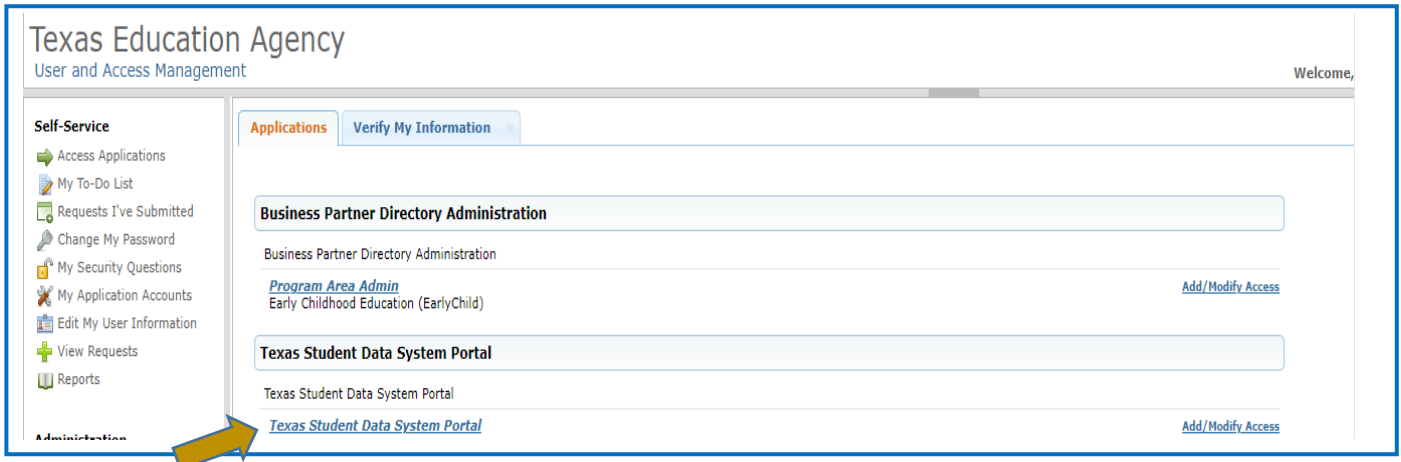


LEA TEAL Roles and Privileges Reference Guide

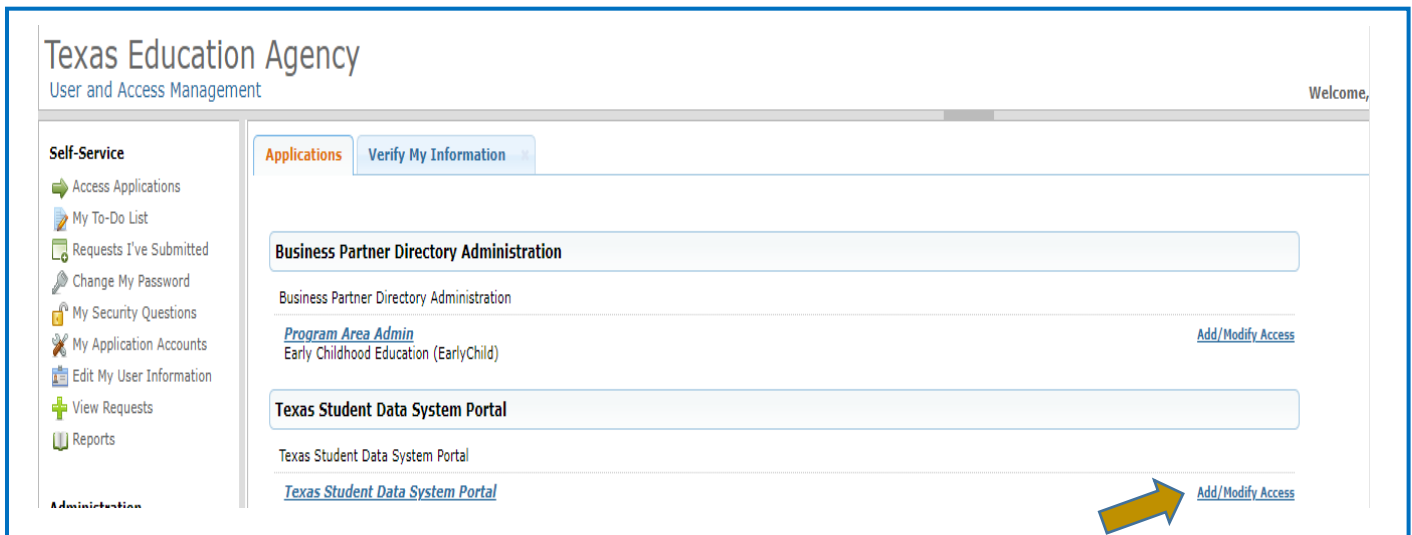
Target Audience: LEA Staff who need access to TSDS applications.

