



# TSDS Upgrade Project

## LEA TEAL Roles and Privileges

# KEY TERMS

Data Management Center (DMC)
TEA Login (TEAL)
TSDS Incident Management System (TIMS)

You can find the definitions to these key terms and more here:

[Link to Key Term Document](#)

# LEARNING OBJECTIVES

**By the end of this course, the user will be able to explain:**

- How to apply for the TSDSPortal application.
- How to apply for TEAL Roles and Privileges for TSDS.
- The TEAL roles & privileges that the LEA will need to access the DMC, PEIMS, Core, Unique ID, and TIMS applications.

# WHY IS THIS COURSE IMPORTANT

- To provide an understanding of the TEAL roles and privileges needed for access to the DMC, PEIMS application, Core application, Unique ID application, and TIMS to better support LEAs in submitting their TSDS data.

# COURSE AGENDA

## GETTING STARTED

How to apply for TEAL, TSDS Portal, and Roles

## Key Concepts

TEAL access for DMC, PEIMS, Core, Unique ID, and TIMS

## Training Activity

Demo, Practice, Troubleshooting, Knowledge Checks

## WRAP-UP

Key Takeaways, Resources, and Next Steps



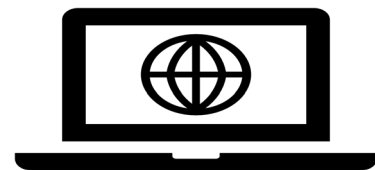


# GETTING STARTED

TEA Login and Apply for TSDS Portal and TEAL Roles

# TEA LOGIN (TEAL)

- A single sign-on (SSO) to access TEA web applications and resources based on approved TEAL roles and privileges.
- When users request access, that request is routed for verification and approval to the designated approver at the LEA, ESC and/or TEA.



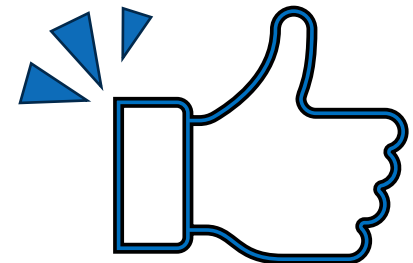
TEAL  
IDENTITY



USE WORK EMAIL ADDRESS AND  
NOT PERSONAL EMAIL ADDRESS



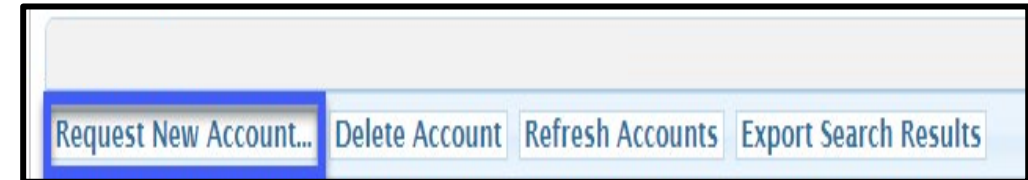
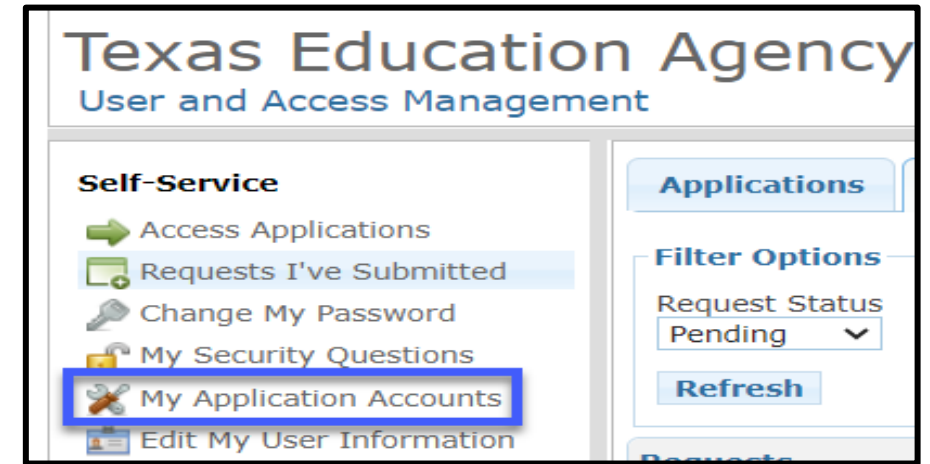
REQUEST  
ACCESS



