Adding / Modifying Access to Core Collections

Instructions	Screen Shot
Roles Needed for TSDS Core Collections:	

LEA Coordinators:

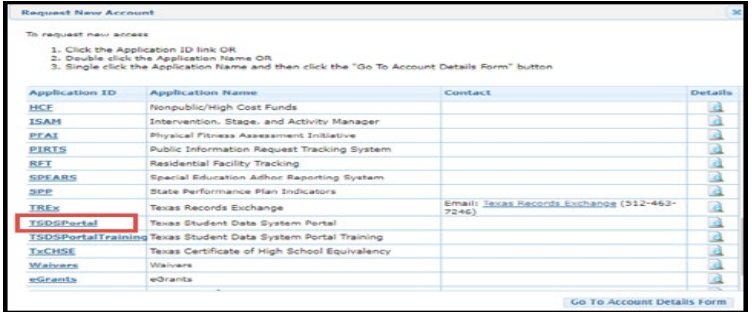**ODS Data Loader** – allows data to be loaded through the eDM into the ODS

Core LEA Data Completer – allows user to **promote and complete** the submission

Core LEA Data Approver – used only to request extensions

TIMS Level 1 Support – allows user to write a ticket to TEA for issues with submission

Other Roles Available for Core Collections:

Core Data Promoter – allows user to promote data through the collection

Core LEA Data Viewer – allows users to view data and reports in collection

*** *Users can only have **one** role Core LEA Data Completer, Core Data Promoter OR Core LEA Data Viewer***

****If you already have access to the Core LEA Data Completer and need to add additional privilege(s), choose modify access, instead of add access ****

Requesting TSDS Application in TEAL (follow these steps if you don't have TSDS access)

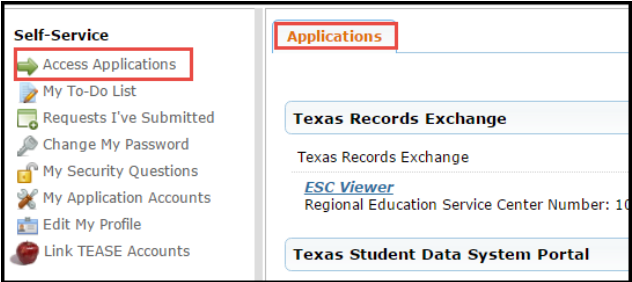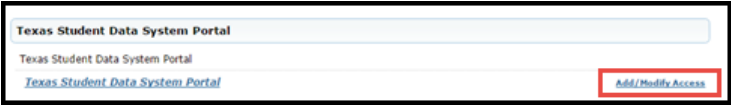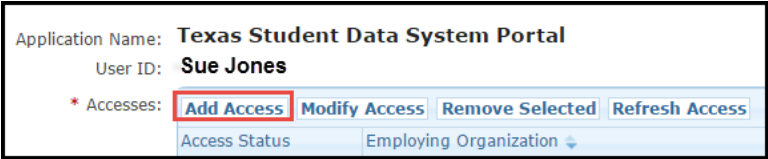| Instructions	Screen Shot
1. Log into TEAL. The TEAL home page will appear (Image 1) a. If you already have TSDS rights, skip to step **Adding Access in the TSDS Application (page 3)** to add Core Data Role b. If you already have Core Collection Role, skip to step **Modifying Access to Existing TSDS Core Role (page 6)** to add additional privileges to the Core Data Role	**Image 1:**
2. If you have not applied for access to any applications in your TEAL account, click the Apply for Access in the middle of your screen (Image 2).	**Image 2:**

Instructions	Screen Shot
3. On the My Accounts tab click **Request New Account** (Image 3).	**Image 3:**
4. Click on the **TSDS Portal** to add access (Image 4)	**Image 4**:
5. The application will pop up 6. Click **Add Access** (Image 5) 7. The Application access details screen will pop up (Image 6) a. Add your six-digit county district (CCCDDD) number in the **Organization** box. Once you begin typing, a list appears. Select your LEA from the list. 8. Click Done (Image 6) 9. Click Save Changes (Image 7)	**Image 5:** **Image 6:** **Image 7:**