Purpose: This guide provides a step-by-step guide of the TEAL roles for LEA Staff who will need access to the DMC, PEIMS, Core, Unique ID, and TIMS applications.

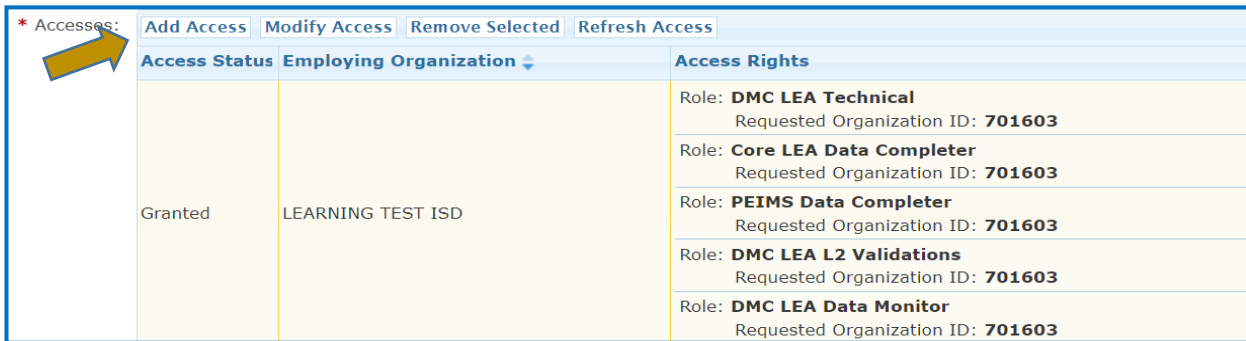
1. Log in to TEAL and navigate to the **Texas Student Data System Portal**.



2. Click **Add/Modify Access** to request new TEAL roles and privileges.

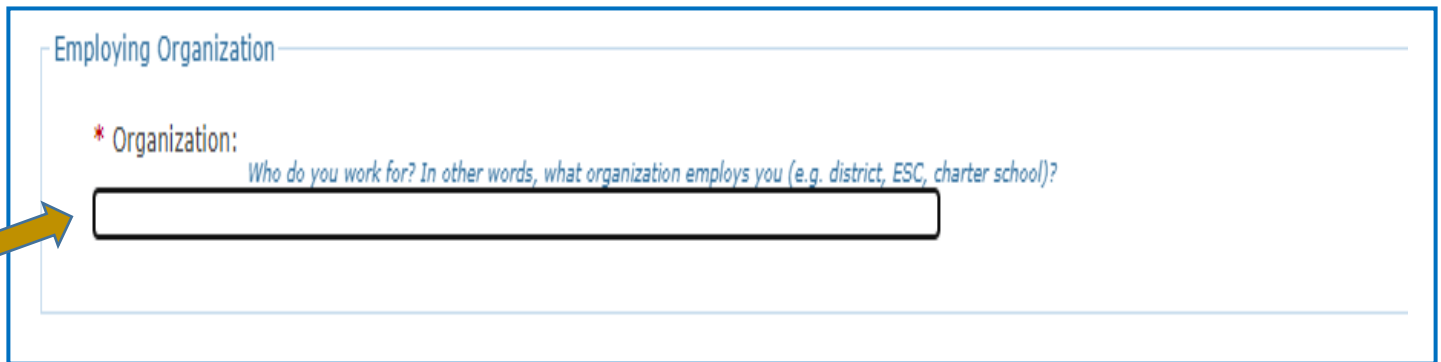


3. Click **Add Access**.



* Accesses:		
Access Status	Employing Organization	Access Rights
Granted	LEARNING TEST ISD	Role: DMC LEA Technical Requested Organization ID: 701603
		Role: Core LEA Data Completer Requested Organization ID: 701603
		Role: PEIMS Data Completer Requested Organization ID: 701603
		Role: DMC LEA L2 Validations Requested Organization ID: 701603
		Role: DMC LEA Data Monitor Requested Organization ID: 701603

