

Updating Information in Your TEAL Educator Account

Your TEAL Educator Account is the portal that connects you to the Texas Education Agency. Through your TEAL Educator Account, you can apply for certification, view your certification exam history, see the certificates that have been issued to you, and more. It is important that you keep your personal information current with the Texas Education Agency for the duration of your career as an educator. Any time you have a name change, address change, or email change, you should make a point to update your account.

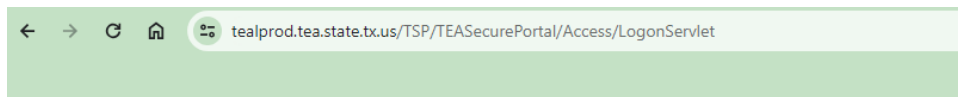
Logging into Your TEAL Educator Account

Log into your TEAL Educator Account at <https://tealprod.tea.state.tx.us/>.

Note: You can also go to the TEA website (<https://tea.texas.gov/>) and click on TEAL Login in the blue navigational bar at the top of the page.

- Your username was assigned to you when you first created your TEAL Educator Account and will be similar to FirstName.LastName. If you have a more common name, it may be followed by a number (ex. JaneSmith14).
- Your password was created by you when you made your account.

If you have forgotten your username or password, you can retrieve the information by clicking on the links before the login fields.



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?](#)

[TEA Login Application Help](#) | [Help for Educator Account Setup](#)
[Help with Password Reset](#)

If you are having trouble accessing your TEAL Educator Account, please submit a Help Desk ticket to the Texas Education Agency (<https://helpdesk.tea.texas.gov/AccountAccess/>).

Changing Your Email Address & Mailing Address

1. Once you are logged in to your TEAL Educator Account, you will come to the landing screen, also known as the Self-Service User and Access Management screen.

On this screen there are two things you need to take note of:

1. The Self-Service menu with options to change your password or update your security questions, as well as the option to **Edit My User Information**.
2. The Applications page, which is always active to show the **Educator Certification Online System for Educators** system, with a link to **View My Educator Certification Account**.

We will talk about your Educator Certification Account later in this document.

Texas Education Agency
User and Access Management

Self-Service

- Access Applications
- Requests I've Submitted
- Change My Password
- My Security Questions
- My Application Accounts
- Edit My User Information**

Applications

Educator Certification Online System for Educators

Educator Certification Online System (ECOS) for external educator users

★ Click the "View My Educator Certification Account" link to begin. Documents we receive and ECOS. If you need additional assistance with certification or fingerprinting, you may submit a Help response.

[View My Educator Certification Account](#)
TEA ID: :215937

2. To update your email address or mailing address, click on **Edit My User Information**.

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User and Access Management

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[View My Educator Certification Account](#)
TEA ID: :215937

- The tab will open with all the information that is currently on file with the Texas Education Agency.
- Correct the necessary information and click Submit at the bottom of the screen.
Note: You cannot change your name or DOB through this screen. See additional instructions in this guide for submitting name change requests or other updates to personal information to TEA.

Texas Education Agency

User and Access Management

Welcome, Jean-Luc Picard

Self-Service

- Access Applications
- Requests I've Submitted
- Change My Password
- My Security Questions
- My Application Accounts
- Edit My User Information

Applications

Edit My User Information ✕

First Name:
Middle Name:
Last Name:
Suffix:

Uniq-ID: There is no Uniq-ID currently associated with this user! [Click here](#) to find it.

* Primary Email Address: All notifications will be sent to this address.
* Verify Primary Email Address:
Secondary Email Address: If the primary email address becomes invalid, the security-code can be sent to your secondary email address to reset your password.

* Birth Month: The month of birth (1-12)
* Birth Day: The day of the month of birth (1-31)
Birth Year:

* Organization Type: The user's organization type.
[Click here for Organization Type descriptions](#)

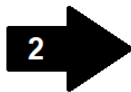
Job Title:

Phone Number: Must include area code.
Cell Phone Number: Must include area code. Standard data/messaging rates may apply. Cell phone number can be used for password resets.