APPROVED

# REQUEST ACCESS TO TSDS PORTAL

1. Log into **TEAL** with your username and password.
2. From the Self-Service menu, click on **My Application Accounts**.
3. From the My Accounts tab, click on **Request New Account**.
4. Click on **TSDSPortal** to add the application.
5. Apply for LEA TEAL Roles



Application ID	Application Name
TSDSPortal	Texas Student Data System Portal

Note: For additional assistance with requesting access to the TSDSPortal application, click [here](#).

# TEAL GUIDANCE

- For the 2024-2025 school year, all LEAs and ESCs will need to apply for the appropriate **TEAL DMC roles**.
- TEA will not migrate over any previous TEAL role and privileges for those that participated in the 2023-2024 Parallel Submission.
- Existing access to the TSDS Portal application for PEIMS, CORE, Unique ID, and TIMS will not be impacted. LEAs and ESCs should **verify** their **current roles** and **privileges** as a best practice.

# APPLY FOR TEAL LEA ROLES

## STEP 1:

Log into TEAL with your username and password.

**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:

[Forgot your password?](#)  
[Forgot your username?](#)

## STEP 2:

Select **Add/Modify Access** in the Texas Student Data System Portal.

**Applications**

Texas Student Data System Portal

Texas Student Data System Portal

[Texas Student Data System Portal](#) [Add/Modify Access](#)

# APPLY FOR TEAL LEA ROLES

## STEP 3:

Enter your **Employing Organization** and select the **TEAL LEA** role(s).

Applications **Edit Account** x

**Application access details**

Steps for adding access

1. Enter your Employing Organization (name or organization number).
2. Click the checkbox/radio button for the role(s) that you are applying for.
3. If there are parameters for the role(s) selected, enter that information.
4. Click the "Done" button to **queue** your request. This does not submit your request to TEAL.
5. Click the "Save Changes" button. This will then submit your access request to TEAL.

Employing Organization

\* Organization: *Who do you work for? In other words, what organization employs you (e.g. district, ESC, charter school)?*

**Roles & Parameters**

- Core LEA Data Completer
- PEIMS Data Completer
- DMC LEA Data Monitor
- DMC LEA L2 Validations
- TIMS Level 1 Support
- Uniq-ID Campus
- Uniq-ID LEA
- Uniq-ID Search

## STEP 4:

Enter the **Requested Organization** in the *Requested Organization ID* field and click **Done**. Click **Save Changes**.

DMC ESC Admin Configurator

**Description:**

DMC ESC Admin Configurator

\* **Requested Organization ID:**  
*(Requested Organization ID)*

**Privileges:**

- DMC Man Descriptors

**Done** **Cancel**

# TIPS FOR THE APPROVAL PROCESS

- When applying for the TEAL and TSDS Portal:
  - Ensure you are applying under the TSDS Portal application.
  - Ensure you are applying with an LEA email address.
  - Ensure you are not requesting overlapping roles.
    - For example, when requesting PEIMS roles, you do not need the PEIMS Submitter, PEIMS Sched/Promoter, or PEIMS Data Viewer roles if requesting PEIMS Completer.
    - For example, when requesting Core roles, you do not need the Core Promoter, or Core Viewer, if requesting Core Completer.



