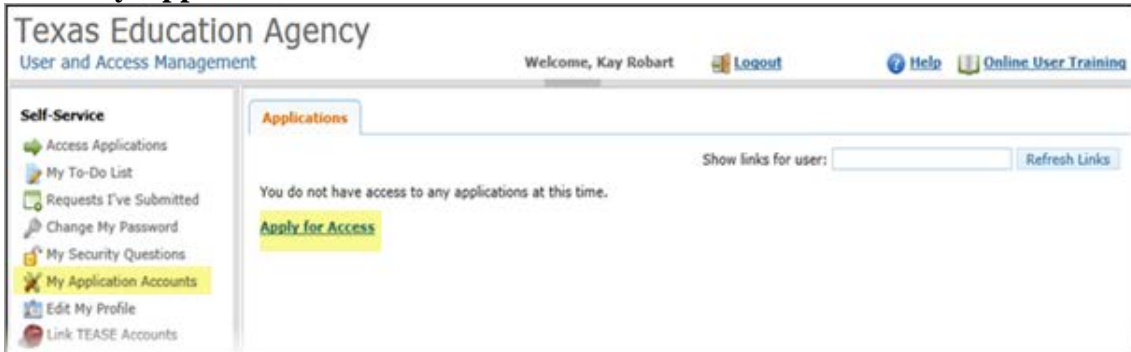
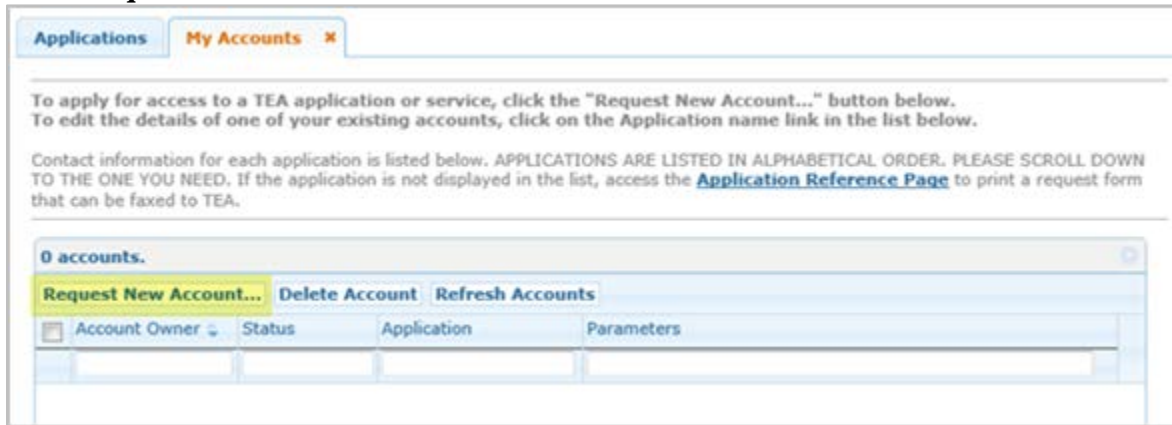


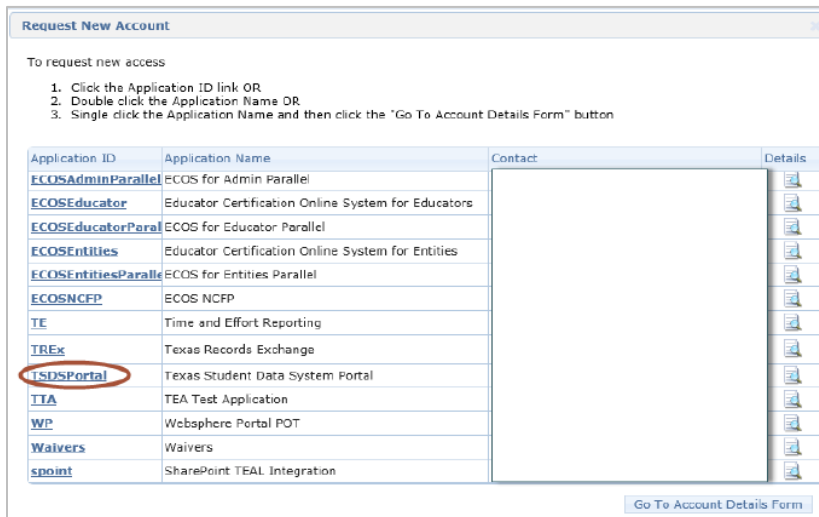
1. After logging on to TEAL, the home page appears. If you have not been granted access to any applications yet, there will be no links under **Applications**. Click **Apply for Access** or **Click My Application Accounts**.