Street Address:
City:
Country:
State:
Zip or Postal Code:

[Manage Approver Status](#)

[Service Account Manager Status](#)



- Once your information has been updated, you will see a green message at the top of the screen that it has been successfully submitted. Click the [x] on the Edit My User Information tab to close the tab.

Texas Education Agency

User and Access Management

Self-Service

- Access Applications
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- Change My Password
- My Security Questions

Applications

Edit My User Information ✕

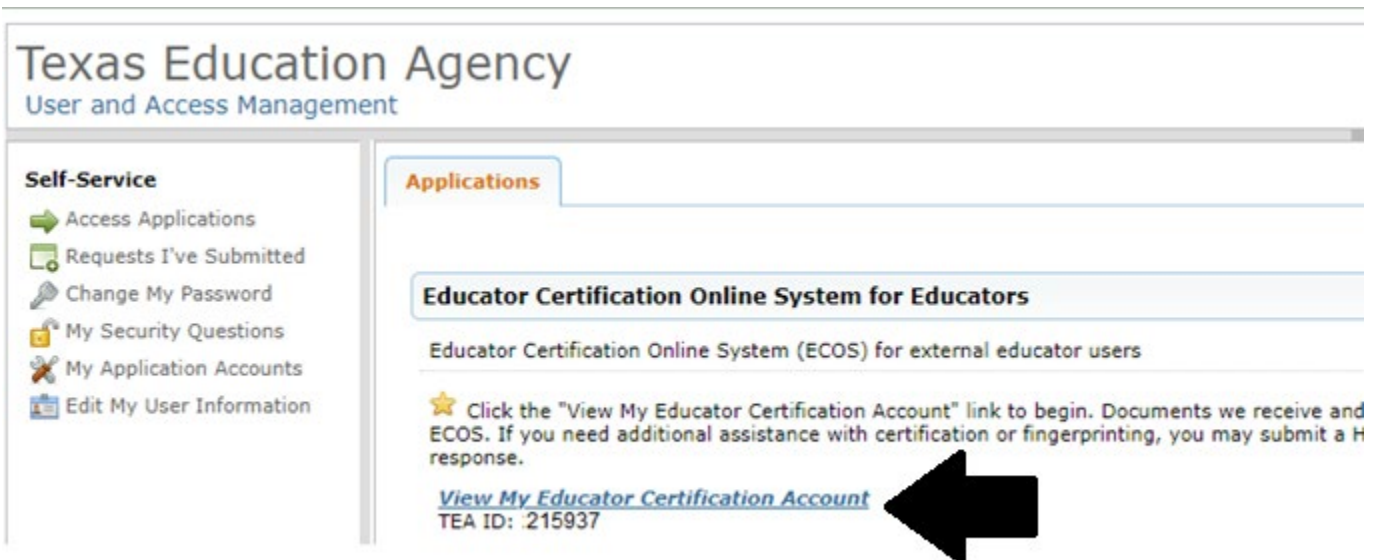
✓ Your request was successfully submitted.



Submitting a Name Change Request or Updating Your Social Security Number

If your first or last name changes for any reason, and has been updated on your government-issued ID (driver's license, passport, military ID, etc.), you must submit a name change request through your TEAL Educator Account. You will need a digital version of your ID showing your changed name in order to submit your request. You can either take a clear picture of your ID or scan it and save it to a computer.

1. Log into your TEAL Educator Account at <https://tealprod.tea.state.tx.us/> and click **View My Educator Certification Account**.



