



GREENVILLE ISD
LESSONS FOR WHEREVER LIFE LEADS

Human Resources
4004 Moulton Street
Greenville, Texas
75401

GREENVILLE ISD

Application for Educational Aide

To apply for your Educational Aide Certificate, you need to log in to the Texas Educator Account (TEA) system and create a Texas Educator Account Login (TEAL) account.

Step 1: Access the TEA website: <https://tealprod.tea.state.tx.us/>.

Step 2: At the top of the screen, select ECOS for Educators.

Step 3: Scroll down, and follow the prompts to **“Create a New TEAL Account”**.

- a. Click "Request New User Account".
- b. Complete the online form. Be sure to select "Educator" as the Organization Type.
- c. You will be redirected to create a new password and to set up security questions.

If you have an account, scroll to the bottom of the page to “log in directly to TEAL”.

Step 4: Log into the system and click the “View My Educator Certification Account” link to access the Educator Certification Online System (ECOS).

(Your educator profile is displayed. Review your profile and make any changes needed. To save changes, you must scroll down and click "Continue" at the bottom of the profile page).

Step 5: From the Educator Main Menu, click on “Applications” then on “Educational Aide Certificate”, and follow the prompts to complete the online application.

Step 6: Be sure to pay the appropriate application fee - the current fee for the educational aide application is \$17 *(you do not need to be fingerprinted again)*.

Step 7: **Please notify the Human Resources Office at phillipsf@greenvilleisd.com once you have completed all steps in this process.**

The District must be notified for recommendation of the Certificate.