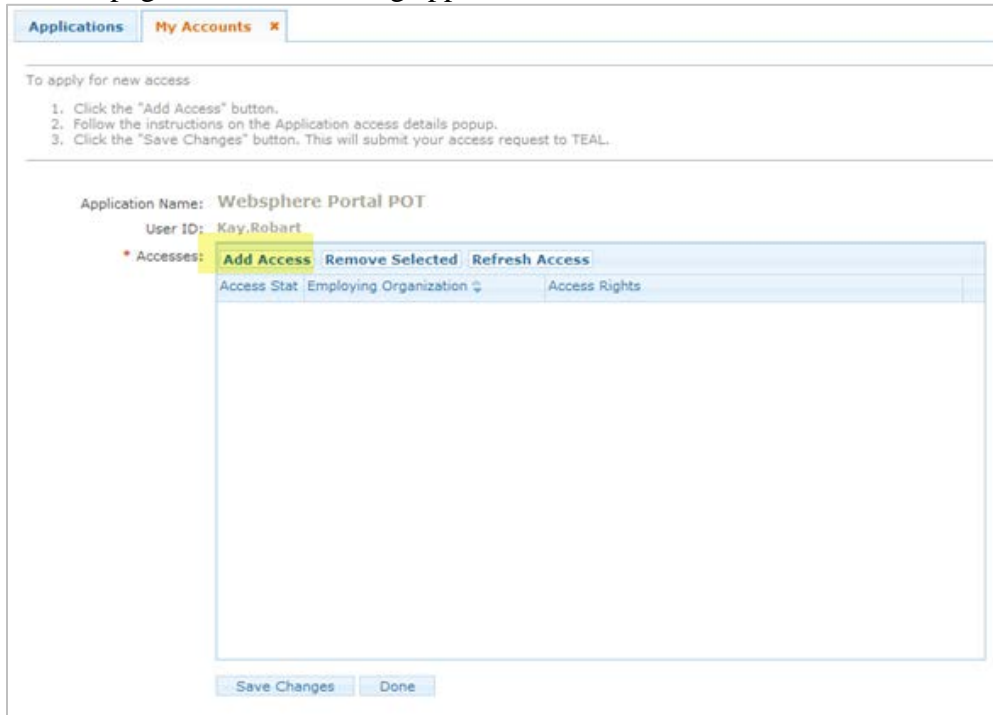
2. Click **Request New Account**



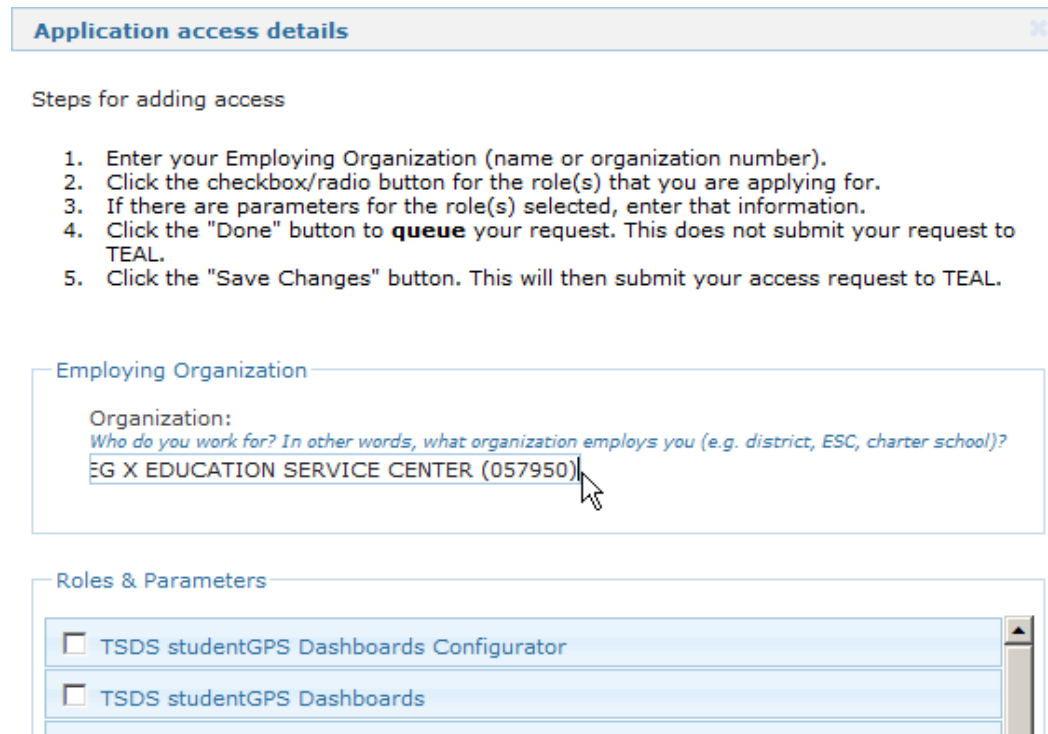
3. Click "TSDSPortal".



