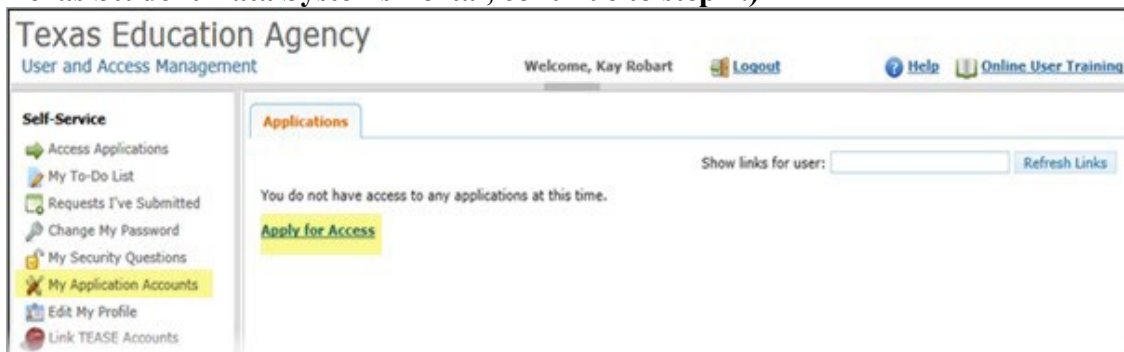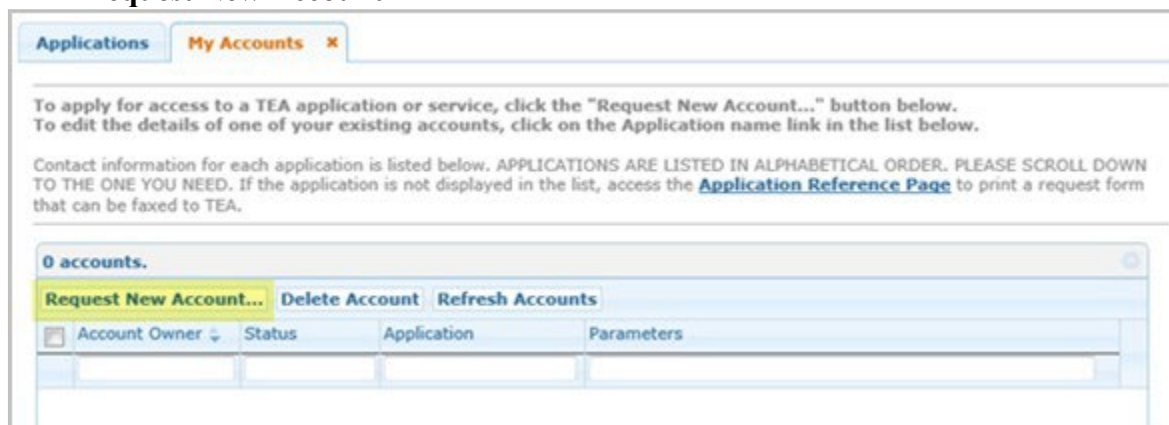1. After logging on to TEAL, the home page appears. If you have not been granted access to the **Texas Student Data Systems Portal** application, there will be no link under **Applications.** Click **Apply for Access** or **Click My Application Accounts. (If you already have access to Texas Student Data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

