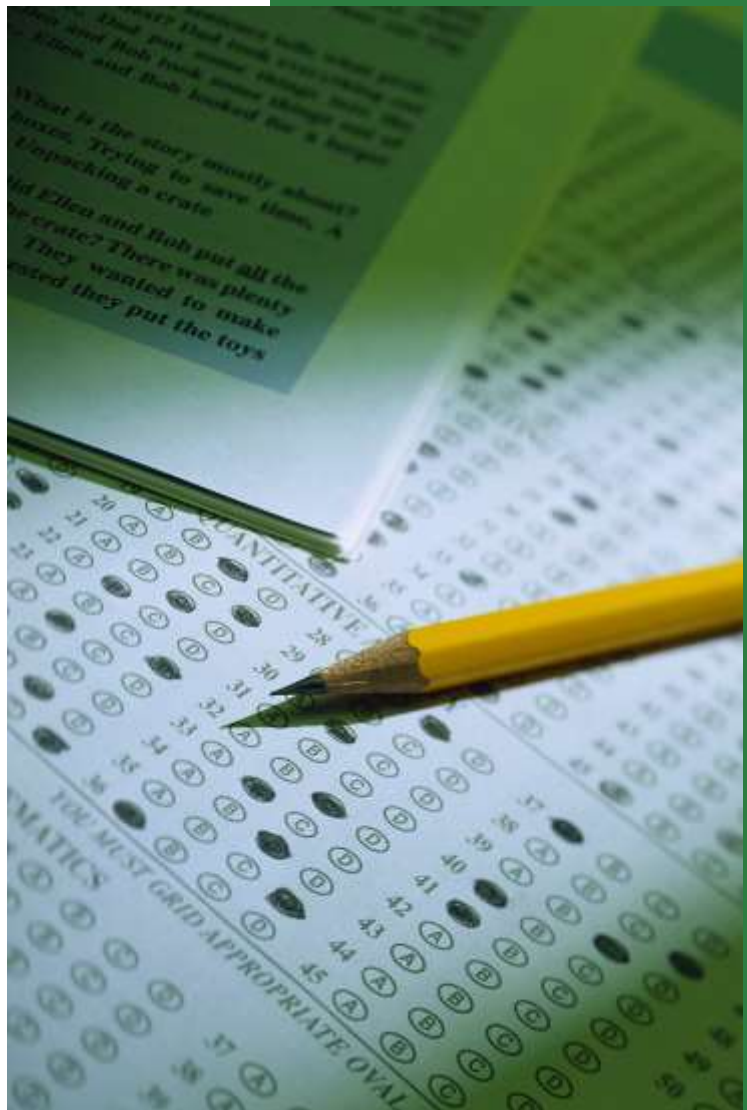


2017-2018

TEAL / ETS Registration Guide

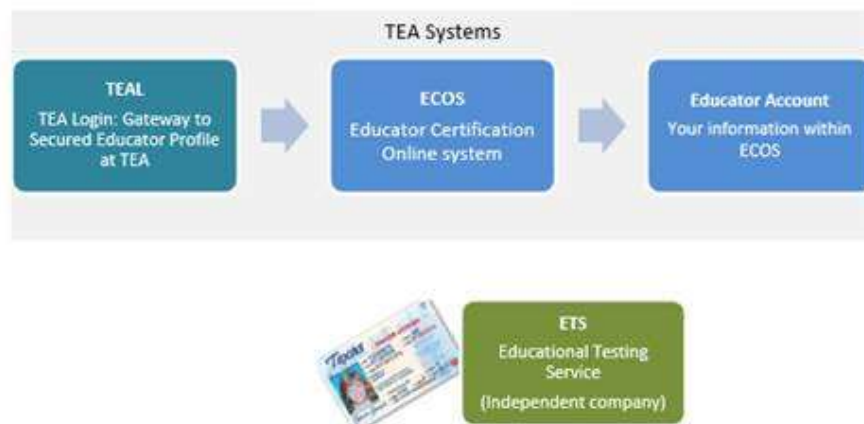


TEXES Advising Office
University of North Texas
2017-2018

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TEAL (TEA Login) is the security gateway to TEA web resources. To access your Educator Account, you will need a TEAL profile that is set up with access to your profile in the Educator Certification Online System (ECOS).



IMPORTANT!!! Your name is used to connect all your records and is transmitted to ETS. If your name does not match **EXACTLY** on your Texas Driver's License/State ID card and on your Educator Certification profile, you will not be able to log in to your Educator Account or register for tests at the Educator Testing Service (ETS). If your name has changed or differs between these sources, **STOP**, and follow the **Name Change Information** at the end of this document.

Setting Up Your TEAL Educator Profile

STEP 1:

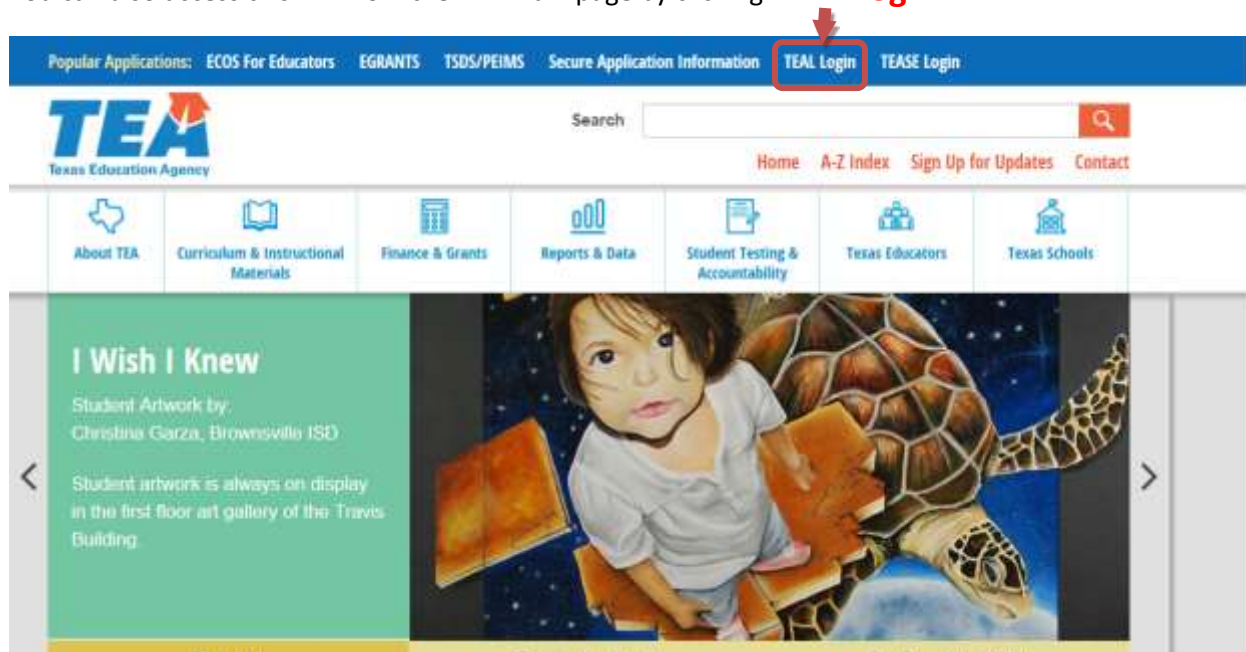
Upon admittance into the Teacher Education program, you should have received two emails in your Eagleconnect account from TEA/TEAL Support containing your username and a temporary password to access the TEAL system. Please retrieve the information from these emails in order to log into the TEAL system. Hint: When you log into your Eagleconnect email account, type the word “TEAL” into the search.

If you no longer have these emails, or did not receive them when you were admitted to the program, please call TEAL Support at 512-936-8400 (Option 2) and request your TEAL username and password. You can also create a ticket online at <https://txeduagency.zendesk.com>.

STEP 2:

To log into your account, go to <https://pryor.tea.state.tx.us/>.

You can also access this link from the TEA main page by clicking **TEAL Login**.



NOTE: The TEAL web application is currently only fully compatible with IE 8, IE 9 and IE 10. If you are using a different web browser, you may experience errors while entering passwords, clicking buttons, or navigating pages. The site is not compatible with mobile phones or the Safari browser used on the iPad.

STEP 3:

Enter the user name and password you received from TEAL emails or TEAL Administrator.

Click **Login**.

NOTE: It is suggested that you copy and paste the temporary password into the password box.



TEXAS EDUCATION AGENCY

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?](#)

To log in, type your username and password and then click "Login".
Please refer to the [help documentation](#) for more information.

STEP 4:

When you log in for the first time, you will need to create a new password.

Before setting the new password, consider the password guidelines:

- Must be 8-30 characters
- Must contain the following character types: letters, numbers, and special characters (for example - #, *, \$, or @)
- Must not include your username
- Must not contain variations of the word "password"
- Must not contain a character repeated more than 2 times
- Must not be the same as your previous ten passwords

Click in the **Current Password** text box to enter the password you received by e-mail or from the TEAL Administrator.

Type and retype a new password in the **New Password** and **Confirm New Password** fields.

Click the **Submit** button.

NOTE: If you receive a message that the password has been rejected for policy reasons, it means that you did not follow the guidelines for the password. Improve your password, and try again.