Instructions	Screen Shot
Adding Access in the TSDS Application: *(follow these steps if you already have TSDS but do not have LEA Core Collection Rights)*	
1. Click **Access Applications** from the **Self-Service** pane, **or** Click the **Applications** tab to view the list of applications to which you have access (Image 8)	**Image 8:** Self-Service Access Applications My To-Do List Requests I've Submitted Change My Password My Security Questions My Application Accounts Edit My Profile Link TEASE Accounts Applications Texas Records Exchange Texas Records Exchange *ESC Viewer* Regional Education Service Center Number: 10 Texas Student Data System Portal
2. Click **Add/Modify Access** for the TSDS Application (Image 9)	**Image 9:** Texas Student Data System Portal Texas Student Data System Portal *Texas Student Data System Portal* Add/Modify Access
3. Click **Add Access** (Image 10)	**Image 10:** Application Name: **Texas Student Data System Portal** User ID: **Sue Jones** * Accesses: Add Access Modify Access Remove Selected Refresh Access Access Status Employing Organization
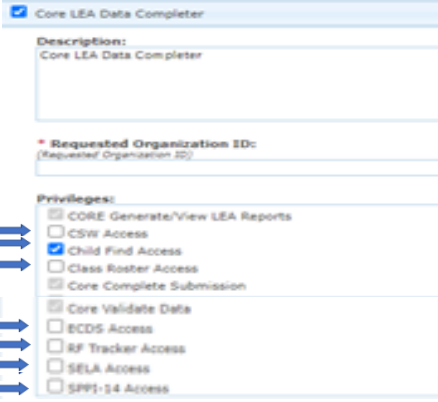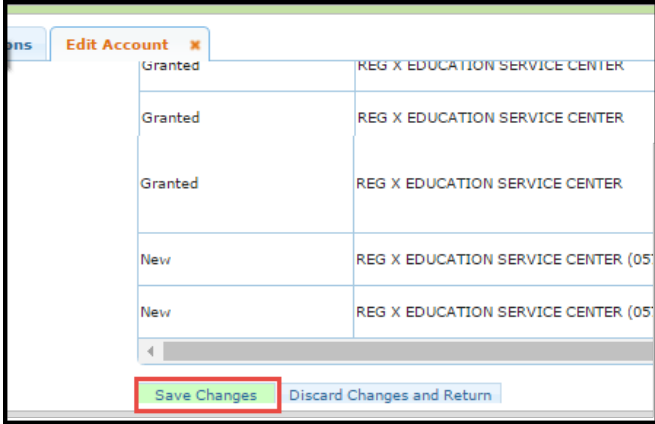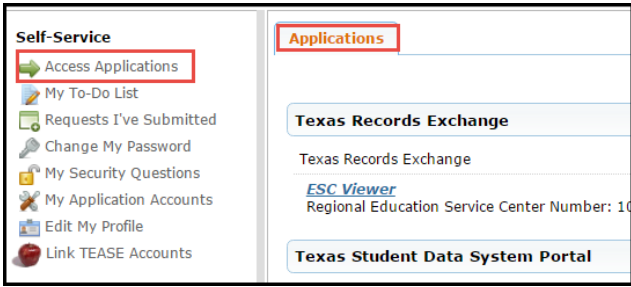
Instructions	Screen Shot
4. The dialog box that appears looks different based on the applications you have (Image 11) a. Add your six-digit county district (CCCDDD) number in the **Organization** box. Once you begin typing, a list appears. Select your LEA from the list.	**Image 11:**
5. Under **Roles & Parameters,** select any new Roles from the list by clicking in the box next to them (Image 12) *see roles on the top of page one	**Image 12:**
6. Add your CCCDDD number in the **Requested Organization ID** box. Once you begin typing, a list appears. Select your LEA from the list (Image 13) 7. Check all **Privileges** for which you are requesting access (Image 14) 8. Add all the privileges you need than click **Done** (Image 13)	**Image 13:**

Instructions	Screen Shot
CSW Access-Charter School Waitlist **Class Roster Access**—Fall and Winter **Child Find**- Combines SPPI-11 and SPPI-12 **ECDS Access**—Early Childhood Data Systems KG and PK **RF Tracker Access**- Residential Facility Tracker **SELA Access**-Special Ed Language Acquisition **SPPI-14 Access –** State Performance Plan Indicator 14	**Image 14:**
9. Scroll down to the bottom of the **Edit Account** Tab and click **Save Changes** (Image 15)	**Image 15:**
Modifying Access to Existing TSDS Core Role (follow these steps if you have LEA Core Collection Rights and would like to add additional privileges)	
1. Click **Access Applications** from the **Self-Service** pane, **or** Click the **Applications** tab to view the list of applications to which you have access (Image 16)	**Image 16:**