# KEY CONCEPTS

TEAL DMC, PEIMS, Core, Uniq-ID, and TIMS Roles

# TEAL ROLE PERMISSIONS

**Directions:** To learn more about the privileges for each TEAL role listed in slides 14-18, log in to TEAL, click on TSDS Portal, click on the Support tab, and follow the instructions below to access KB Article TSDSKB-606.

## TIMS Level 1 Support

1. Click the Log in to TIMS easy button.
2. Then click [here](#).

## TSDS User

1. Click on the Search Knowledge Base easy button.
2. Type TSDSKB-606 in the search bar.
3. Click on the article name to access.

# LEA TEAL ROLES FOR THE DMC

**ATTENTION: These are the NEW TEAL Roles for the TSDS Upgrade Project.**

TEAL ROLE:	PRIVILEGES:
<ul style="list-style-type: none"> <li>DMC LEA Data Monitor</li> </ul>	<ul style="list-style-type: none"> <li>DMC L1.5 Filters Access</li> <li>DMC Map Descriptors</li> <li>DMC Search Data</li> <li>DMC Summary Access to LEA Data</li> </ul>
<ul style="list-style-type: none"> <li>DMC LEA L2 Validations</li> </ul>	<ul style="list-style-type: none"> <li>DMC Run Validations</li> <li>DMC Summary Access to LEA Data</li> <li>DMC View Validation</li> <li>Select additional privileges based on your job responsibilities.</li> </ul>
<ul style="list-style-type: none"> <li>DMC LEA Technical</li> </ul>	<ul style="list-style-type: none"> <li>DMC Manage Key/Secret</li> </ul>

# LEA TEAL ROLE FOR TIMS

***ATTENTION: This is an existing TEAL Role with new DMC privileges.***

## TEAL ROLE:

- TIMS Level 1 Support

## PRIVILEGES:

- Old Privileges
  - Select additional privileges based on your job responsibilities.
- New Privileges
  - DMC Drill Down Access to LEA Data
  - DMC View Validations

# LEA TEAL ROLES FOR PEIMS

***ATTENTION: These are existing TEAL Roles and are not changing.***

## TEAL ROLE:

- PEIMS Campus View Data
- PEIMS Campus Submitter
- PEIMS Campus Approver
- PEIMS LEA View Data
- PEIMS Data Sched/Promoter
- PEIMS Data Submitter
- PEIMS Data Completer
- PEIMS Data Approver

## PRIVILEGES:

- Select privileges for the appropriate submissions and submission data.

**NOTE:** These are the available PEIMS roles from which you will choose just one role. It is important to note that each role has privileges that provide you with specific access to your organization's PEIMS data.

# LEA TEAL ROLES FOR CORE

***ATTENTION: These are existing TEAL Roles and are not changing.***

## TEAL ROLE:

- Core LEA Data Viewer
- Core LEA Data Promoter
- Core LEA Data Completer
- Core LEA Data Approver

## PRIVILEGES:

- Select privileges for the appropriate submissions and submission data.

**NOTE:** These are the available Core LEA roles from which you will choose. It is important to note that each role has privileges that provide you with specific access to your organization's Core data.

# LEA TEAL ROLES FOR UNIQUE ID

**ATTENTION: These are existing TEAL Roles and are not changing.**

TEAL ROLE:	PRIVILEGES:
<ul style="list-style-type: none"> <li>■ Uniq-ID Campus</li> </ul>	<ul style="list-style-type: none"> <li>■ Uniq-ID School Administrator</li> <li>■ View Campus Load Reports</li> </ul>
<ul style="list-style-type: none"> <li>■ Uniq-ID LEA</li> </ul>	<ul style="list-style-type: none"> <li>■ Uniq-ID District</li> </ul>
<ul style="list-style-type: none"> <li>■ Uniq-ID Search</li> </ul>	<ul style="list-style-type: none"> <li>■ Uniq-ID Search User</li> </ul>



# TRAINING ACTIVITIES

Demo, Practice, Troubleshooting, Knowledge Checks

# DEMONSTRATION

1. Log in to your TEAL account.
2. Navigate to the Texas Student Data System Portal.
3. Click **Add/Modify**.
4. Review the LEA TEAL Roles and Privileges.
5. Request the Roles and Privileges needed for your job responsibilities.
6. Click **Done**.
7. Click **Save Changes**.