Set Your Password

Please create a new password.

Username: ed.texas

Current Password: [password field] Show Password

New Password: [password field] Show Password

Confirm New Password: [password field] Show Password

Note: Passwords are case-sensitive, so ensure that your CAPS Lock is not set to On.

Your new password must adhere to the following guidelines:

Make sure the password conforms to the TEAL password rules. Your password MUST:

- Be 8-30 characters long
- Contain all the following:
 - Letters - At least one letter
 - Numbers - At least one number
 - Special characters - At least one special character i.e. #, *, \$, or @
- Be different from your previous ten passwords
- Not contain variations of the word "password"
- Not repeat a character more than 2 times
- Not include your user name

Note: Current Password is either the last password you set, or a temporary password that was most recently emailed to you. Passwords are case-sensitive, so ensure that your CAPS Lock is not set to On.

Submit **Cancel**

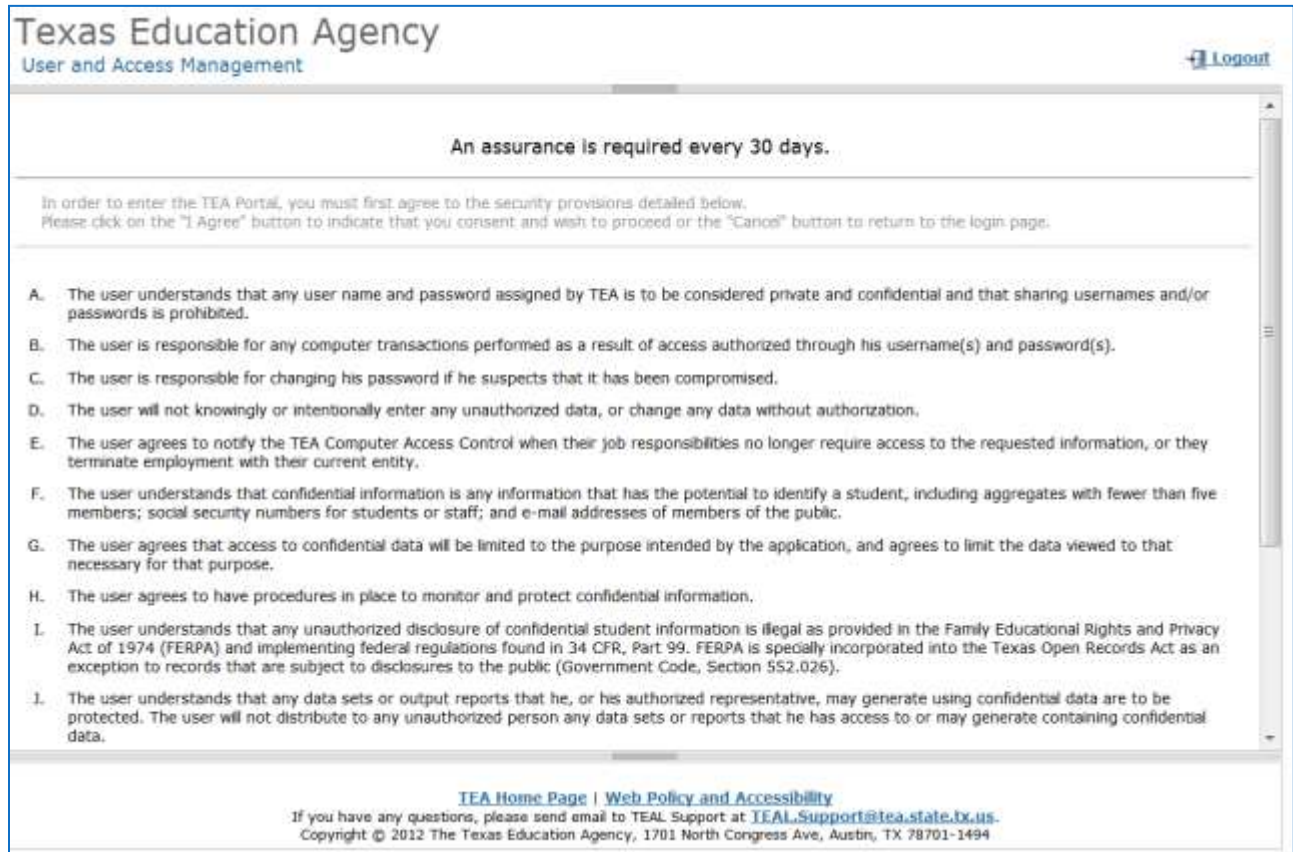
WARNING: Unauthorized use of this system or its data is prohibited; usage may be subject to security testing and monitoring; misuse is subject to criminal prosecution; and users have no expectation of privacy except as otherwise provided by applicable privacy laws.

STEP 5:

After your password has been changed, a **Statement for Assurance** of security provisions will appear. You must agree to these provisions to continue. The same provisions will appear at login every 30 days.

Read the assurance provisions and click the **I Agree button at the bottom of the page.**

If you do not agree to the security provisions, click **Cancel** to exit the application. However, you will be unable to access your educator profile in the TEAL system.



The screenshot shows a web page titled "Texas Education Agency" with the subtitle "User and Access Management". In the top right corner, there is a "Logout" button. The main content area features a heading "An assurance is required every 30 days." followed by a paragraph: "In order to enter the TEA Portal, you must first agree to the security provisions detailed below. Please click on the 'I Agree' button to indicate that you consent and wish to proceed or the 'Cancel' button to return to the login page." Below this is a list of ten numbered items (A through J) detailing security and privacy requirements. At the bottom, there are links for "TEA Home Page" and "Web Policy and Accessibility", along with contact information for TEAL Support and a copyright notice for 2012.

Texas Education Agency
User and Access Management Logout

An assurance is required every 30 days.

In order to enter the TEA Portal, you must first agree to the security provisions detailed below. Please click on the "I Agree" button to indicate that you consent and wish to proceed or the "Cancel" button to return to the login page.

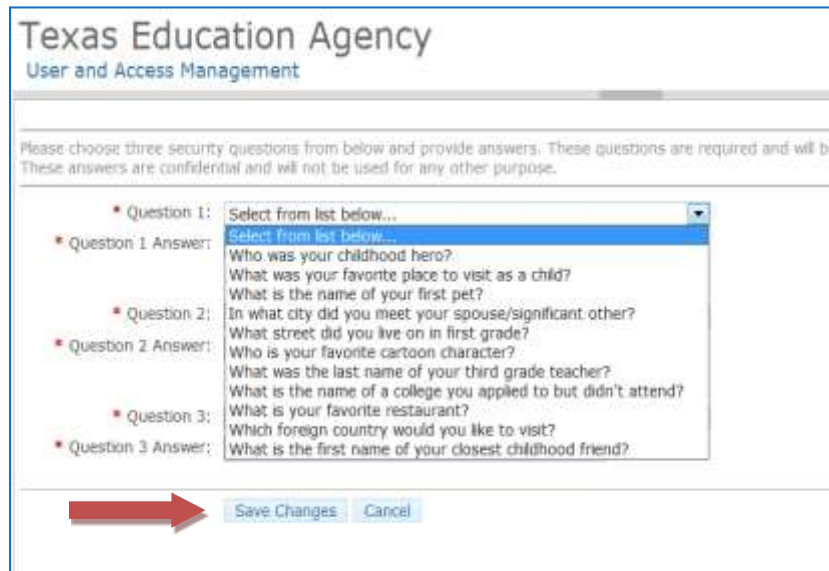
- A. The user understands that any user name and password assigned by TEA is to be considered private and confidential and that sharing usernames and/or passwords is prohibited.
- B. The user is responsible for any computer transactions performed as a result of access authorized through his username(s) and password(s).
- C. The user is responsible for changing his password if he suspects that it has been compromised.
- D. The user will not knowingly or intentionally enter any unauthorized data, or change any data without authorization.
- E. The user agrees to notify the TEA Computer Access Control when their job responsibilities no longer require access to the requested information, or they terminate employment with their current entity.
- F. The user understands that confidential information is any information that has the potential to identify a student, including aggregates with fewer than five members; social security numbers for students or staff; and e-mail addresses of members of the public.
- G. The user agrees that access to confidential data will be limited to the purpose intended by the application, and agrees to limit the data viewed to that necessary for that purpose.
- H. The user agrees to have procedures in place to monitor and protect confidential information.
- I. The user understands that any unauthorized disclosure of confidential student information is illegal as provided in the Family Educational Rights and Privacy Act of 1974 (FERPA) and implementing federal regulations found in 34 CFR, Part 99. FERPA is specially incorporated into the Texas Open Records Act as an exception to records that are subject to disclosures to the public (Government Code, Section 552.026).
- J. The user understands that any data sets or output reports that he, or his authorized representative, may generate using confidential data are to be protected. The user will not distribute to any unauthorized person any data sets or reports that he has access to or may generate containing confidential data.

[TEA Home Page](#) | [Web Policy and Accessibility](#)
If you have any questions, please send email to TEAL Support at TEAL.Support@tea.state.tx.us.
Copyright © 2012 The Texas Education Agency, 1701 North Congress Ave, Austin, TX 78701-1494

STEP 6:

After you agree to the assurance provisions, the **security questions** page **should** appear. If it does not, please skip to Step 7 in order to establish your security questions.

