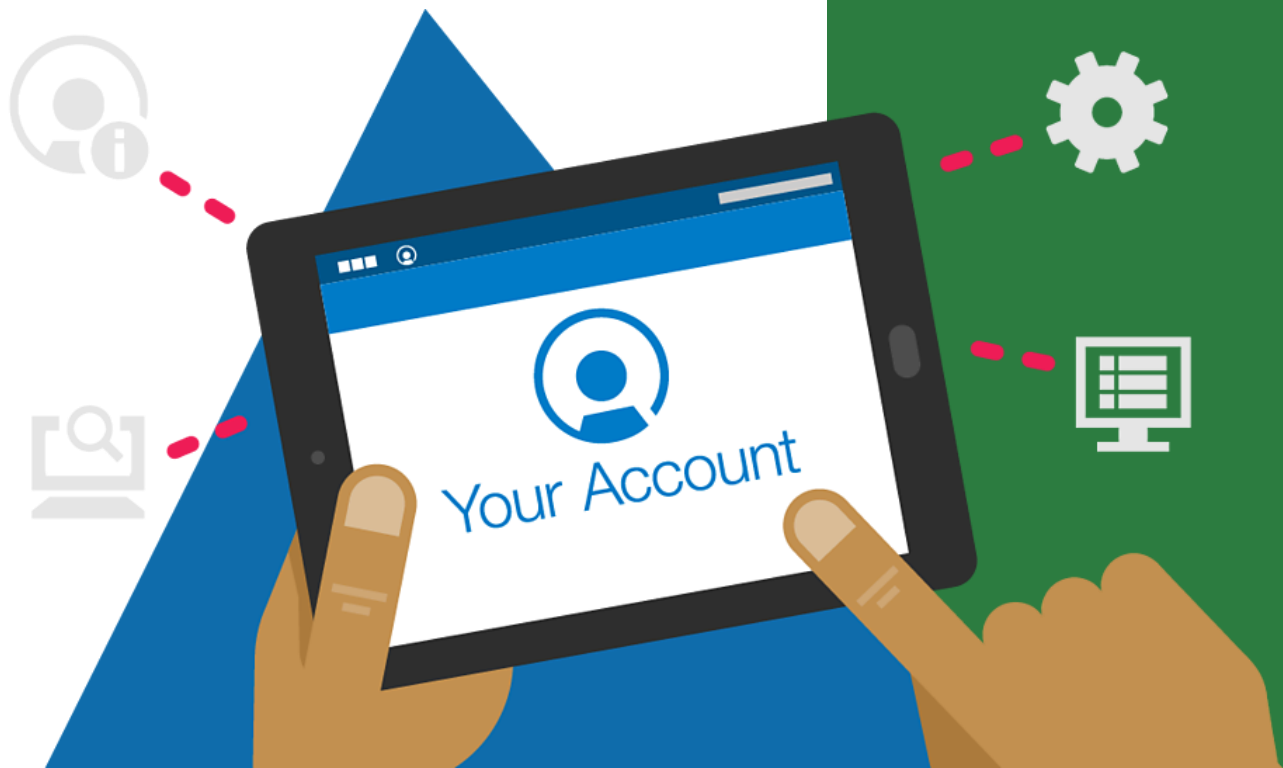


2018-2019

# TEAL Educator Account Access



**TExES Advising Office**  
**University of North Texas**  
**2018-2019**

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### **WHAT IS TEAL?**

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Every student that is admitted to an Education Preparation Program must create an Educator Profile through the Texas Education Agency’s Educator Certification Online System (ECOS). TEAL is your personal gateway into that system where you can login and access your profile. You will use your TEAL Educator Profile to apply for teaching certificates, renew your certificates, print copies of your certificates, and view the certification exams you have taken. Whenever the Texas Education Agency needs to contact you, they will use the contact information contained in your profile, so it is important that you keep your phone number, home address, and email address current.

## **STEP 1 - CREATING YOUR EDUCATOR ACCOUNT**

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### **OPTION 1:**

When you were admitted to the Teacher Education program, if you did not come to the TExES Advising Office to create your TEA/TEAL Educator Account, one was created for you within seven days of your admission to the program. Please follow the steps below to retrieve your username and password.

1. Log into your Eaglemail (UNT) email account on a computer (the search feature will not go far enough back from a mobile device) and type in “**TEAL**” into the search bar.
2. You should have an email from TEAL Support containing your login information.

