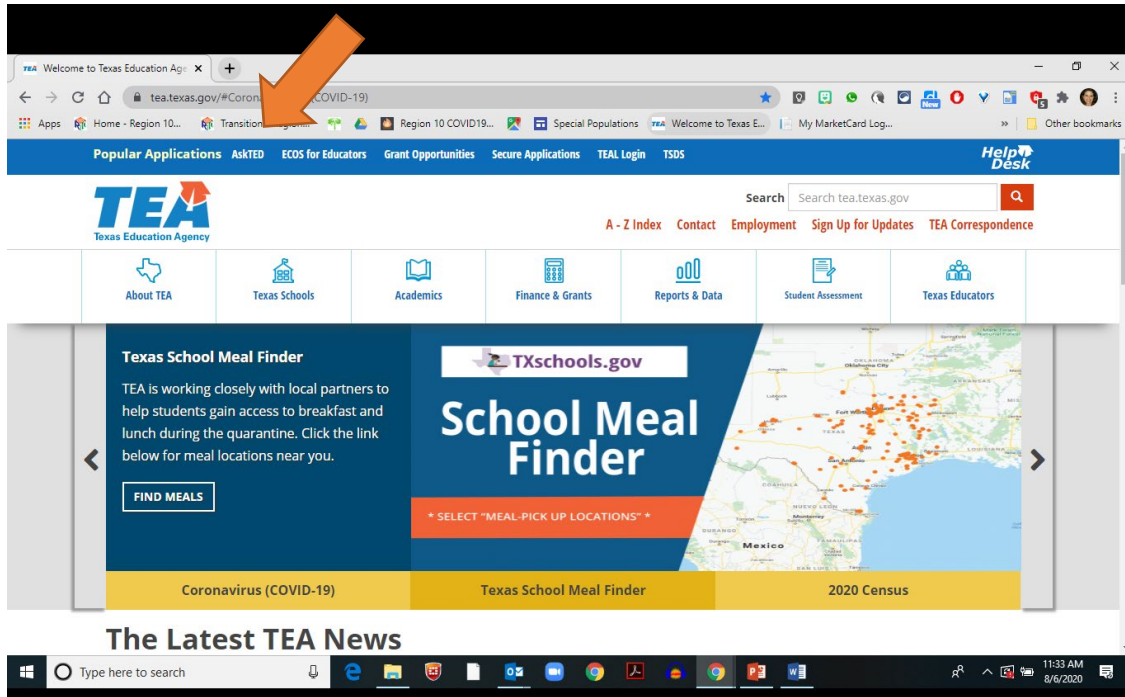
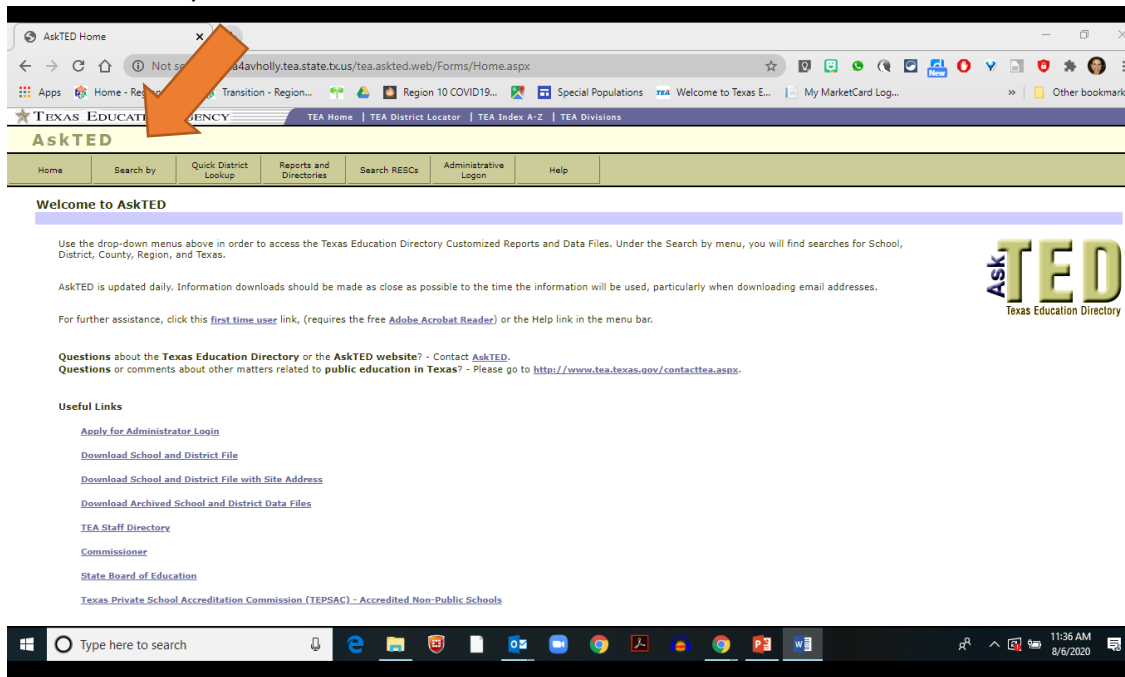


How to Find All the TEDs in your ESC

1. [Go to TEA Website](#)
2. Find the AskTED tab



3. Go to Search by tab



4. Search by Region and Select

The screenshot shows the AskTED Search Screen in a web browser. The URL is tea4avholly.tea.state.tx.us/TEA.AskTED.Web/Forms/SearchScreen.aspx?orgType=Region. The page has a navigation bar with links for Home, Search by, Quick District Lookup, Reports and Directories, Search by Region, Administrative Login, and Help. The main content area is titled "Search by Region" and contains the following search criteria:

- Regions:** A dropdown menu with options REGION 1, REGION 2, REGION 3, REGION 4, and REGION 5. An orange arrow points to this dropdown.
- Information Type:** Radio buttons for Organization and Personnel. The Personnel option is selected.
- Include School Principal(s):**
- Include District Superintendent(s):**
- Include Other District Roles:** This is followed by a "Select Roles:" dropdown menu with the following options: SCHOLARSHIP WORKER, SECRETARY TO SUPERINTENDENT, SPECIAL EDUCATION DIRECTOR, TECHNOLOGY COORDINATOR, TED ADMINISTRATOR, TEST COORDINATOR, TRANSITION & EMPLOYMENT DESIGNER (highlighted in blue), and TRANSPORTATION.
- Advanced Search:**

Notes: "Note: To make multiple selections, hold down the 'Ctrl' or 'Shift' key while clicking." appears twice, once next to the Regions dropdown and once next to the Select Roles dropdown.

A "Search" button is located at the bottom left of the form area.

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5. Change Information Type to Personnel
6. Click Include Other District Roles
7. Scroll down and select Transition & Employment Designee
8. Hit Search in bottom left hand corner