The answers to these three questions will be used to recover your password if you forget or lose it. The answers are confidential and will not be used for any other purpose. Be sure to note the exact answer because the computer needs the exact response. For example, suppose you use the question “In what city did you meet your spouse/significant other?” and type the answer **Ft. Davis, Texas**. If you type the answer Fort Davis, Texas or Ft. Davis, TX, the computer will not recognize that answer as correct.



The screenshot shows the Texas Education Agency User and Access Management page. It displays a form for selecting and answering three security questions. The questions are:

- Question 1: Select from list below...
- Question 2: In what city did you meet your spouse/significant other?
- Question 3: Which foreign country would you like to visit?

The answers are:

- Question 1 Answer: Select from list below...
- Question 2 Answer: What street did you live on in first grade?
- Question 3 Answer: What is the first name of your closest childhood friend?

At the bottom of the form, there are two buttons: "Save Changes" and "Cancel". A red arrow points to the "Save Changes" button.

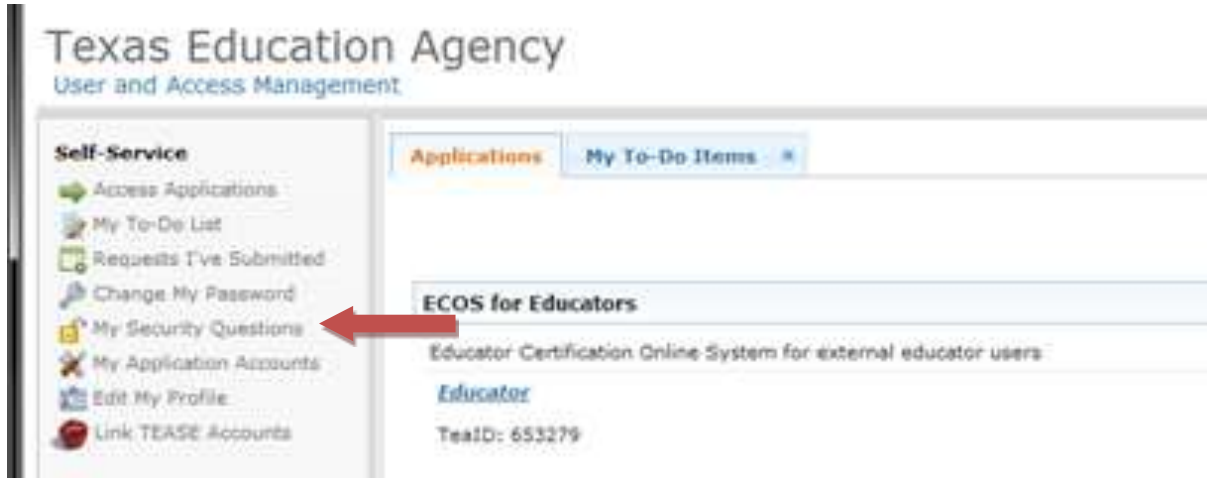
After you select and answer all three security questions, click the **Save Changes** button.

A **GREEN** message appears at the top of the page security questions have been updated. After 5 seconds, the page should refresh and you can **move on to Step 8**. You can also click the 'x' in the upper right corner to close the confirmation message and return to the main menu.

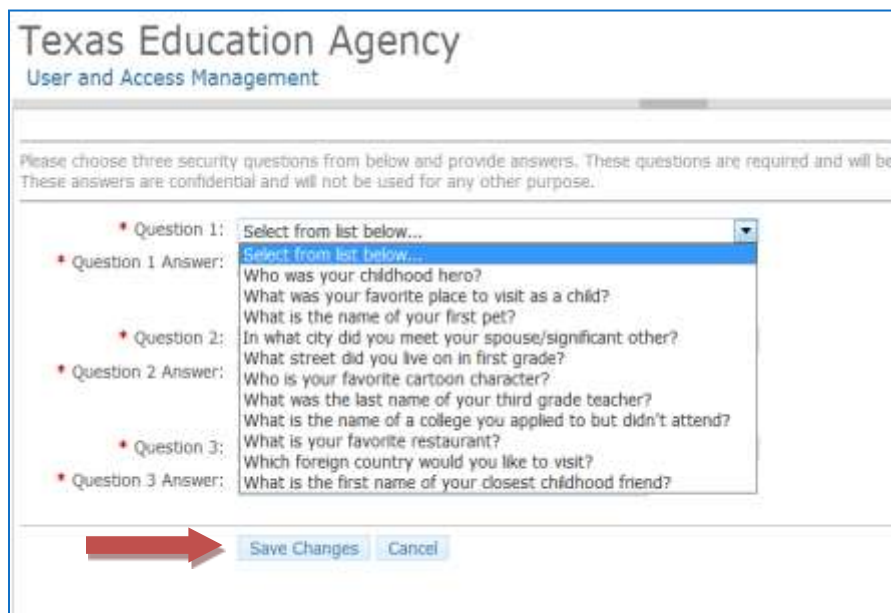
STEP 7:

If you were not prompted to set up security questions, you will need to do so now.

Click on the **My Security Questions** link under the Self-Service menu on the left hand side of the screen.



Select and answer the three security questions on the next screen. The answers are confidential and will not be used for any other purpose. Be sure to note the exact answer because the computer needs the exact response. For example, suppose you use the question “In what city did you meet your spouse/significant other?” and type the answer [Ft. Davis, Texas](#). If you type the answer Fort Davis, Texas or Ft. Davis, TX, the computer will not recognize that answer as correct.

The screenshot shows the security question setup interface. It prompts the user to choose three security questions from a list. The questions and their answer options are:

- Question 1: Select from list below... (dropdown menu)
- Question 1 Answer: Select from list below... (dropdown menu)
- Question 2: In what city did you meet your spouse/significant other? (dropdown menu)
- Question 2 Answer: What street did you live on in first grade? (dropdown menu)
- Question 3: What is your favorite restaurant? (dropdown menu)
- Question 3 Answer: What is the first name of your closest childhood friend? (dropdown menu)

A red arrow points to the 'Save Changes' button at the bottom.

After you select and answer all three security questions, click the **Save Changes** button.

A **GREEN** message should appear at the top of the page after security questions have been updated. After 5 seconds, the page should refresh and you can **move on to Step 8**. You can also click the 'x' in the upper right corner to close the confirmation message and return to the main menu.

STEP 8:

The page should refresh after 5 seconds and display the Texas Education Agency's User and Access Management portal (the TExES Advising Office refers to this screen as "The White Screen").

NOTE: The White Screen is the portal that will take you to your TEA profile. Using the **Self-Service** menu on the left hand side of the White Screen, you can update your personal information (address, phone number, email) by clicking on **Edit My Profile**. You can also utilize the **Change My Password** and **My Security Questions** features if you need to change or update any of your login information.

If the page does not refresh, click on the Access Applications link under the Self-Service menu.



When you first see the White Screen, you will see one of two options.

OPTION 1: Under the **Access Applications** tab, you will see a blue link that says **Educator** with your TEA ID number beneath it. If you do not see this, go to **OPTION 2** on page 9.



If you see the educator link, write down your TEA ID number in a secure place. You will need this number throughout your program.

Proceed to the next section of this guide, Accessing Your TEA Educator Profile, on page 12.

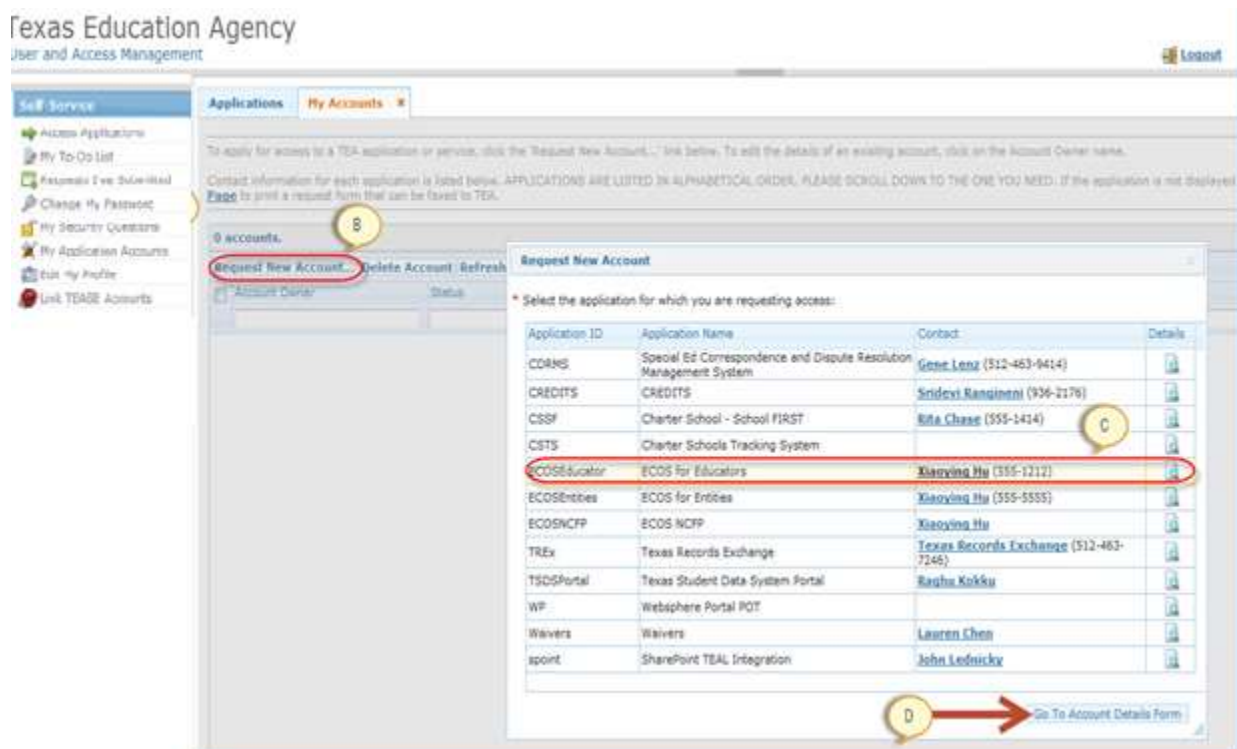
OPTION 2: Under the **Access Applications** tab you will see a blue link that says **Apply for Access**.