**\*\*IF YOU DO NOT HAVE THE EMAIL FROM TEAL, go to**

<https://pryor.tea.state.tx.us/> and click on **Forgot your username?** The email address will either be linked to your @my.unt.edu email **OR** your EUID@unt.edu email (ex. abc0123@unt.edu). **Try both email addresses.**

Once you have your username, go back to <https://pryor.tea.state.tx.us/> and click on **Forgot your password?** \*\*

3. Once you have your username and password, go to <https://pryor.tea.state.tx.us/> and log in.
4. You may be asked to create a new password. Be sure to follow the guidelines for creating a password, and make sure you **write your username and password down in a secure location.**
5. Agree to the User Agreement and Terms (if prompted).
6. Select security questions and answers (if prompted).
7. You should now be logged into the TEAL system. **Continue to Step 2.**

**If no information was found for you, then an account has not yet been created. Go to Option 2 to create your account.**

**If you receive an error message or encounter difficulties, please come to the TExES Advising Office in Matthews Hall, Room 103 for assistance.**

## **OPTION 2:**

1. Go to <https://pryor.tea.state.tx.us/> and click **Request New User Account**.
2. Complete the following fields:
  - Legal first, middle, and last name. If you do not have a middle name, leave it blank.
  - An email address you regularly access (does not need to be your UNT email).
  - Date of birth
  - Under **“Organization Type”** select **“Educator”**.
  - Job title is **“Teacher”**.
  - Enter your Social Security number, then skip over TEA ID number and enter your birth year again. If you do not have a Social Security Number, please contact the TExES Advising Office and request for a P-Number to be assigned to you.
  - Phone number and address.

3. Click **Submit**.

**\*\*IF AN ACCOUNT HAS ALREADY BEEN CREATED FOR YOU, YOU WILL SEE A MESSAGE THAT SAYS YOU WILL GET AN EMAIL WITHIN FIVE DAYS. GO BACK TO OPTION 1 AND FOLLOW THE STEPS.\*\***

You should see a **green** message at the top of the screen that your request has been processed. **\*\*WAIT 5 SECONDS FOR THE ENTIRE PAGE TO REFRESH TO THE NEXT SCREEN\*\***

4. You should be taken to the password creation screen. You will see your **username** (automatically generated by the system). **Make sure to write it down or remember it, as you cannot change the username in the system.**
5. Follow the guidelines for creating your own password and click **Submit**.
6. Agree to the User Agreement and Terms.
7. Select 3 security questions and answers and click **Submit**.
8. You should now be logged into the TEAL system. **Continue to Step 2.**

## STEP 2: ACCESSING YOUR EDUCATOR ACCOUNT

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: 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.

Under the **Access Applications** tab, you should see a blue link that says something along the lines of **Educator or View my Educator Certification Profile** with your TEA ID number beneath it. Be sure to write your TEA ID number down so you can easily access it.

If you do not see the Educator link or a TEA ID number, come by the TExES Advising Office in Matthews Hall, Room 103.

Click on the **Educator/View my Educator Certification Profile** link above your TEA ID number to navigate into your TEAL Educator Account.

Texas Education Agency  
User and Access Management

**Self-Service**

- Access Applications
- My To-Do List
- Requests I've Submitted
- Change My Password
- My Security Questions
- My Application Accounts
- Edit My Profile
- Link TEASE Accounts

**Applications** | **My To-Do Items**

**ECOS for Educators**  
Educator Certification Online System for external educator users

[Educator](#) ←

TeaID: 653279

## STEP 3: COMPLETING YOUR PROFILE

After you click on the [Educator/View my Educator Certification Profile](#) link, you will be directed to the Educator Certification Online System (ECOS) screen. UNT calls this the “Blue Screen.” When you access the Blue Screen for the first time, you will be requested to enter/update your personal information.

You will need to fill in any field that has a **RED** asterisk (\*) next to it. Fields that are greyed out can only be changed by a TEAL administrator.