4. Enter your LEA's County District Number (CDN) in the **Organization** field.

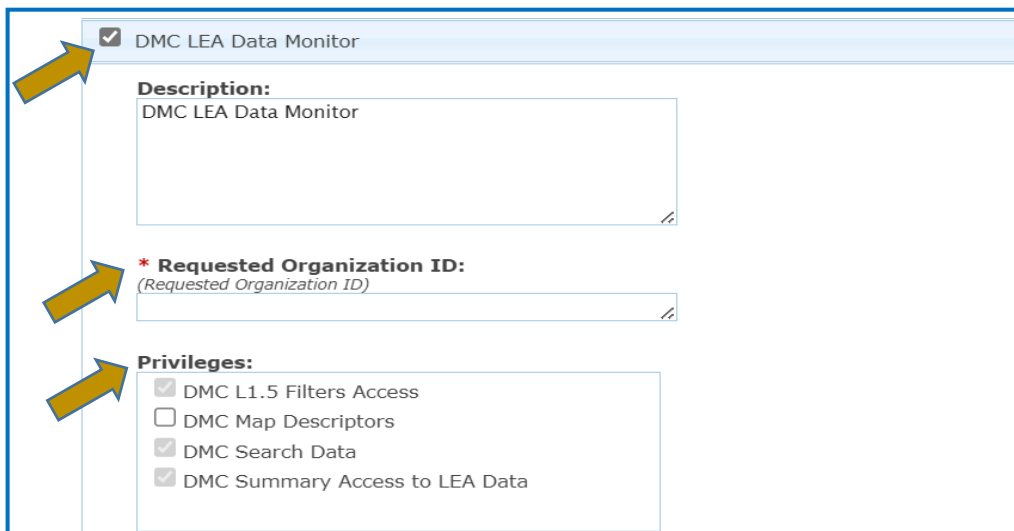


Employing Organization

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

5. For LEA Staff request one or more the following roles as needed for your job responsibilities:

- a. *DMC Technical, DMC LEA Data Monitor, or DMC LEA L2 Validations:*
 - Check **the respective DMC role(s)**, enter your LEA's CDN in the **Requested Organization ID** field, select all the privileges you need based on your job responsibilities.



DMC LEA Data Monitor

Description:
DMC LEA Data Monitor

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

Privileges:

- DMC L1.5 Filters Access
- DMC Map Descriptors
- DMC Search Data
- DMC Summary Access to LEA Data

b. PEIMS Campus View Data, PEIMS Campus Submitter, PEIMS Campus Approver, PEIMS LEA View Data, PEIMS Data Sched/Promoter, PEIMS Data Submitter, PEIMS Data Completer, or PEIMS Data Approver (**Superintendents ONLY**):

- Check the respective PEIMS role (**choose only one**), enter your LEA's CDN in the **Requested Organization ID** field, select all the privileges you need based on your job responsibilities.

PEIMS Data Completer

Description:
PEIMS Data Completer

*** Requested Organization ID:**

Privileges:

- Census Block Group Tool
- Download Validation Tool
- Extended Year Campus Course Section
- Extended Year Education Organization
- Extended Year Staff

c. Core LEA Data Viewer, Core LEA Data Promoter, Core LEA Data Completer, Core LEA Data Approver:

- Check the respective Core roles, enter your LEA's CDN in the **Requested Organization ID** field, select all the privileges you need based on your job responsibilities.

Core LEA Data Completer

Description:
Core LEA Data Completer

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

Privileges:

- CORE Generate/View LEA Reports
- CSW Access
- Child Find Access
- Class Roster Access
- Core Complete Submission

d. Uniq-ID Campus, Uniq-ID LEA, Uniq-ID Search :

- Check the **respective Uniq-ID role(s)**, enter your LEA's CDN in the **Requested Organization ID** field, select all the privileges you need based on your job responsibilities.
- Note: For Uniq-ID Search, you do not have to enter your CDN for **Requested Organization ID**.

Uniq-ID LEA

Description:
Uniq-ID LEA

*** Requested Organization ID:**

Privileges:
 Uniq-ID District

e. *TIMS Level 1 Support:*

- Check the **TIMS Level 1 Support role**, enter your LEA's CDN in the **Requested Organization ID** field, select all the privileges you need based on your job responsibilities.

TIMS Level 1 Support

Description:
TIMS Level 1 Support

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

Privileges:

- CORE Generate/View LEA Reports
- CSW Access
- Child Find Access
- Class Roster Access
- DMC Drill Down Access to LEA Data

- When you have selected all the new roles and privileges needed for your job responsibilities, click **Done** and then click **Save Changes**.

