



TEAL – Apply for ODS Data Loader Early Childhood Data System Submission

ECDS (Early Childhood Data System) is the first state data collection that will be reported using the TSDS collection.

Each district/charter school will be required to have at least one person with **TSDS ODS Data Loader** and **TSDS ECDS Approver** access.

1. Log into **TEAL**.
2. Click on **Add/Modify Access**.
3. Click on **Add Access**.
4. In the **Organization** field, enter your district/charter county district number.
5. Select the checkbox for **ODS Data Loader**.
6. In the **Requested Organization ID**, enter your district/charter county district number.
7. Click **Done**.
8. Click ***Save Changes***. It is important that you click Save Changes before you exit the screen.

The screenshot shows the 'Application access details' window in the TEAL system. It includes a 'Steps for adding access' section with five numbered instructions. The 'Employing Organization' section has a text input field containing 'REG XI EDUCATION SERVICE CENTER (220950)'. The 'Roles & Parameters' section features a list of roles with checkboxes: 'TSDS studentGPS Dashboards Configurator', 'TSDS studentGPS Dashboards', 'TIMS ESC Support', 'TIMS LEA Support', and 'ODS Data Loader' (which is checked). Below the roles is a 'Description' field containing 'ODS Data Loader'. The 'Requested Organization ID' field contains '220950'. At the bottom, there is a 'Comments' section with a 'Clear Roles' button and 'Done' and 'Cancel' buttons.