**\*\*NAME CHANGES:** If you need to change the name that is entered on your profile, you will need to submit a name change request to the Texas Education Agency. See page 8 of this guide for instructions on how to submit a name change request. **\*\***

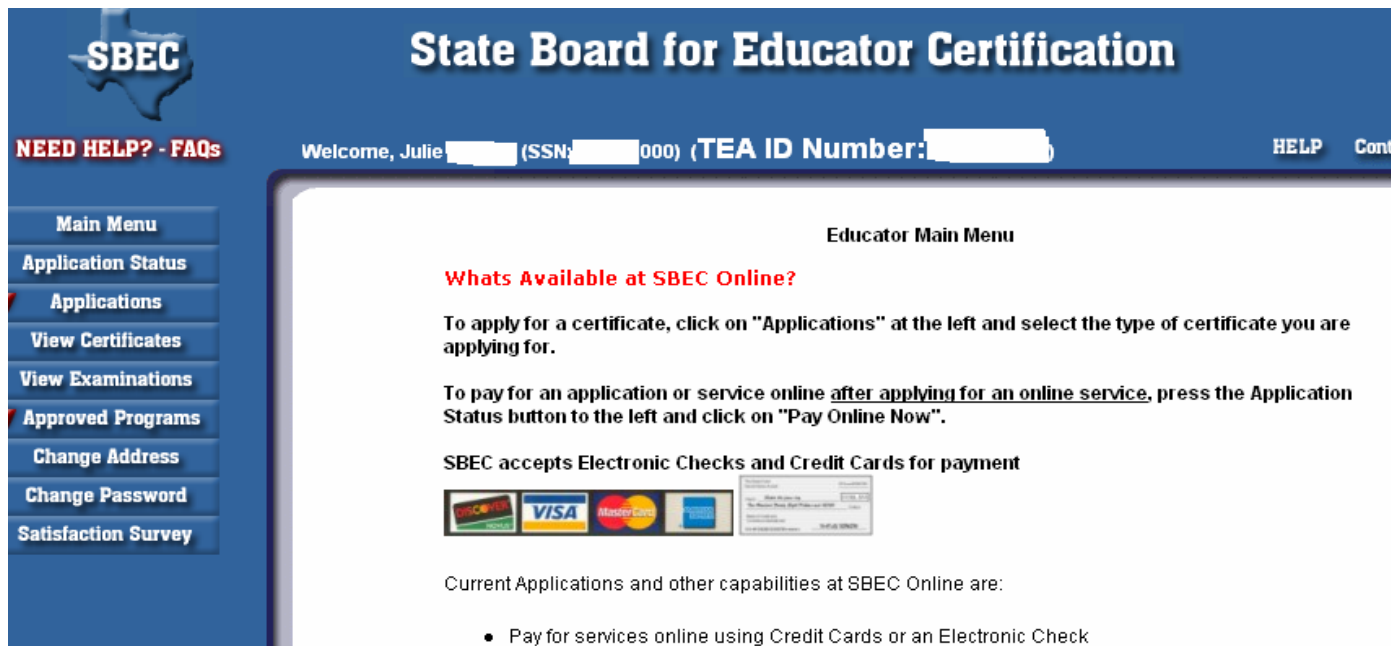
Make sure that the following fields has been filled in:

- A. Gender
- B. Phone Number
- C. Ethnicity/Race (click on ‘Select/Update Ethnicity’ to choose from a list of options)
- D. Driver License Number
- E. Driver License State (state that issued your license)
- F. Mailing Address (leave foreign address blank if you are a US citizen)
- G. Billing Address (leave foreign address blank if you are a US citizen)

After all fields are updated, click **Continue** at the bottom of the page.

## STEP 4: UNDERSTANDING YOUR EDUCATOR ACCOUNT

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



The screenshot shows the SBEC (State Board for Educator Certification) website interface. At the top, there is a blue header with the SBEC logo on the left and the text "State Board for Educator Certification" in the center. Below the header, a navigation bar includes "NEED HELP? - FAQs" on the left, a user greeting "Welcome, Julie [redacted] (SSN: [redacted] 000) (TEA ID Number: [redacted])" in the center, and "HELP" and "Cont" on the right. A left-hand sidebar menu contains buttons for "Main Menu", "Application Status", "Applications", "View Certificates", "View Examinations", "Approved Programs", "Change Address", "Change Password", and "Satisfaction Survey". The main content area is titled "Educator Main Menu" and features a red heading "Whats Available at SBEC Online?". Below this, there are two paragraphs of text: "To apply for a certificate, click on 'Applications' at the left and select the type of certificate you are applying for." and "To pay for an application or service online after applying for an online service, press the Application Status button to the left and click on 'Pay Online Now'". A section titled "SBEC accepts Electronic Checks and Credit Cards for payment" includes logos for Discover, VISA, MasterCard, and American Express, along with a small image of a check. At the bottom, a list of "Current Applications and other capabilities at SBEC Online are:" includes a bullet point: "Pay for services online using Credit Cards or an Electronic Check".