Texas Education Agency
User and Access Management

Self-Service

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Applications

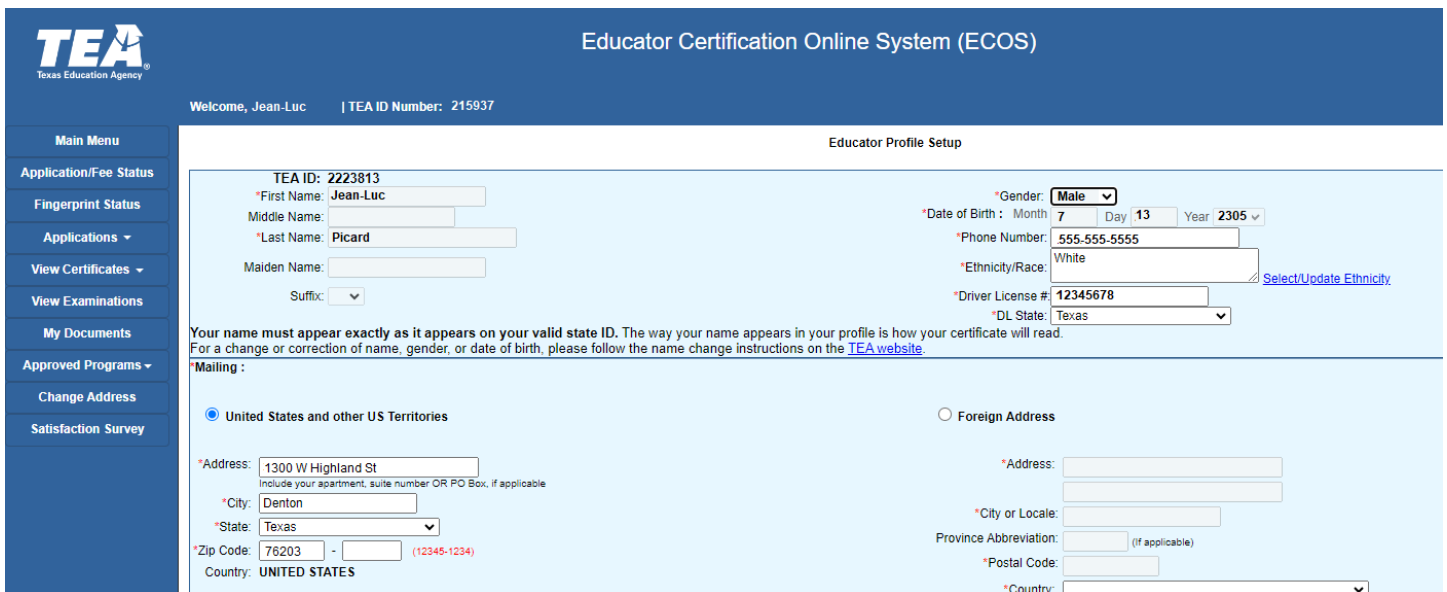
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[View My Educator Certification Account](#)
TEA ID: 215937

2. You may be asked to confirm personal information such as gender, ethnicity, driver's license #, etc. Make sure all information is accurate and click Continue at the bottom of the screen.



TEA
Texas Education Agency

Educator Certification Online System (ECOS)

Welcome, Jean-Luc | TEA ID Number: 215937

Main Menu

- Application/Fee Status
- Fingerprint Status
- Applications
- View Certificates
- View Examinations
- My Documents
- Approved Programs
- Change Address
- Satisfaction Survey

Educator Profile Setup

TEA ID: 2223813

*First Name: Jean-Luc

Middle Name:

*Last Name: Picard

Maiden Name:

Suffix: ▾

*Gender: Male ▾

*Date of Birth: Month 7 Day 13 Year 2305 ▾

*Phone Number: 555-555-5555

*Ethnicity/Race: White [Select/Update Ethnicity](#)

*Driver License #: 12345678

*DL State: Texas ▾

Your name must appear exactly as it appears on your valid state ID. The way your name appears in your profile is how your certificate will read. For a change or correction of name, gender, or date of birth, please follow the name change instructions on the [TEA website](#).

*Mailing :

United States and other US Territories Foreign Address

*Address: 1300 W Highland St
include your apartment, suite number OR PO Box, if applicable

*City: Denton

*State: Texas ▾

*Zip Code: 76203 - (12345-1234)

Country: UNITED STATES

*Address:

*City or Locale:

Province Abbreviation: (if applicable)

*Postal Code:

*Country: ▾

3. Locate and select the **My Documents** tab from the menu on the left-hand side of the screen.

TEA
Texas Education Agency

Welcome, Jean-Luc | TEA ID Number: 215937

Educator Certification Online System (ECOS)

Educator Main Menu

What's Available in the Educator Certification Online System (ECOS)?

