


1. Open a Web browser and go to the TEAL login page <https://tealprod.tea.state.tx.us/>



### TEA Login (TEAL)

**NOTICE:** TEA Web Applications will not be available each Sunday morning from 5:00am to 2:00pm due to routine maintenance. Please do not access your applications during this time period. **You could lose data.**

Don't have an account? [Request New User Account](#)

Username:

Password:  [Show Password](#)

[Forgot your password?](#)  
[Forgot your username?](#)

[Help for Request Process](#) | [Help for Educator Account Setup](#)

**WARNING:** Unauthorized use of this system or its data is prohibited; usage may be subject to security testing and monitoring; misuse is subject to criminal prosecution; and users have no expectation of privacy except as otherwise provided by applicable privacy laws.

[TEA Home Page](#) | [Web Policy and Accessibility](#)  
 For help with account access, please enter a request at the online [TEA Help Desk](#).  
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2. Click **Request New User Account**. The user registration page appears.

**Texas Education Agency**  
User and Access Management

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**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**.

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First Name:

Middle Name:

Last Name:

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

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\* 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)  
 Birth Year:  YYYY

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

Job Title:

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

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## Completing the User Information

The following fields are required: **First Name, Last Name, Email Address, Verify Email, Birth Month, Birth Day, and Organization Type.**

Use the Tab key to move from one box to the next.

1. Type your first, last, and if you wish, middle name.
2. Type any suffix, such as Jr. or an academic or professional suffix.
3. Type your e-mail address. This address will receive all notification e-mails, including the user access information that you need to log in.

**Note:** Do not use a group e-mail address. The address you enter here will receive confidential information for accessing TEA applications. Using a group e-mail address could compromise security for your organization's confidential data.

4. Retype your e-mail address to verify that the address is correct.

5. Type your birth month and day. This information is used internally to help distinguish you from other users with the same first and last name and is not used for any other purpose.
6. Type your birth year.
7. Select “District, Charter, ESC, Private School Staff” for the organization type.
8. Type your job title.
9. Type your phone number, including area code.
10. Type your mailing address.
11. Check the information you provided to make sure it is correct.
11. Click **Submit**.
12. A message appears acknowledging your request. Click **Done**. The page redirects to the TEAL login page.

## Next Steps

You will receive your account information via e-mail.

After initial log on to TEAL, the user must change their password, agree to assurances (every 30 days) and answer security questions:

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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.

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\* Question 1:

\* Question 1 Answer:

\* Question 2:

\* Question 2 Answer:

\* Question 3:

\* Question 3 Answer:

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The user must then request account access to specific TEA Applications.

If a request for account access is not made within 90 days, the TEAL account is inactivated.