district, ESC, charter school)?*

EG X EDUCATION SERVICE CENTER (057950)

### Roles & Parameters

☐ TSDS studentGPS Dashboards Configurator

☐ TSDS studentGPS Dashboards

6. In Roles & Parameters, check off on the necessary TSDS Portal Role(s):

**Staff at the LEA who will load the TSDS data files into the ODS:**

**ODS Data Loader** - This role loads the data into the ODS.

**ECDS Staff at the LEA who will promote, validate, review reports, and complete the ECDS submission:**

**Core LEA Data Completer** - This role formally certifies the completeness and accuracy of their data and submits it to TEA. This role can also schedule and monitor promotions, schedule and monitor validations, and generate reports.

**Core Data Approver** - This role is generally for the Superintendent or his/her designee at the LEA. It allows the LEA to request an extension for the ECDS submission in extreme situations.

**Core LEA Data Promoter** - This role initiates the promotion that copies the data over from the ODS. It can schedule/monitor promotions, validations, and generate reports.

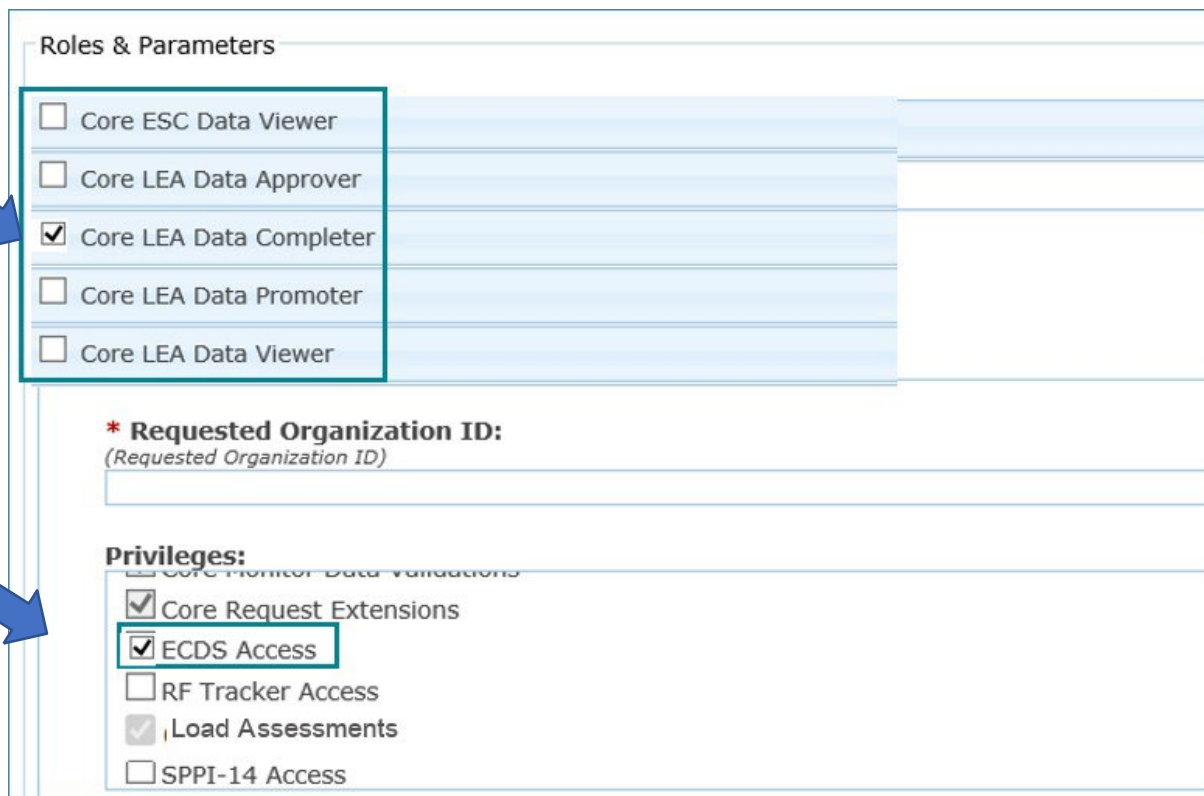
**Core LEA Data Viewer** - This role can monitor data promotions, data validations and generate reports.

**ECDS Program Staff at the LEA who will promote, validate, and complete ECDS Submission:**

**TIMS L1 Support** - This role can submit help desk tickets through the TSDS Incident Management System (TIMs)

**Be sure to check off the Privilege: ECDS Access**

**\*Note: When requesting Core LEA Data Approver, be sure to check off ECDS Access and Core Request Extension.**



**Roles & Parameters**

<input type="checkbox"/>	Core ESC Data Viewer
<input type="checkbox"/>	Core LEA Data Approver
<input checked="" type="checkbox"/>	Core LEA Data Completer
<input type="checkbox"/>	Core LEA Data Promoter
<input type="checkbox"/>	Core LEA Data Viewer

**\* Requested Organization ID:**  
(Requested Organization ID)

**Privileges:**

<input checked="" type="checkbox"/>	Core Request Extensions
<input checked="" type="checkbox"/>	ECDS Access
<input type="checkbox"/>	RF Tracker Access
<input checked="" type="checkbox"/>	Load Assessments
<input type="checkbox"/>	SPPI-14 Access

7. Scroll down and type in the District ID once more.
8. Click **Done**.
9. Click **Save Changes**. If the request was submitted successfully, a success message appears at the top of the tab.



**Applications** **My Accounts** ✕

✓ Add request was successfully submitted.

**Note:** If you have a pending request for application access, you cannot make additional requests for the same employing organization and application. The pending request must be approved before you can submit a request for additional access.

\*After the request is submitted, it is routed to all Approvers for your organization then approved by TEA. You will receive e-mail confirmation once it has been finalized.

Note: When you submit an online request for a user account or access to a TEA application, it can take several business days to process your request, depending upon the response to the approvals involved as they must still review, verify, and approve the request.