

To set up a TEAL/ Educator Certification Online System (ECOS) account:

- 1. Go to <u>https://tealprod.tea.state.tx.us/</u>
- 2. Click "Request New User Account" and follow the step-by-step instructions.
- 3. Complete your user information, making sure to select **Educator** as your organization type.
- 4. You will be prompted to enter your social security number to verify your account. If you do not have a social security number, follow the instructions during the setup process to request a temporary file number.
- 5. You will then be required to create a new password and set up security questions.
- 6. Click on the blue **View My Educator Certification Account** link to complete your educator profile in your ECOS account.

Educator Certification Online System for Educators		
ducator Certification Online System for external educator users		
\gtrsim Please click the "View My Educator Certification Account" link below. Browsers s 10, and 11.	upported: Internet Explorer 9,	
<u>View My Educator Certification Account</u> TEA ID: 1234567		

Clicking the <u>View My Educator Certification Account</u> link logs you into the Educator Certification Online System (ECOS) and brings up your <u>Educator Profile Setup</u> page. Verify your information and make any necessary changes. Click **Continue** at the bottom to save the changes.

- 7. Click on **Continue** at the bottom of the page to save your information.
- 8. Congratulations! You have set up your TEAL and ECOS accounts.

23	Educator Certification Online System			
. کر	Welcome, Edward Texar TEA ID Number:		Make any changes needed to your Educator Profile and click Continue to save.	
Main Menu		Educator Profile Se	tup 🤟	
ication/Tee Status			*	
neerprint Status	*First Name: Edward	*Gender:	V	
Amiliantiana	Middle Name:	Date of Birth : Month	Day Year Y	
Applications	*Last Name: Texan	*Phone Number:		
iew Certificates			^	
w Examinations	Maiden Name:	*Ethnicity/Race:	Selectil Indate Ethnicity	
proved Programs	Suffoc 💙	*Driver License #	Contract Contract	
hange Address		*DL State:	~	
isfaction Survey	Your name must appear exactly as it appear how your certificate will read	ars on your valid stat	te ID. The way your name appears in your profile	
	For a change or correction of name grander a	ar data of hidh inlanca	follow the name change instructions on the TEA	
T	website.	or date of birtin, please	tollow the name change instructions on the <u>TEA</u>	
_	Mailing :			
	insining .			
Jse the menu to	United States and other US Territories	Foreign Address		
ECOS.	Address	1 delegen		
	Address. 1701 N Congress Ave include your apartment, suite number OR PO	Address.		
	Box, if applicable	City or Locale		
	Cry: Auson	Province Abbreviation		
	The Code: 20201	*Postal Code	(IT appecable)	
	Country: UNITED STATES	*Country		
		-country.		
	"Billing: Check here if same as mailing			
	United States and other US Territories	Foreign Address	1	
	*Address: Include your spartment, suite number OP PO	*Address		
	Box, if applicable			
	*City:	"City or Locale	S	
	*State: Texas	Province Appreviation	()f applicable)	
	"Zip Code:	Postal Code	5.	
	Equility: UNITED STATES	-Country.		
	reminders and other actions pertaining to your	credentials will be com	y method to communicate with you. Status change imunicated to you with this email address.	
	You can undate your email address in TEAL by	selection the "Exit EC	OS" option at the top of this name, then selecting	
	"Edit My Lines Information" on the left hand a	ide of the TEAL page u	inder the Self-Service menu.	
	Edit My User Information on the left-hand s			
	Edit my user information on the left-hand s	*Email enterentional	com	
	Eactive User information on the returnand s	*Email: edtexan@email	com	
	Required Fields	*Email editexan@email Continue	com D	

TIP: The testing vendor pulls your profile information from this page. Any changes must be made here to be reflected in your account with the testing vendor.