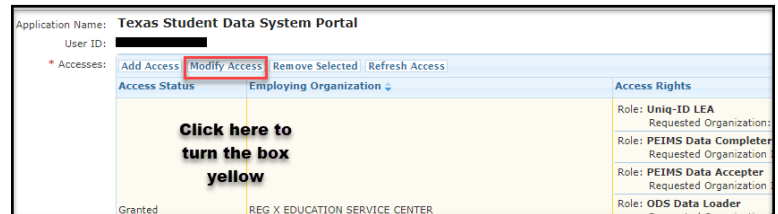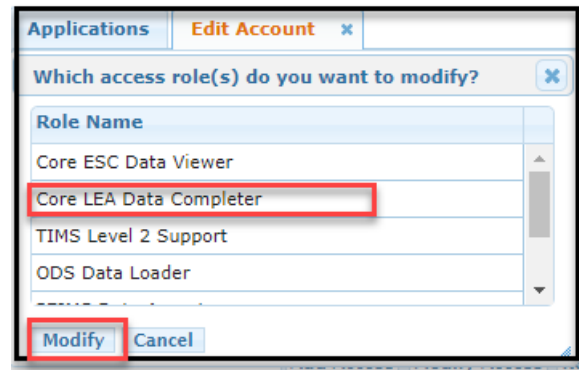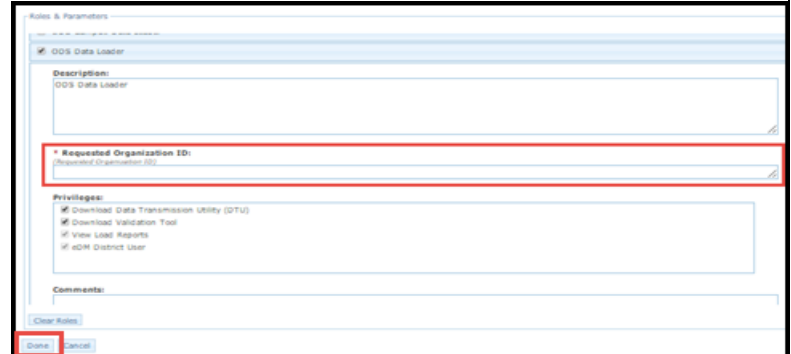|	
2. Click **Add/Modify Access** for the TSDS Application (Image 17)	**Image 17:**
3. Before clicking the Modify Access, you will need to click anywhere within your access box (should turn yellow). Once you see the yellow, then Click **Modify Access** (Image 18) 4. A box will pop up for you to choose the role you want to modify. Click on that role and click **Modify** (Image 19)	**Image 18:** **Image 19:**
5. Your County District number should show in the Requested Organization box. 6. Check all **Privileges** for which you are requesting access (Image 21) 7. Add all the privileges you need than click **Done** (Image 20)	**Image 20:**

CSW Access-Charter School Waitlist **Class Roster Access**—Fall and Winter **Child Find**— Combines SPPI-11 and SPPI-12 **ECDS Access**—Early Childhood Data Systems KG and PK **RF Tracker Access**- Residential Facility Tracker **SELA Access**-Special Ed Language Acquisition **SPPI-14 Access –** State Performance Plan Indicator 14	**Image 21:**
8. Scroll down to the bottom of the **Edit Account** Tab and click **Save Changes** (Image 22)	**Image 22:**

The Basic Steps that Occur After a Request are the Following:

1. Approval or denial of the request by your Organization Approver- Usually the Superintendent
   a. If the Approver does not respond to a request for access within five days, the request is cancelled and a notification is sent to the person making the request.)
2. Routing of approved requests to the TEA Application Approver
3. E-mail notification to affected individuals

Processing Time Considerations:

When you submit an online request for a user account or access to a TEA application, it can take several business days to process your request, depending upon the response to the approvals. While the Web-based technology speeds up the actual creation of user IDs and accounts, the normal day-to-day processing still requires a fair amount of involvement and time from the individuals who must review, verify, and approve the request.