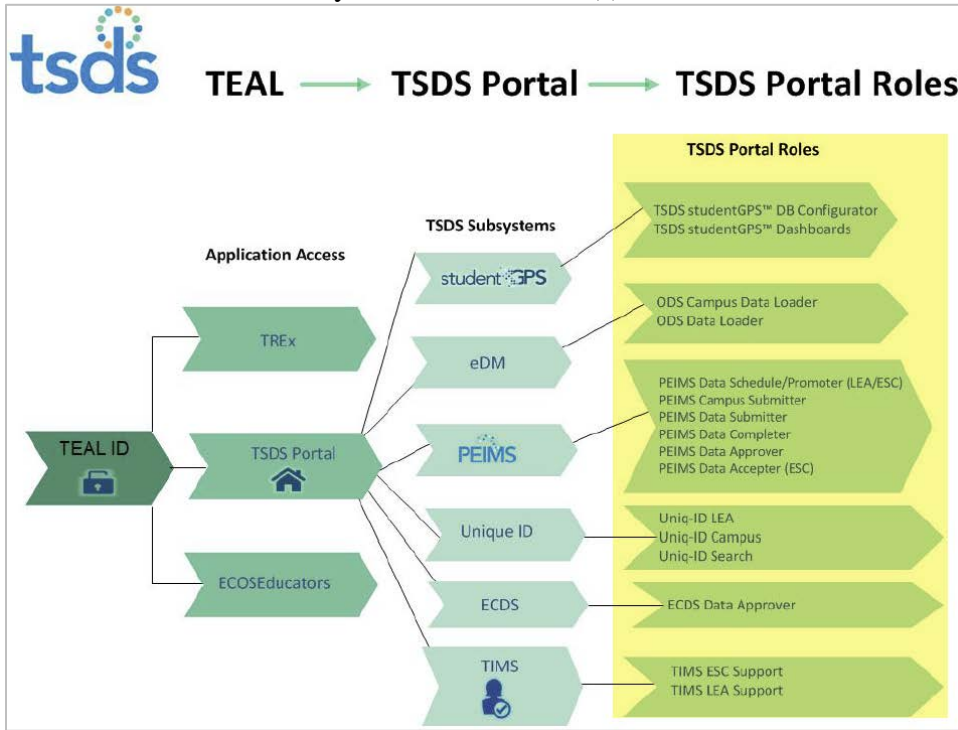
4. When a page like the following appears, click **Add Access**.



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. Check off on the necessary TSDS Portal Role(s):



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)?

Roles & Parameters

<input type="checkbox"/>	TSDS studentGPS Dashboards Configurator
<input type="checkbox"/>	TSDS studentGPS Dashboards
<input type="checkbox"/>	FERPA Policy Admin
<input type="checkbox"/>	TIMS ESC Support
<input type="checkbox"/>	TIMS LEA Support
<input type="checkbox"/>	TIMS Technical Support
<input type="checkbox"/>	ODS Campus Data Loader
<input type="checkbox"/>	ODS Data Loader
<input type="checkbox"/>	PEIMS Campus Data Sched/Load

7. Type in the District ID and any other parameters requested.

8. Click **Done**.

- 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 organizations entered on this screen.