NOTE: The Reference Guide is a resource that provides step-by-step instructions for applying for TEAL roles and privileges.

[Link to reference guide](#)

# PRACTICE EXERCISE

**Task 1:** Submit a TEAL Request for access to TSDS Portal.

**Task 2:** Apply for TEAL roles based on job responsibilities.

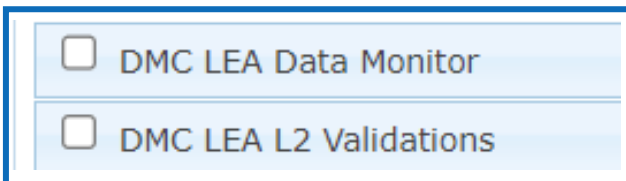
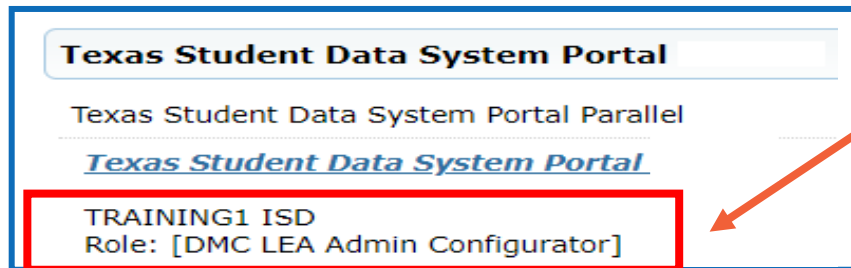
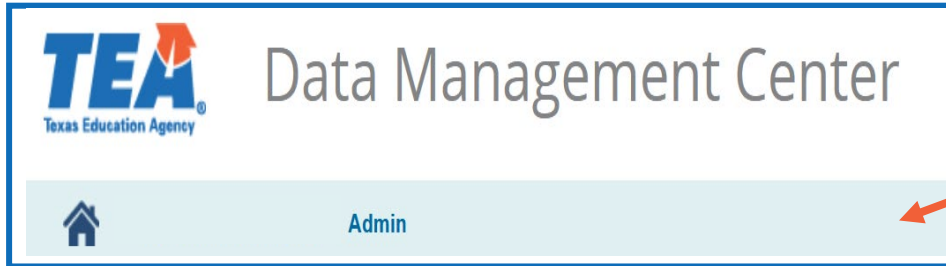
Ready

Set

Go

**Scenario 1:** Why can I not see my L1.5 filters or my L2 validations?

## Resolution Steps:



- Review your TEAL roles and privileges.
  - Ensure that the DMC LEA Data Monitor and DMC LEA L2 Validations are listed roles for your organization.
- If your roles are not present, then submit a new request.
- If your roles are present, then submit a TIMS incident.

## Scenario 2: Why has my TEAL request been denied?

**From:** [TEAL.Admin@tea.state.tx.us](mailto:TEAL.Admin@tea.state.tx.us) [mailto:TEAL.Admin@tea.state.tx.us]  
**Sent:** Friday, April 26, 2024 10:05 AM  
**To:** Wayne Curry  
**Subject:** TEAL - Application Access Request Denied

Your request for access to TEAL for the listed organization and access below has been denied.

Application Requested: **Texas Student Data System Portal**  
 Employing Organization: 701603 - Learning Test ISD  
 Organization Requested: 701603 - Learning Test ISD

Access Requested:

- Role: Core ESC Data Viewer - 701603

Access has been denied for the following reason:

David Butler: Rejecting: The Core ESC Data Viewer role is restricted to the Education Service Center level. You need to request the Core LEA Data Viewer, Core LEA Data Promoter, Core LEA Data Completer, or Core LEA Data Approver.