If you see this link, click on **Apply for Access**.

The next screen is the Application Accounts which allows you to request access to your educator profile.

1. Click **Request New Account** button (B).
2. Click on **ECOS for Educators** row in the list of available applications (C).
3. Click **Go to Account Details Form** button at bottom of page (D).



You will see a screen that will ask for your personal information, such as Social Security Number and birth year.

- Provide the requested information.
- Under the Organization Type, select **Educator**.
- If you do not know your TEA ID number, leave it blank.
- Click the **Create** button.

* Organization Type: **Educator** The user's organization type.

Job Title: _____

Please enter the following information in order to search for an existing Educator account that belongs to you.

When setting up a TEAL account, you must use the name that appears on your Texas educator certificate. If the first and last name does not match exactly in TEAL with the name in your educator account, you will not be able to access your educator account.

SSN must be nine (9) numeric characters only. Spaces, alphabetic characters, hyphens, slashes or any other special characters are not allowed.

If you do not have a social security number, please email [Educator Certification](#) and indicate in the subject line "Request a temporary file and TEA ID number." In the body of the email please confirm that you do not have a social security number, and include a daytime telephone number. You will also need to attach a copy of your state issued ID and passport. (Please do not select this option if you have been previously assigned a temporary file number in the Educator Certification Online System)

SSN or P number: _____

Confirm SSN or P number: _____ Please type the SSN or P number to confirm. Copy and Paste is not allowed.

OR

TEA ID: _____

Confirm TEA ID: _____ Please type the TEA ID to confirm. Copy and Paste is not allowed.

AND

* Birth Year: 1975 YYYY

Confirm Birth Year: 1975 YYYY Please type the Birth Year to confirm. Copy and Paste is not allowed.

* Phone Number: 512-555-1212 Must include area code.

* Street Address: 1701 Congress Ave

* City: Austin

* Country: United States

* State: Texas

* Zip or Postal Code: 78701

Submit **Cancel**

A **GREEN** message will be displayed indicating your credentials were successfully created and TEAL will create a new Educator account.

A **RED** error message means the attempt to create a new account failed.

NOTE: Please contact TEAL Support at 512-936-8400 (Option 2) regarding any error messages, or submit a ticket at <https://txeduagency.zendesk.com>.

Once your Educator account has been successfully created, you should now see the following screen when clicking on Access Applications.



If you do not see the blue [Educator](#) link, call TEAL Support at 512-936-8400 (Option 2) for assistance.

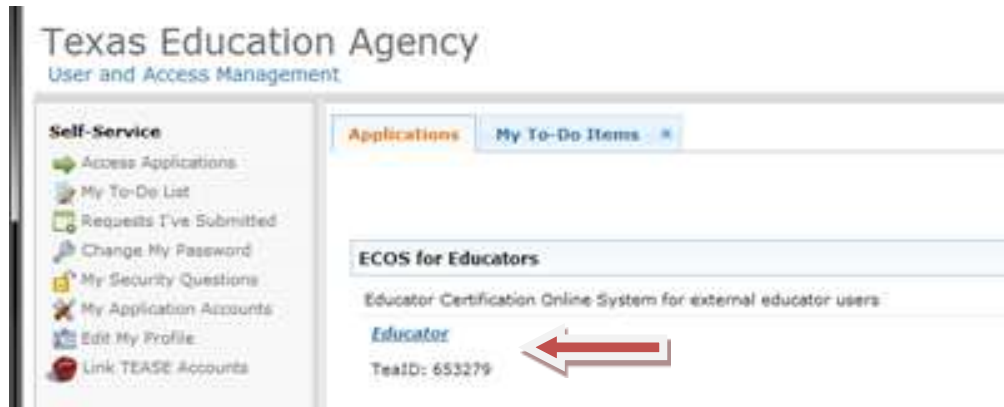
If you see the blue [Educator](#) link, write down your TEA ID number in a secure place. You will need this number throughout your program.

Proceed to the next section of this guide, [Accessing Your TEA Educator Profile](#), on page 12.

Accessing Your TEA Educator Profile

STEP 1:

Click on the **Educator** link above your TEA ID number on the Texas Education Agency User and Access Management screen (White Screen).



STEP 2:

You will be directed to the State Board for Educator Certification screen. The TExES Advising Office calls this the “Blue Screen.” When you access the Blue Screen, you will see a screen requesting you to update your personal information.

You will need to fill in any field that has a **RED** asterisk (*) next to it. If you fail to fill out the profile, you will not be able to create a testing account for your exams. Fields that are greyed out can only be changed by a TEAL administrator.

Make sure that every field has been filled in, then click **Continue** at the bottom of the page.

STEP 3:

After you have successfully filled in all the biographical fields, your screen should look like the following:



You will only use the Blue Screen to apply for certifications, view issued certificates, and view which TExES exams you have been approved for by navigating the menu on the left hand side of the page. **You will not use the Blue Screen to register for your exams.**

You are now ready to obtain your TEA ID number and create your ETS Testing Account to register for certification exams.

Proceed to the Obtaining Your TEA ID Number section on page 14 of this guide.

Obtaining Your TEA ID Number

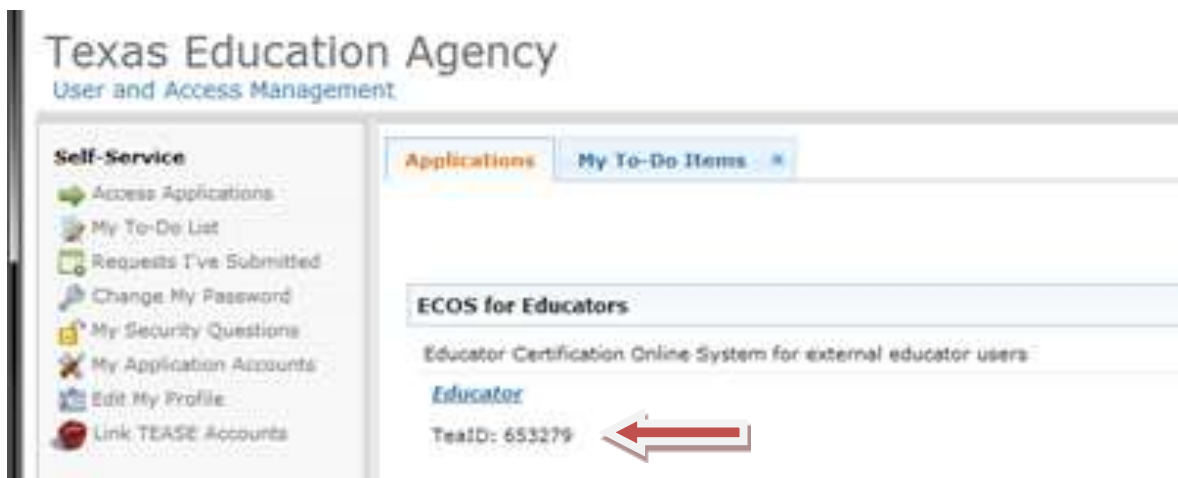
STEP 1:

You can access your TEA ID Number on either the **User and Access Management** (White Screen) portal, or the **State Board for Educator Certification** (Blue Screen) page.

Your TEA ID Number is assigned to you upon acceptance into the Teacher Education Program. Like your Social Security Number, you should take time to memorize this number, as it will follow you throughout the rest of your career as an educator.

To view your TEA ID Number through the White Screen, click on the on the **Access Applications** tab.

Your TEA ID Number will be listed under the blue **Educator** link



To view your TEA ID Number through the Blue Screen, click on the on the blue **Educator** link from the User and Access Management (White Screen) portal.

Your TEA ID Number will be in the center of the screen at the top of the page, next to your name.



You are now ready to create your ETS testing account for your certification exams.

Proceed to the [Creating Your ETS Account](#) section on page 15 of this guide.

Creating Your ETS Account

STEP 1:

Before you begin, please make sure you have completed all steps of Accessing your TEA Educator Profile on pages 12-13. If you have not completed your profile, you will not be able to create your testing account.