Click on **Application/Fee Status** to pay for previously submitted applications. You can also view the status of applications that...

From the menu on the left, click on **Applications** to:

- Apply for an Intern Certificate Texas Program
- Apply for a Probationary Certificate Texas Program
- Apply for a Standard Certificate Texas Program
- Apply to renew a Standard Certificate
- Apply for Additional Certification by Examination in classroom areas only
- Apply for an Educational Aide Certificate
- Apply for a review of out-of-state credentials, a One-Year certificate or a Standard certificate
- Apply for a review of out-of-country credentials, a One-Year certificate, or a Standard certificate

You can also:

- View your Texas educator certificates
- View your Texas examinations
- View approved educator preparation programs

4. Select your document type from the drop-down menu. For a name change request or if you need to update your Social Security Number, select **GID-Government Issued Document**.

Note: To update your Social Security Number, you must upload a digital copy of your social security card AND your government-issued photo ID.

Main Menu

Application/Fee Status

Fingerprint Status

Applications

View Certificates

View Examinations

My Documents

Approved Programs

Change Address

Satisfaction Survey

Educator My Documents

File Name	Document Type	Upload DateTime
No Documents Found		

1 / 1 250 items per page

Document Type

Select Document Type Enter Notes (Max. 200 characters):

Select Document Type

- TLW-5-Time Test Limit Waiver Request (NOT for Test Exemption)
- EMP-Emergency Medical Personnel License
- FPP-Fire Protection Personnel License
- GID-Government Issued Document (Other documents WILL be DELETED)
- MIL-Military Document
- OSC-Out-of-State Certificate (Other documents WILL be DELETED)
- POL-Peace Officer License
- VTX-Request to Verify My TEXAS Test Scores to Another State
- TVF-Verification of Out-of-State Tests (test scores)
- VIT-Visiting International Teacher

Click Browse to Select File to Upload

Size Progress Status

Browse...

- Enter up to 200 characters in the **Notes** field to explain the request, then click **Browse** to locate and select the files you will update (i.e. picture of your driver's license with your updated name).

Main Menu

Application/Fee Status

Fingerprint Status

Applications ▾

View Certificates ▾

View Examinations

My Documents

Approved Programs ▾

Change Address

Satisfaction Survey

Educator My Documents

File Name	Document Type	Upload DateTime
No Documents Found		

⏪ ⏩ 1 / 1 ▶ ▶ 250 items per page

Document Type

Enter Notes (Max. 200 characters):

My last name needs to be updated because I have recently gotten married.

Click Browse to Select File to Upload

Name	Size	Progress	
			<input type="button" value="Browse..."/>

- Once you have selected your file(s), click Upload. Current processing time is approximately 10 business days one all required documents are received.

⏪ ⏩ 1 / 1 ▶ ▶ 250 items per page

Document Type

Enter Notes (Max. 200 characters):

My last name needs to be updated because I have recently gotten married.

Click Browse to Select File to Upload

Name	Size	Progress	Status	Actions
PicardDriversLicense.jpg	4,685,099	<div style="width: 100%; height: 10px; background-color: #ccc;"></div>		<input type="button" value="Upload"/> <input type="button" value="Remove From View"/>

Navigating your Educator Certification Account

Your Educator Certification Account (the Blue Screen) is where you will spend most of your time whenever you are in the TEAL System. Through your account, you can

- Apply for Certification (which you will do at the end of your Clinical Teaching semester or Residency) and add Additional Certifications later on if you choose to take additional TExES certification exams in other fields.
- View the Certificates that have been issued to you.
- Check the status of your fingerprints to see if TEA has them on file for your background check.
- Check your Application or Fee Status for any applications you have submitted or fees you owe.
- View your certification exam history
- Search for approved certification programs in the state of Texas if you plan to seek an advanced certificate, such a Principal, to see who offers the program.
- And Take a Customer Satisfaction Survey.

It's important you become familiar with all aspects of your account and maintain all your personal information!

TEA
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Educator Certification Online System (ECOS)

Welcome, Jean-Luc | TEA ID Number: 215937

Main Menu

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