

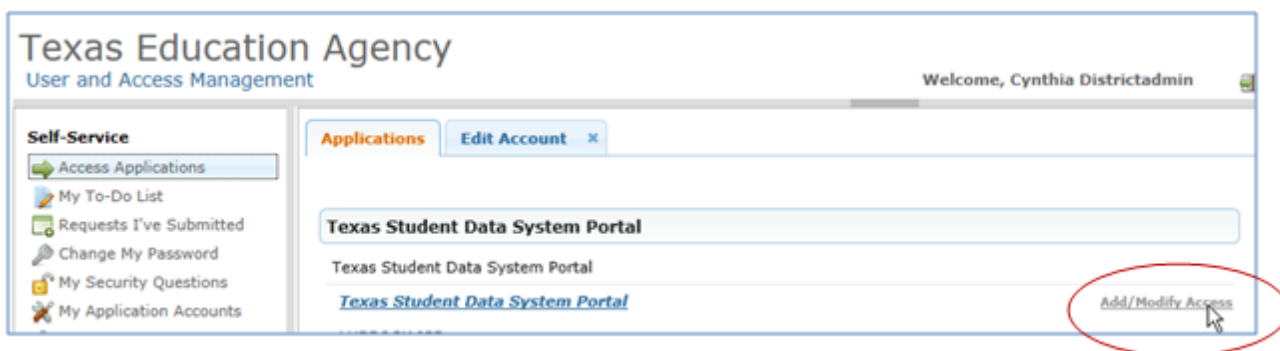
## Requesting TSDS ECDS Approver Role Instructions

The new ECDS Data Approver role is now available in TEAL. Please instruct the staff persons in district and charter schools to request this role at <https://pryor.tea.state.tx.us/>.

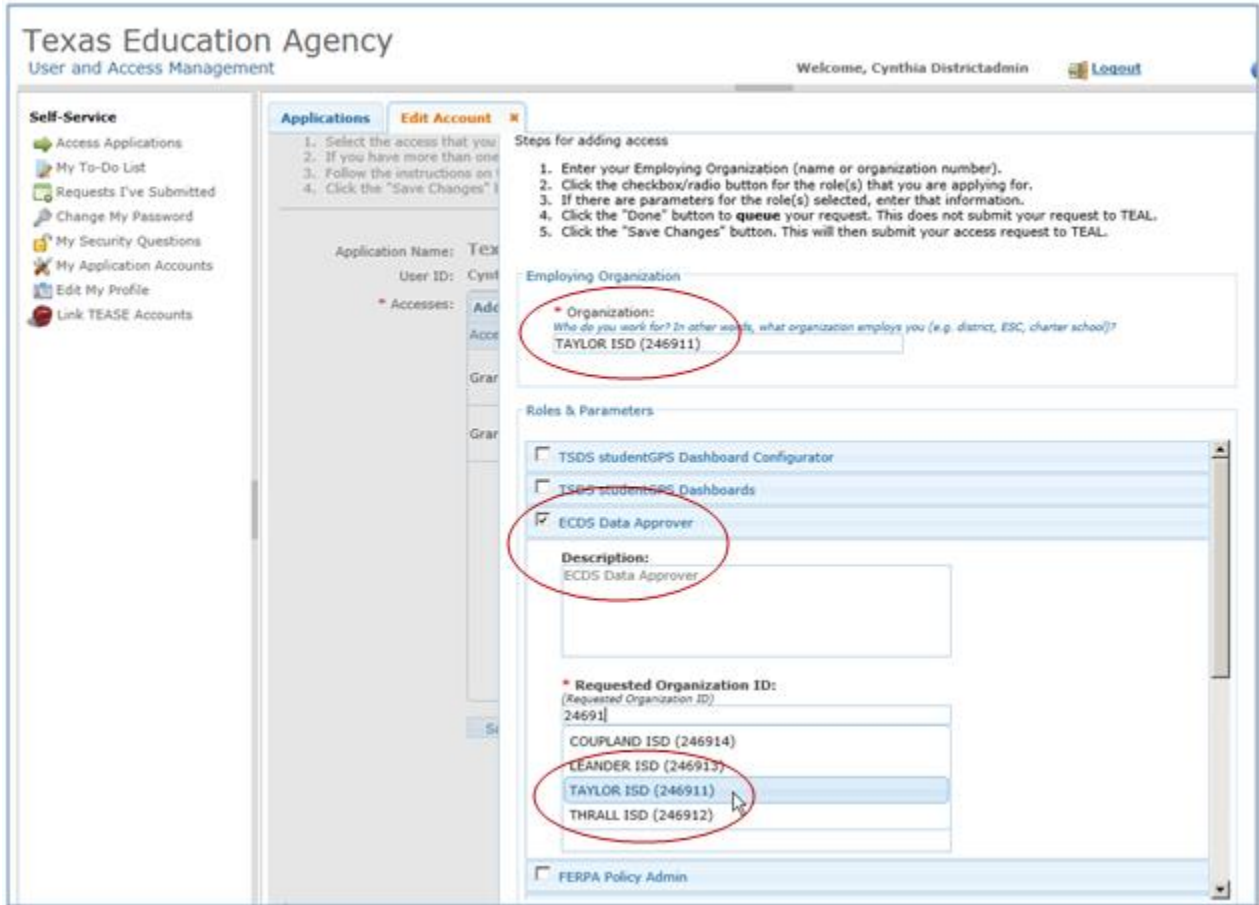
Users who do not yet have a TEAL account will be prompted to first set up a profile and then make an **Add Access** request to add the TSDS ECDS Data Approver role.

The email address on the TEAL profile must be current and correct. If a person with an existing TEAL account needs to update the email address, it's easy to do via the **Edit My Profile** link on the TEAL menu.

If a user already has access to TSDS, he/she should click the link near it in TEAL to **Add/Modify** that access. (Many of these users may already have access to Unique ID.)



When selecting the role, a user must enter the organization for which he/she works in the Employing Organization field, check the role name, and then enter the organization for which the work is to be done in the Requested Organization ID field. For nearly all users, the school district or charter school should be entered in each field. If ESC staff is doing the work for an LEA, the ESC must be entered in the Employing Organization field.



Remind all to scroll down and click **Done** on the role selection screen,



AND to click **Save Changes** on the next screen.



Both are required for the request to be successful.

**IMPORTANT:** The request must be approved by the Organization Approver (superintendent or alternate) within **5 calendar days** or it will be automatically rejected in TEAL. After it is approved at that level, the request is routed to TEA for review and approval.

The existing ODS Data Approver role and the TIMS LEA Support role are also needed. If the LEA does not already have someone set up with these roles, now is the time to request them