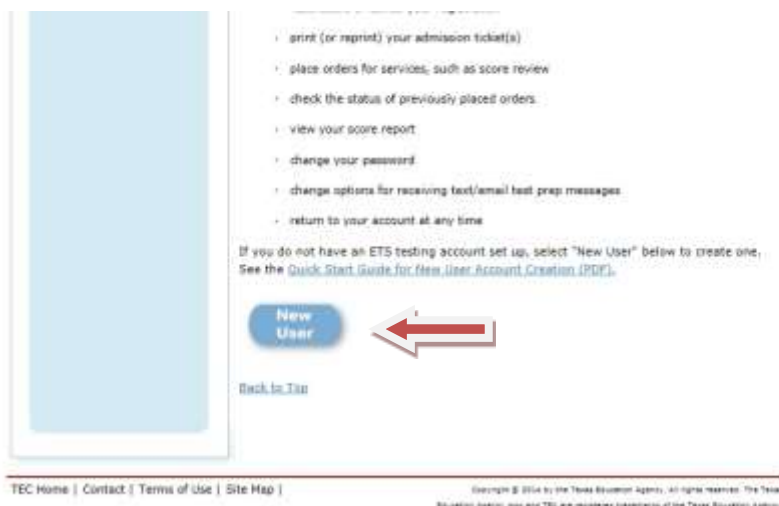
Once you have completed your TEA Educator Profile and obtained your TEA ID Number, go to the ETS Testing company's website at <http://www.texas.ets.org>. You will use this website to register for all TExES certification exams.

Click on **Your Account** located along the top of the page above "Welcome".



STEP 2:

Scroll to the bottom of the page and click on **New User**.



STEP 3:

You will then be directed to the New User account setup page (all information must match what was entered in your TEA account).

- Enter your TEA ID#
- First Name
- Middle Initial (optional)
- Last Name
- Date of Birth
- Email Address

New User
progress map
TEA ID
personal information
create an account

TEXAS EDUCATOR CERTIFICATION
TE-ES-ExCET TOPT TE-MAT TASC & TASC-ASL

TEA ID

Please enter the following information so that the personal information in your SBEC Educator Profile* can be assessed. If you do not have a TEA ID, click on "no TEA ID" below.

TEA ID [no TEA ID >>](#)

First Name

Middle Name

Last Name

Previous Last Name

Date Of Birth: January M , 19

E-Mail

*You must enter the information exactly as it appears in your Educator Profile on the SBEC website. If you need to update your mailing address, phone number or e-mail address you must do so through your Educator Profile on the SBEC website.

[BACK](#) [NEXT >>](#)

Click **Next** when all information is entered. You will be directed to the Personal Information screen.

Verify that all of your Personal Information (name, address, etc.) is correct and answer the language questions at the bottom of the page. You may also opt to receive updates by email or text message. After you make your selections, click **Next**.

State/Province Texas

Postal/Zip 76209

Country United States of America

Daytime Phone# (940) 891-2507

Evening Phone#

Gender Female

Ethnicity White (not of Hispanic origin)

The following questions are optional and only used for the purpose of evaluating test questions. They are not maintained as part of your educator certification records.

1. What is your best language of communication?

English

Another Language

2. Which language(s) did you first learn as a child?

English Only

English And Another Language

Another Language Only

STEP 4:

You will need to create a personal Username, Password and Password Reminder. The Password Reminder may be a single word or phrase that will help you remember your password. You may use the same username and password as your TEAL login if it helps keep things simple, or you may create one that is easier to remember.

Once you have your desired username and password, Click **Create**.

New User
progress map

TEXAS EDUCATOR CERTIFICATION

Create An Account

All electronic correspondence will be sent to the e-mail address you indicate. ETS cannot accept responsibility for e-mail addresses that are incorrect. If you do not have an e-mail account, you may sign up with one of the following free services:
yahoo.com, hotmail.com, gmail.com

Username

Password

Retype Password

password must be 8-20 letters, numbers, or symbols, with at least one number or symbol

Password Reminder

[Go Back](#)

Once you have successfully created your ETS username and password, you will be directed back to a Welcome screen, with your information in the middle of the page and a menu bar to the left.

My Home Page

register for a test

modify your registration

cancel a test

scores

additional services

account activity

admission ticket

request an alternative testing arrangement

edit your profile

change password

logout

STATE BOARD FOR EDUCATOR CERTIFICATION / TEXAS EDUCATION AGENCY
TEXAS EDUCATOR CERTIFICATION

TEAS/EA/CET TOPT TE/MAT TASC & TASC-ASL

welcome

TEA ID #

Date Of Birth

You currently have no active registrations

[Register for a test »](#)

Updating Your SBEC Educator Profile

If you need to update your mailing address, phone number or e-mail address you must do so through your Educator Profile on the [SBEC website](#).

You are now ready to begin registering for your TExES exams, as demonstrated in the [Registering for Certification Exams](#) section of this guide on page 18.

Registering for Certification Exams

STEP 1:


You will need to access the ETS Testing website (<http://texas.ets.org>) each time you need to register for a TExES exam. If you are not already logged into your ETS account, go ahead and log in now by clicking on **Your Account** at the top of the page, and then clicking on **Go to Login**.

Enter the username and password you created for your testing account.



STEP 2:

To register for your certification exams click **Register for a Test** (located in the middle of the screen as well as on the left-hand side).



STEP 3:

Each time you register for an exam, you will see the Online Registration, Cell Phone Policy, and Alternative Testing Arrangements informational page. Read and review this page, then click **Register** at the bottom of the screen.

internet registration
before you begin

Welcome to Online Registration

Online registration is available for both Paper-Based Tests (PBT) and Computer-Administered Tests (CAT). Before registering you must review the current, appropriate Registration Bulletin that contains important instructions, rules, policies, and other terms and conditions that apply to your registration and test administration.

Online registration Requirements

- An electronic form of payment: a wide variety of electronic payment methods are available. For details, see the current *Registration Bulletin* for the most current information.

Service immediately at 1-800-205-2020 if the system times out and you have any questions regarding the status of your registration.

Alternate Testing Arrangements

Nonstandard testing accommodations are available for test takers with disabilities who meet ETS eligibility criteria. If you are requesting any nonstandard accommodations, you must register by mail. For more information about registering for Nonstandard testing accommodations, refer to the current *Registration Bulletin* and the current *Supplement for Test Takers with Disabilities*.

Monday testing will be arranged for those whose religious convictions prevent them from testing on Saturday or those who are members of the U.S. armed forces and have duties which prevent them from testing on Saturday. If you are requesting Monday testing, you must register by mail. Refer to the current *Registration Bulletin* for more information.

REGISTER

STEP 4:

Read the Compliance with Rules information and check all boxes to indicate your acceptance to comply with the testing rules. You cannot proceed to the registration screen until all boxes have been checked. Click **Next** after all boxes are checked.

registration
progress map

- compliance
- schedule a test
- review selections
- proceed to checkout
- order confirmation

TEA Texas Education Agency
Texas Educator Certification

TExES TExMaT TASC/TASC-ASL

Compliance with Rules

By submitting your registration for a Texas Educator Certification Program test, you are agreeing to abide by all procedures and policies contained in the current *Registration Bulletin*, on the ETS TExES website and/or communicated to you at the test administration for which you are registering.

The *Registration Bulletin*, the ETS TExES website and all other applicable rules of the State Board for Educator Certification (Texas Administrative Code, Title 19, Part 7) govern your participation in the Texas Educator Certification Program.

- I am the person who will be taking the Texas Educator Certification Program test.
- I acknowledge that I have had adequate opportunity to review the instructions, rules, policies and all other terms and conditions that apply to my test registration and administration that are contained in the current *Registration Bulletin* and on the ETS TExES website.
- I understand and agree that ETS and TEA may collect my photograph, fingerprints and other types of personal information regarding my identification document(s).
- I acknowledge that I am limited to five attempts to take a certification test. The five attempts include the first attempt to pass the examination and four retakes. The five attempts include any of the test approval methods (PACT, EPP, out of state, charter, and CBE). All attempts taken before September 1, 2015 count as one attempt. If I choose to register again for the same test after completion of my fifth testing attempt, my scores will not be counted towards certification and I will assume responsibility for test fees paid.

« back ** your account ** next »

STEP 5:

You will now be asked to locate your desired testing center. A pop up window may appear asking if you would like the website to identify your current location. You can either accept or deny based on your preference.

Choose if you would like to keep a narrow search within 100 miles of your desired center (or current location, if you chose to allow the website to identify your location) or by any distance by selecting the appropriate radio button.

registration

progress map

- compliance
- schedule a test
- review selection
- proceed to checkout
- order confirmation

Legend:

- ASL = American Sign Language
- CAT = Computer Administered Test
- PBT = Paper Based Test
- TASC = Texas Assessment of Sign Communication

TEA Texas Education Agency
Texas Educator Certification

TEExES TExMaT TASC/TASC-ASL

< Find a test

Search within 100 miles Search any distance

Step 1: Test location * x

Step 2: Tests*
Tests any distance from location

Step 3: Test date

SEARCH

[Not finding a test?](#)

STEP 6:

Under **Step 1: Test Location**, if you have not allowed the website to identify your current location, select the city/state you want to be closest to by clicking on the drop down arrow, then clicking on the appropriate city/state.

For instance, if you want to take the exam at the Denton, Texas center, select DENTON TX USA from the drop down list.