## Resolution Steps:

1. Review the email from TEAL Admin.
2. Review the message that provides details as to why your TEAL request was denied.
3. Complete any actions steps per the denial message and submit a new request.


### Things That May Cause Denied TEAL Requests

- Using a personal email account. **MUST** use work email account.
- Requesting roles that are not intended for your organization level (i.e., LEA, ESC, or TEA).
- Organization TEAL Approver denies your request. Please see your TEAL approver comments for details.


**Scenario 3:** Why can I not Add/Modify my TEAL roles and privileges?

## Resolution Steps:

Employing Organization

\* Organization: 

LEARNING TEST ISD (701603)

\* Requested Organization ID:   
(Requested Organization ID)

701603,

1. Log out of TEAL.
2. Clear browser cache.
3. Log back into TEAL.
4. To the right of the Texas Student Data System Portal hyperlink, click **Add/Modify**.
5. If still unable to see or change your role, try a different browser.
6. If still unable to see or change your role request, submit a TIMS incident.

\*Recommended browser is Edge.

1. Which application is needed for the LEA to access their data in their IODS?
  - A. TIMS application
  - B. PEIMS application
  - C. DMC application
  - D. Core application

2. Which TEAL role is not needed for TSDS Portal?
- A. DMC LEA Technical
  - B. TIMS Level 2 Support
  - C. DMC LEA Data Monitor
  - D. DMC LEA L2 Validations

# KNOWLEDGE CHECK

- 3.** When applying for Core access to the TSDS Portal, you must select the privileges for each collection for which you are responsible.
  - A. True
  - B. False

4. When applying for PEIMS access to the TSDS Portal, you must select all PEIMS TEAL roles available.
- A. True
  - B. False

Note: Individuals should apply for the PEIMS roles based upon their current responsibilities. If an individual applies for the **PEIMS Data Completer** role, it will include all functionality. They would not need to apply for the PEIMS LEA View Data, PEIMS Data Submitter, nor the PEIMS Data Sched/Promoter roles.

A low-angle, close-up photograph of a person's legs and feet as they walk on a paved path. The person is wearing dark blue jeans and black sneakers with white soles and red accents. The background is a bright, out-of-focus outdoor setting with green grass and a clear sky, suggesting a sunny day.

# WRAP UP

Key Takeaways, Resources, and Next Steps

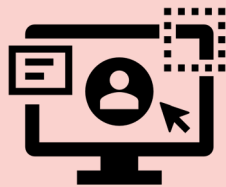
# KEY TAKEAWAYS



For Go-Live, users will need to request and apply for new TEAL roles and privileges.



LEAs should only request roles associated with their organization level and their job responsibilities.



LEAs should utilize the training resources and guidance provided to submit their requests in TEAL.



LEAs should monitor the status of their requests and submit a TIMS incident for any assistance.

## TRAINING RESOURCES



- Key Terms and Definitions



- Quick Reference Guide for TEAL LEA Roles and Privileges

# NEXT STEPS

## Apply for TEAL Roles

- Apply for the necessary TEAL roles and privileges to access the Data Management Center (DMC) and TSDS applications.
  - [TSDSKB-209](#) – TEAL: Adding a Role
  - [TSDSKB-606](#) – TEAL: TEAL Roles for TSDS Collections

## Monitor Progress

- Utilize the following Knowledge Base (KB) articles for information regarding the TEAL role approval process and how to check the status of your request(s).
  - [TSDSKB-9](#) TEAL: Lookup Status on TEAL Role Requests
  - [TSDSKB-185](#) TEAL: Role Approval Process

## In this training we talked about:

- How to apply for the appropriate TEAL roles in the TSDS Portal.
- The TEAL roles needed to participate in Go-Live for TSDS.
- Where to find helpful resources to ensure proper access.

# END OF COURSE SURVEY



# QUESTIONS