2. Click **Request New Account**

3. Click "TSDSPortal".
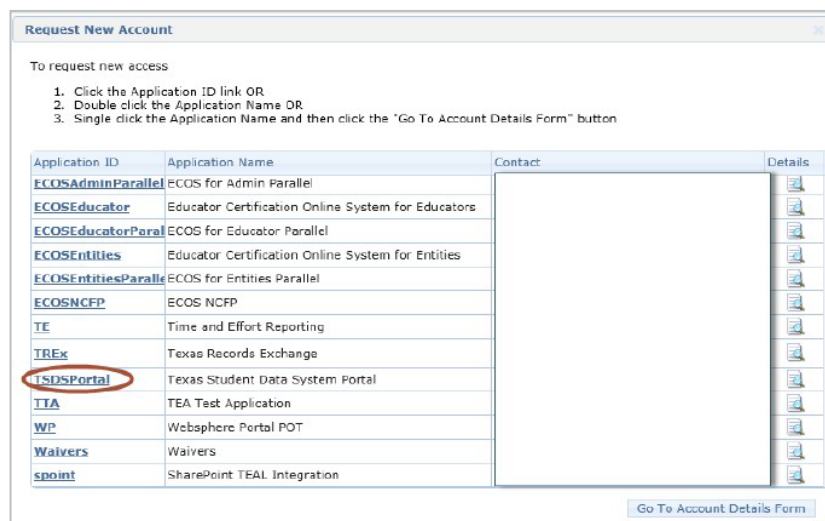
4. When a page like the following appears, click **Add Access.**

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.

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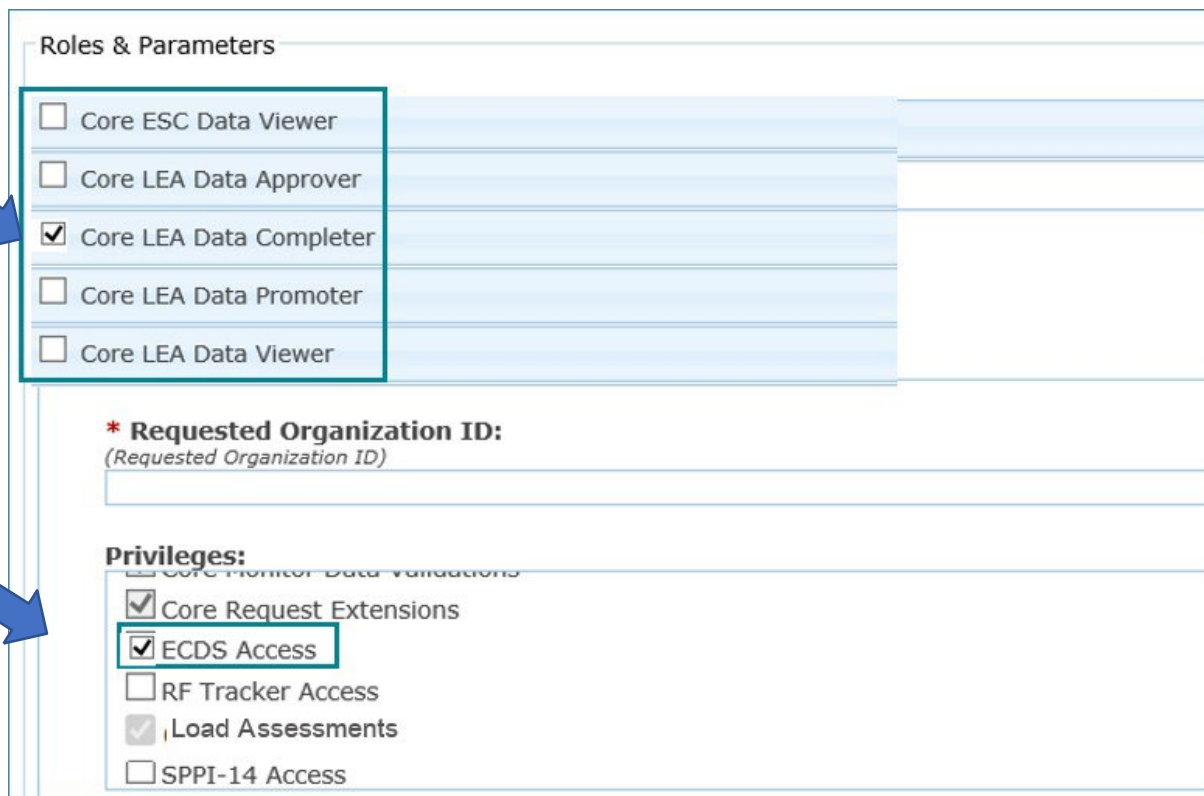
Core LEA Data Viewer - This role can monitor data promotions, data validations and generate reports.

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.

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.

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.