NOTE: You may test anywhere you would like, so if you live in Tulsa, Oklahoma and you want to take the exam at a center close to where you live, select the city closest to you.

The screenshot displays the TEA (Texas Education Agency) website interface for finding a test location. The main header includes the TEA logo and navigation links for TExES, TExMaT, and TASC/TASC-ASL. The page title is "Find a test". Below the title, there are radio buttons for "Search within 100 miles" (selected) and "Search any distance". The main content area is titled "Step 1: Test location *" and contains a search input field labeled "Postal code or city + state" with a dropdown arrow. A red arrow points to this dropdown arrow. Below the search field, a list of test locations is displayed, including "default default", "default default, default", "POTTSBORO TX USA", "TULSA OK USA", "KINGSVILLE TX USA", "SAN MARCOS TX USA", "TYLER TX USA", and "DENTON TX USA". The left sidebar shows a "registration" progress map with steps: compliance, schedule a test, review selections, proceed to checkout, and order confirmation. A legend below the progress map defines abbreviations: ASL = American Sign Language, CAT = Computer Administered Test, PBT = Paper Based Test, and TASC = Texas Assessment of Sign Communication.

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STEP 7:

After you have selected the test location, move on to **Step 2: Tests** by clicking the drop down arrow next to that selection and clicking on the name of the exam you would like to take.

NOTE: You may only take certification exams that are related to your program, so you will only see the exams that the State of Texas requires for certification within your chosen field. You will not be able to take additional certification exams until after you hold your initial teaching certificate. This means that if English as a Second Language is not part of your certification program at UNT, you will not be able to take the ESL Supplemental exam until AFTER you complete your program and are certified. There are no exceptions to this rule.

The screenshot shows the TEA Texas Educator Certification registration interface. On the left is a 'registration progress map' with steps: compliance, schedule a test, review selections, proceed to checkout, and order confirmation. The main area is titled 'Find a test' and shows 'Step 1: Test location *' set to 'Denton, TX, USA'. Below this is 'Step 2: Tests*' with a 'Choose tests' dropdown menu. A red arrow points to the dropdown arrow of this menu. The dropdown list includes: AG, FOOD AND NATURAL RESOURCES 6-12 (CAT 272), AMERICAN SIGN LANGUAGE (ASL) (CAT 184), ART EC-12 (CAT 178), BILINGUAL EDUCATION SUPPLEMENTAL (CAT 164), BTLPT - SPANISH (CAT 190), and BUSINESS AND FINANCE 6-12 (CAT 276).

registration
progress map

- compliance
- schedule a test
- review selections
- proceed to checkout
- order confirmation

Legend:
ASL = American Sign Language
CAT = Computer Administered Test
PBT = Paper Based Test
TASC = Texas Assessment of Sign Communication

TEA Texas Education Agency
Texas Educator Certification

TEExES TExMaT TASC/TASC-ASL

< Find a test

Search within 100 miles Search any distance

Step 1: Test location *
Denton, TX, USA

Step 2: Tests*
Choose tests

- AG, FOOD AND NATURAL RESOURCES 6-12 (CAT 272)
- AMERICAN SIGN LANGUAGE (ASL) (CAT 184)
- ART EC-12 (CAT 178)
- BILINGUAL EDUCATION SUPPLEMENTAL (CAT 164)
- BTLPT - SPANISH (CAT 190)
- BUSINESS AND FINANCE 6-12 (CAT 276)

STEP 8:

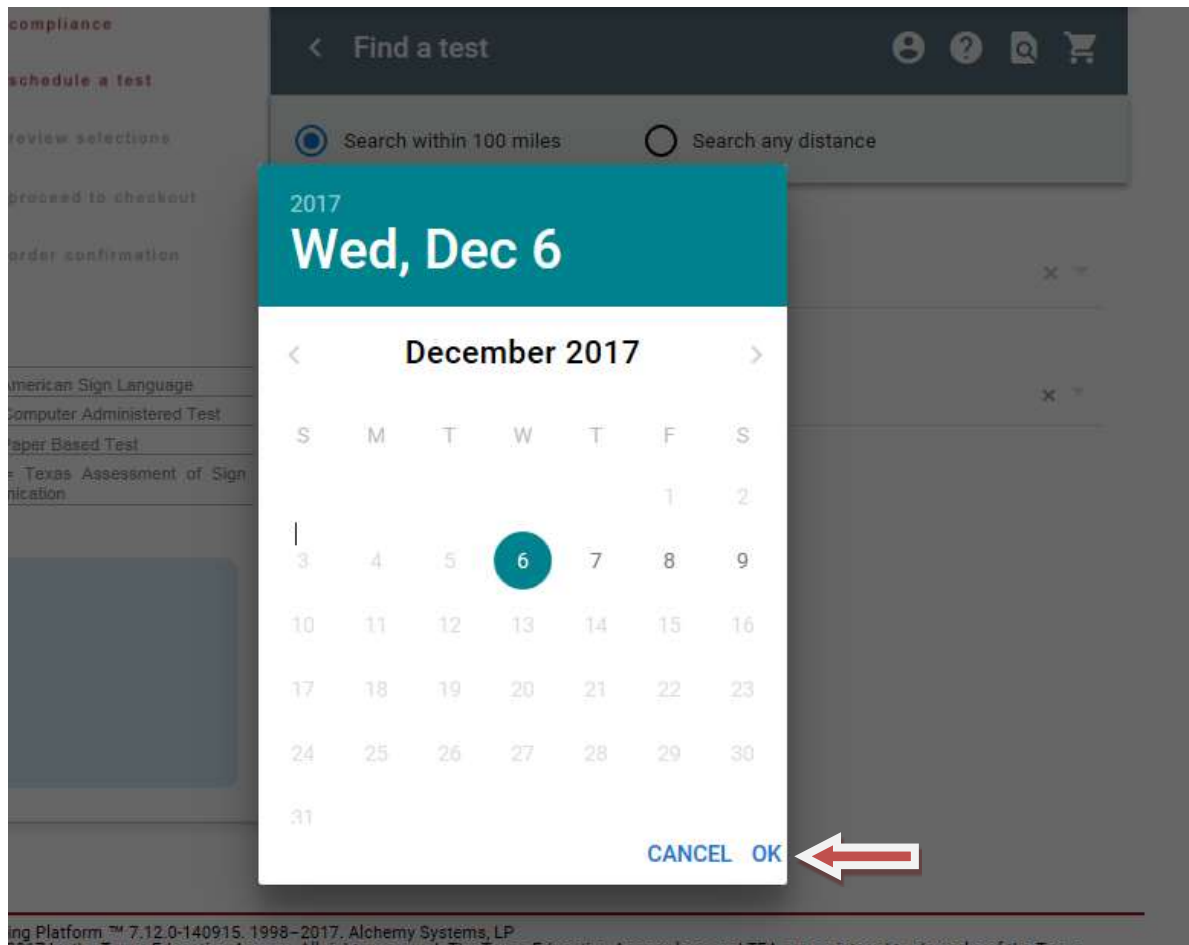
After you have selected the exam you would like to take, click the arrow for the drop down box next to **Step 3: Test Date**.

The screenshot shows the TEA Texas Educator Certification registration interface. On the left is a 'registration' sidebar with a 'progress map' showing steps: compliance, schedule a test, review selections, proceed to checkout, and order confirmation. Below the map is a 'Legend' with definitions for ASL, CAT, PBT, and TASC. The main content area is titled 'Find a test' and includes search options for distance (100 miles or any distance) and dropdown menus for 'Step 1: Test location *' (Denton, TX, USA) and 'Step 2: Tests*' (ART EC-12 (CAT 178)). A red arrow points to the 'Step 3: Test date' dropdown menu. A green 'SEARCH' button is below the dropdowns, and a link 'Not finding a test?' is at the bottom.

STEP 9:

A pop-up calendar will appear for you to select a test date. Dates that are greyed out cannot be selected, as there are no testing sites available for your selected criteria.

Scroll through the available dates and **select the date you wish to test**. Click **OK** when finished if selection does not automatically populate in Step 3 box.



STEP 10:

Click **Search** once all selection criteria for Steps 1 – 3 have been made.

The screenshot shows the TEA Texas Educator Certification registration interface. On the left is a 'registration progress map' with steps: compliance, schedule a test, review selections, proceed to checkout, and order confirmation. The 'schedule a test' step is highlighted. Below the map is a legend for ASL, CAT, PBT, and TASC. The main content area is titled 'Find a test' and includes search options for distance (100 miles or any distance), test location (Denton, TX, USA), test selection (ART EC-12 (CAT 178)), and test date (Dec. 6, 2017). A green 'SEARCH' button is present, with a red arrow pointing to it from the right. Below the button is a link for 'Not finding a test?'.

registration

progress map

- compliance
- schedule a test
- review selections
- proceed to checkout
- order confirmation

Legend:

- ASL = American Sign Language
- CAT = Computer Administered Test
- PBT = Paper Based Test
- TASC = Texas Assessment of Sign Communication

TEA Texas Education Agency
Texas Educator Certification

TE_xES TE_xMaT TASC/TASC-ASL

< Find a test

Search within 100 miles Search any distance

Step 1: Test location *
Denton, TX, USA

Step 2: Tests*
ART EC-12 (CAT 178)

Tests within 100 miles of location

Step 3: Test date
Dec. 6, 2017

SEARCH

[Not finding a test?](#)

STEP 11:

Your search criteria will generate several testing options based on what you chose.