You will only use your Educator Profile (or “Blue Screen”) to apply for certification at the end of your program. When you are ready to apply for certification, please see our step-by-step instructions found at <https://www.coe.unt.edu/student-advising-office/steps-teacher-certification>.

You can also view your issued certificates and see which TExES exams you have taken or been approved for by navigating the menu on the left hand side of the page.

**\*\*YOU WILL NOT REGISTER FOR EXAMS THROUGH YOUR EDUCATOR ACCOUNT!! PLEASE SEE OUR TExES CERTIFICATION EXAM REGISTRATION GUIDE FOR INSTRUCTIONS ON HOW TO REGISTER FOR EXAMS AT <https://www.coe.unt.edu/texas-advising-office/registering-texas-exams>!!\*\***

## STEP 5: FINDING YOUR TEA ID NUMBER

You can find your TEA ID Number on either the User and Access Management (**White Screen**) portal, or your Educator Account (**Blue Screen**) page.

1. To view your TEA ID Number through the **White Screen**, log into your TEAL account at <https://pryor.tea.state.tx.us/>.

Your TEA ID Number will be listed under the blue **Educator** or **View my Educator Certification Profile** link.

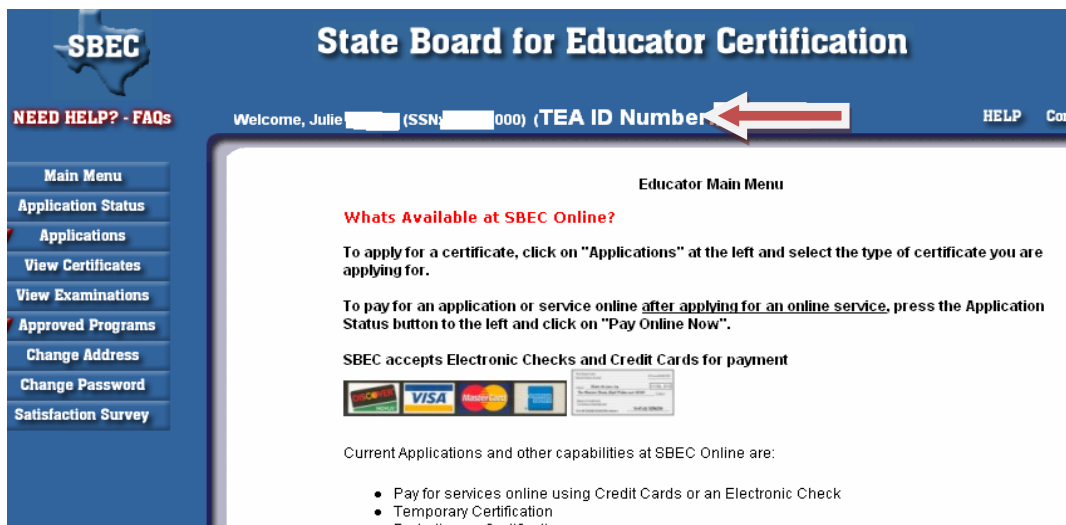
### Texas Education Agency User and Access Management



The screenshot shows the 'User and Access Management' portal. On the left is a 'Self-Service' sidebar with links like 'Access Applications', 'My To-Do List', and 'Change My Password'. The main content area has tabs for 'Applications' and 'My To-Do Items'. Below these is a section for 'ECOS for Educators' with a link for 'Educator' and a 'TeaID: 653279' next to it. A red arrow points to the TEA ID number.

2. To view your TEA ID Number through the **Blue Screen**, click on the on the blue **Educator/View my Educator Certification Profile** 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.



The screenshot shows the 'State Board for Educator Certification' portal. The header includes the SBEC logo and the text 'State Board for Educator Certification'. Below the header, there is a navigation menu on the left with links like 'Main Menu', 'Application Status', and 'Applications'. The main content area has a section titled 'Educator Main Menu' with a link for 'Applications' and a 'TEA ID Number' next to it. A red arrow points to the TEA ID number.



## CHANGING YOUR NAME WITH TEA

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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.

**\*\*NOTE: 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 and the test center roster do not match, test takers may not be able to test.\*\***