You may see several testing site locations, but not the location you originally chose. This is because the search is looking within 100 miles and your ideal location may not have any seating available for that particular day. **Sites closest to your desired location will display first, and will show an option (if available) of a morning or afternoon session.** You may view other dates for additional testing options (i.e. location or time of day) by selecting a date on the calendar bar if you do not see an agreeable time or location.

Legend:
ASL = American Sign Language
CAT = Computer Administered Test
PBT = Paper Based Test
TASC = Texas Assessment of Sign Communication

Choose a session

Your search

Step 1: Test location *
Denton, TX, USA

Step 2: Tests*
ART EC-12 (CAT 178)

Tests within 100 miles of location

Monday DEC 4
Tuesday DEC 5
Wednesday DEC 6
Thursday DEC 7
Friday DEC 8
Saturday DEC 9
Sunday DEC 10

Results for Dec 6. Select a session to add to your cart.

Dallas-Bedford (APCN-5302) [MAP](#)
2300 Airport Freeway, Clock-tower Walkway Suite 235, BEDFORD TX 76022, USA 26.2 miles

ART EC-12 (CAT 178)
Price \$131.00 + Fees

MORNING
Not available

+ AFTERNOON

Dallas-Bedford (APCN-5303) [MAP](#)
2300 Airport Freeway, Clock-tower Walkway Suite 235, BEDFORD TX 76022, USA 26.2 miles

ART EC-12 (CAT 178)
Price \$131.00 + Fees

+ MORNING

+ AFTERNOON

Business Communication Solutions - Plano (STN13549A) [MAP](#)
520 Central Parkway East, Building 100, Ste 117, PLANO TX 75074, USA 27.9 miles

ART EC-12 (CAT 178)
Price \$131.00 + Fees

+ MORNING

AFTERNOON
Not available

STEP 12:

If you see a location and time of day you like, **click on the green time slot** to make that selection.



Legend:

- ASL = American Sign Language
- CAT = Computer Administered Test
- PBT = Paper Based Test
- TASC = Texas Assessment of Sign Communication

Choose a session

Your search

Step 1: Test location *
Denton, TX, USA

Step 2: Tests*
ART EC-12 (CAT 178)

Tests within 100 miles of location

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
DEC 4	DEC 5	DEC 6	DEC 7	DEC 8	DEC 9	DEC 10

Results for Dec 6. Select a session to add to your cart.

Dallas-Bedford (APCN-5302) [MAP](#)
2300 Airport Freeway, Clock-tower Walkway Suite 235, BEDFORD TX 76022, USA 26.2 miles

ART EC-12 (CAT 178)
Price \$131.00 + Fees

MORNING Not available

+ AFTERNOON

Dallas-Bedford (APCN-5303) [MAP](#)
2300 Airport Freeway, Clock-tower Walkway Suite 235, BEDFORD TX 76022, USA 26.2 miles

ART EC-12 (CAT 178)
Price \$131.00 + Fees

+ MORNING

+ AFTERNOON

Business Communication Solutions - Plano (STN13549A) [MAP](#)
520 Central Parkway East, Building 100, Ste 117, PLANO TX 75074, USA 27.9 miles

ART EC-12 (CAT 178)
Price \$131.00 + Fees

+ MORNING

AFTERNOON Not available

STEP 13:

If you do not wish to register for any other exams (meaning you are only scheduling the one exam at this time), click either the **Complete Checkout** link or the **Cart icon**.

If you do wish to register for an additional exam, you will click on the drop down arrow next to Step 2: Tests and select the next exam, then continue the process as before until you are ready to check out.

The screenshot displays the TEA registration interface. On the left is a 'registration progress map' with steps: compliance, schedule a test, review selections, proceed to checkout, and order confirmation. The main area is titled 'Choose a session' and includes a navigation bar with icons for user, help, search, cart, and a notification icon. A notification bar states 'Tests are in your cart. Complete Checkout »'. Below this is a 'Your search' section with 'Step 1: Test location*' set to 'Denton, TX, USA' and 'Step 2: Tests*' set to 'Tests within 100 miles of location'. A calendar for October 2017 is shown, with dates 16 through 22. A legend defines abbreviations: ASL (American Sign Language), CAT (Computer Administered Test), PBT (Paper Based Test), and TASC (Texas Assessment of Sign Communication). Red arrows point to the cart icon and the 'Complete Checkout' link.

registration
progress map

- compliance
- schedule a test
- review selections
- proceed to checkout
- order confirmation

Legend:
ASL = American Sign Language
CAT = Computer Administered Test
PBT = Paper Based Test
TASC = Texas Assessment of Sign Communication

TEA Texas Education Agency
Texas Educator Certification
TExES TExMaT TASC/TASC-ASL

< Choose a session

Tests are in your cart. [Complete Checkout »](#)

Your search

Step 1: Test location*
Denton, TX, USA

Step 2: Tests*
Tests within 100 miles of location

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
OCT 16	OCT 17	OCT 18	OCT 19	OCT 20	OCT 21	OCT 22

Use the calendar above to choose a date.

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STEP 14:

Once you click Complete Checkout, you will be able to review the selections you made. The screen will show you the name of exam you have selected, the location of the testing center, the date, the specific time of the exam, and the cost for the exam. If any of the options are problematic, click edit to change them. If the selections are good, scroll down and check the box to be notified by email when your scores are available.

NOTE: All centers have different exam start times, so please be certain that the time shown is agreeable. TExES exams are 5 hours in length, so if you choose a session that starts at 3pm, you should plan to be there until 8pm. It is imperative that you arrive 30 minutes before your scheduled start time. If your start time is 12pm, be there by 11:30am.



review selections

 ART EC-12 (CAT) Test Code 178	edit remove	
 2300 Airport Freeway	12/06/17	
Clock-tower Walkway Suite 235	afternoon session - 3:00 pm	
BEDFORD, TX 76022	\$131.00	
total \$131.00		

You will need an admission ticket for each test that you register for. Your admission ticket will be available to view and print upon completion of this registration and until the test date.

NOTE: You will be limited to five attempts to take a certification test. The five attempts include the first attempt to pass the examination and four retakes. The five attempts include any of the test approval methods (PACT, EPP, out of state, charter, and CBE). All attempts taken before September 1, 2015 count as one attempt. If you choose to register again for the same test after completion of the fifth testing attempt, your scores will not be counted towards certification and you will assume responsibility for test fees paid.

 Please Notify Me Via E-Mail When My Scores Are Available.

STEP 15:

Scroll further down the page and check the boxes for test prep message if you would like to receive them. If you don't, leave them unchecked.

Read the **test cancellation** policy and **check the box** to acknowledge you understand, then **click Next**.

test preparation messages

Preparation is crucial when it comes to successful test taking. ETS offers information and tips via free weekly messages to help you prepare for your TExES™ test and keep you on track to becoming a better-prepared test taker. Messages can be sent via email or text to your cell phone.

Complete the fields below to opt in to this service.

- By selecting "receive notifications via email," you are giving ETS permission to send messages related to the TExES test you registered for to the email address you provided when you registered.
- By selecting "receive notifications via text," you are giving ETS permission to send text messages related to the TExES test you registered for to the cell phone number you provide.

You can opt out of this service at any time through your ETS testing account.



Receive Notifications Via Email



Receive Notifications Via Text Message

Cell Phone Number

Carrier

Test Cancellation Policy

You may cancel a test for which you have registered through your account on this website. You may also cancel by completing and submitting the Test Cancellation form. The Test Cancellation form is available in the download library for the test you are taking.

If you are registered for Monday testing, military testing, or nonstandard accommodations, you cannot cancel from your testing account. You may only cancel using the Test Cancellation form.

Refund fees will be assessed based upon when the cancellation is processed online or received in the mail. See the current *Registration Bulletin* for the test you are taking for cancellation deadlines and refund information. *Registration Bulletins* can be downloaded free of charge from this website.



I acknowledge that I have had adequate opportunity to review, to my satisfaction, the test cancellation policy above and the cancellation deadlines and refund information in the appropriate *Registration Bulletin*.

•• add another exam ••

•• your account ••

next >>



STEP 16:

You will see a final screen confirming your choices. You will also see the registration fee for the exam, and the total purchase price after convenience fees to Texas.gov.

Click **Next** to proceed to the payment screen.

NOTE: You must pay for your exam to complete registration and reserve your testing spot.

registration
progress map

- compliance
- schedule a test
- review selections
- proceed to checkout**
- order confirmation

TEA Texas Education Agency
Texas Educator Certification
TEExES TExMaT TASC/TASC-ASL

Proceed to Checkout

You must complete your registration within 15 minutes. After 15 minutes, the system may time out which will end your registration session. Please call Customer Service immediately at 1-800-205-2626 if the system times out and you have any questions about the successful status of your registration.

NOTE: You will be limited to five attempts to take a certification test. The five attempts include the first attempt to pass the examination and four retakes. The five attempts include any of the test approval methods (PACT, EPP, out of state, charter, and CBE). All attempts taken before September 1, 2015 count as one attempt. If you choose to register again for the same test after completion of the fifth testing attempt, your scores will not be counted towards certification and you will assume responsibility for test fees paid.


Cart Details

ART EC-12 (CAT) Test Code 178	
2300 Airport Freeway	12/06/17
Clock-tower Walkway Suite 235	afternoon session - 3:00 pm
BEDFORD, TX 76022	\$131.00

Test Registration Fee: \$131.00
(Test fee refunds will be based on this amount and are subject to a cancellation fee)

Texas.gov Price: \$134.20 *

* This service is provided by Texas.gov, the official website of Texas. The price of this service, which is not refundable, includes funds that support the ongoing operations and enhancements of Texas.gov, which is provided by a third party in partnership with the State.

« back ** your account ** next » 

STEP 17:

Once in your Shopping Cart, you will see the exam(s) you have registered for with all exam details (date, time, and test center location). You will also see the exam cost, the fees, and the total price. You can edit or remove any test you have registered for, or you can click on **Checkout** to continue to the payment screen.

NOTE: These screens may be different than shown due to changes in the Texas.gov payment system. Follow the onscreen instructions to complete payment. You must pay for your exam to complete registration.



Properties Registrations Eligibility Disability Modify Test SVS Ref. Req. Pymt. Adjust **Cart** Notes History

My Shopping Cart

This template is "prompt_script_shopping_cart.tpl"

Cart Details

1 rows in search result:

Item	Cost	Fees	Total	Actions
SOCIAL STUDIES 4-8 (1118) 8/06/2016 @ 10:00 AM No 133, Blue Park, Jersey street	\$ 131.00	\$ 0.00	\$ 131.00	<input type="button" value="Edit Price"/> <input type="button" value="Remove"/>

Test Registration Fee: \$131.00
(Test fee refunds will be based on this amount and are subject to a cancellation fee)

Texas.gov Price: \$134.20 *

* This service is provided by Texas.gov, the official website of Texas. The price of this service, which is not refundable, includes funds that support the ongoing operations and enhancements of Texas.gov, which is provided by a third party in partnership with the State.

STEP 18:

Click on the **Pay Now** button. You will be taken to the Texas.gov website to complete the transaction.

Properties Registrations Eligibility Disability Modify Test SVS Ref. Req. Pymt. Adjust **Cart** Notes History

Online Payment Methods

This template is "prompt_script_payment_method.tpl"

You can pay for your class/service using any of the following methods. Selecting your payment method will take you to the page to enter any necessary information.

Cart Details

1 rows in search result.

Item	Cost	Fees	Total
SOCIAL STUDIES 4-8 (1118) 8/00/2016 @ 10:00 AM No 133, Blue Park, Jersey street.	\$ 131.00	\$ 0.00	\$ 131.00

STEP 19:

Enter all information that is denoted by an asterisk (*), as well as your email address. Use an email address that you will actually check. Click **Next**.

NOTE: This information may automatically populate based on information stored in your educator account. If the information is incorrect, change it.

The screenshot shows a web form titled "Credit Card" with a "Customer Information" section. The form includes fields for Country (dropdown), First Name *, Last Name *, Address *, Address 2, City *, State *, ZIP/Postal Code *, Phone, and Email *. A green "Next >" button is at the bottom right of the form. To the right of the form, there is a "Transaction Summary" box showing a "Test Registration Fee" of \$131.00 and a "Texas.gov Price" of \$134.20. Below this is a "Need Help?" section with the text "Please complete the Customer Information Section". Red arrows point from the "Need Help?" section to the form fields: one to the ZIP/Postal Code field, one to the First Name field, one to the Last Name field, one to the Address field, one to the City field, one to the State field, one to the Email field, and one to the "Next >" button. The "Next >" button is highlighted in green.

Credit Card

Customer Information

Country Complete all required fields [*]
United States

First Name * Last Name *
[] []

Address *
[]

Address 2
[]

City * State *
[] []

ZIP/Postal Code *
[]

Phone Email *
[] []

Next >

Transaction Summary

Test Registration Fee is \$131.00. (Test fee refunds will be based on this amount and are subject to a cancellation fee). \$134.20
Texas.gov Price: \$134.20

Need Help?
Please complete the Customer Information Section

STEP 20:

Enter or verify the information in the Address and Email Address boxes, then enter your payment information and click **Next**.

The screenshot displays a registration form for NIC (National Incident Clearinghouse). The form is divided into two main sections: "Customer Information" and "Payment Info".

Customer Information:

- Address:** A text input field with a red arrow pointing to it.
- Country:** A dropdown menu currently set to "United States".
- Phone:** A text input field.
- Email Address:** A text input field with a red arrow pointing to it.
- Edit:** A button located in the top right corner of the section.

Payment Info:

- Credit Card Number *:** A text input field with a red arrow pointing to it and a green checkmark to its right.
- Credit Card Type *:** A dropdown menu with icons for Discover, Visa, Discover, and American Express. A note above it says "Complete all required fields [*]".
- Expiration Month *:** A dropdown menu with a red arrow pointing to it and a green checkmark to its right.
- Expiration Year *:** A dropdown menu with a red arrow pointing to it and a green checkmark to its right.
- Security Code *:** A text input field with a red arrow pointing to it, a question mark icon, and a green checkmark to its right.
- Name on Credit Card *:** A text input field with a red arrow pointing to it and a close button (x) to its right.

Navigation:

- Next >:** A green button with a red arrow pointing to it, located at the bottom right of the form.
- Cancel:** A button located at the bottom left of the form.

STEP 21:

Verify all information you have entered. Enter the CAPTCHA/Verification code. Click **Submit Payment**.

NIC the people behind eGovernment

1 Payment Type 2 Customer Info 3 Payment Info 4 Submit Payment

Payment

Payment Type ✓

Credit Card

Customer Information ✓ [Edit](#)


Address ← Phone

Country: United States Email Address ←

Payment Info ✓ [Edit](#)

Credit Card ← Name on Credit Card ←

Verification

 ↺ ↻

Enter the characters from the above image:

←

[Cancel](#) → [Submit Payment](#)

STEP 22:

Your Admission Ticket is confirmation that your payment was successful and that your test has been scheduled. At the top of your ticket, you will see the test information, reporting time, exam time, test date, and center location.

At the bottom of your ticket, you will see the test cancellation policy and your payment information and exam/fees total.

TEST CANCELLATION POLICY

You may cancel a test for which you have registered through your testing account on this website.

If you are registered for Monday PBT testing (for military or religious reasons) or military testing, or you are requesting testing accommodations, you cannot cancel online. You may only cancel by phone.

Test fee refunds are based upon when the cancellation is processed online or by phone. See "Canceling a Test Registration" in the Registration Bulletin for cancellation policies, deadlines and refund information.

**CORRECTION INSTRUCTIONS
DO NOT RETURN YOUR TICKET**

- If your identification information printed on the front of this admission ticket is not accurate, you need to update your Educator Profile in the TEA system at www.tea.texas.gov. By keeping your TEA Educator Profile current, you will automatically keep the information in your testing account in the ETS TEiES registration system up-to-date.
- If the registration information printed on the front of this admission ticket is not accurate or if you have questions about your test center assignment, call ETS immediately at 1-800-205-2525.

payment information

Item	Quantity	Unit Price
SCIENCE 4-8 (1116)	1	\$131.00
Test Registration Fee:		\$131.00
<small>(Test fee refunds will be based on this amount and are subject to a cancellation fee)</small>		
Texas.gov Price:		\$134.20*

* This service is provided by Texas.gov, the official website of Texas. The price of this service, which is not refundable, includes funds that support the ongoing operations and enhancements of Texas.gov.

STEP 23:

Print your Admission Ticket by clicking **Print** in the upper right-hand corner of the Admission Ticket. **You must have your admission ticket with you to check in for your exam at the testing center.**

If you registered for multiple exams print the Admission Ticket for each one. If you do not have access to a printer at the time of registration, you will be able to log into your ETS account at a later time and print your admission ticket.

NOTE: We recommend that you print your Admission Ticket now and re-print it the day before your scheduled exam. Should ETS (testing company) or the testing center you selected need share information with you it will be listed on the Admission Ticket.

You will be able to modify, cancel and reschedule your exam before the day of your test. View the ETS Registration Bulletin for canceling and rescheduling policies, as you will incur fees for any changes you make to your registration. All fees for changing/cancelling exam, score reviews, and late fees will be process through the ETS website.

Please direct questions regarding the test registration process to the ETS Customer Service center at 1-800-205-2626.

Changing Your Name with TEA

The new process to submit a change or correction of name, gender or date of birth requires individuals to email the following required documents along with a daytime telephone number:

1. Current state driver's license or state ID
2. Last four digits of social security number
3. Previous name
4. Out-of-Country educators who do not hold a state-issued driver's license may submit a copy of a current passport
5. A current email address and valid daytime telephone number.

Individuals should scan documents and email them to: namechange@tea.state.tx.us

OR

Mail the documents to

TEA-CRT, 5th Floor
1701 North Congress Avenue,
Austin, TX 78701.

Please allow 7 to 10 business days for processing.

It is advisable that test takers request and receive verification that name changes have been processed prior to test registration. If names on ID documents, admission tickets and the test center roster do not match, test takers may not be able to test.