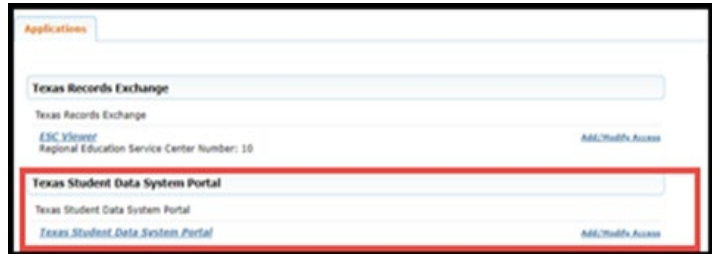
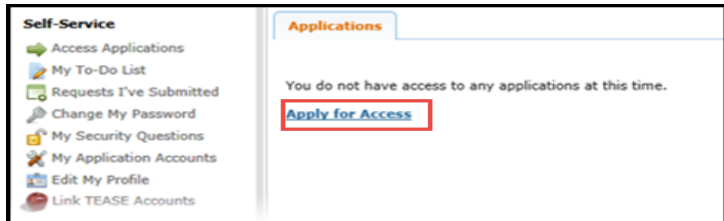


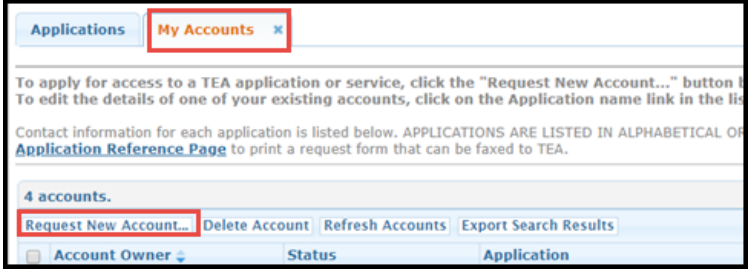
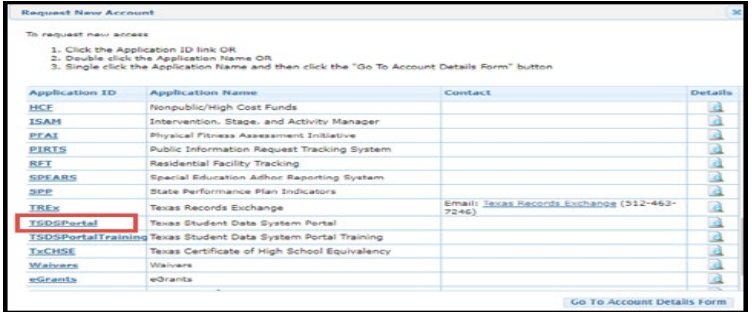

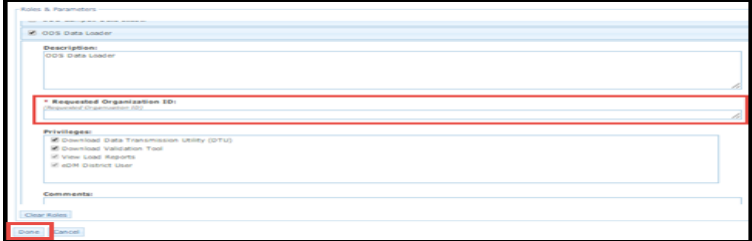
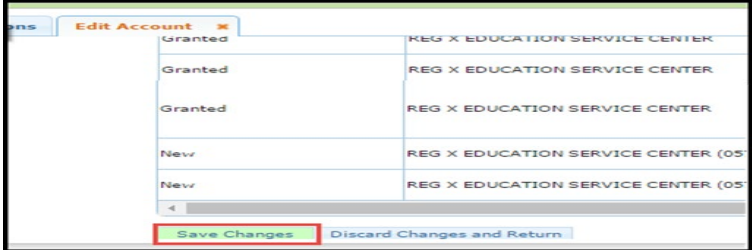


## Adding / Modifying Access to Core Collections

Instructions	Screen Shot
<p><b>Roles Needed for TSDS Core Collections:</b></p> <p><b>LEA Coordinators:</b></p> <p><b>ODS Data Loader</b> – allows data to be loaded through the eDM into the ODS</p> <p><b>Core LEA Data Completer</b> – allows user to <b>promote and complete</b> the submission</p> <p><b>Core LEA Data Approver</b> – used only to request extensions</p> <p><b>TIMS Level 1 Support</b> – allows user to write a ticket to TEA for issues with submission</p>	
<p><b>Other Roles Available for Core Collections:</b></p> <p><b>Core Data Promoter</b> – allows user to promote data through the collection</p> <p><b>Core LEA Data Viewer</b> – allows users to view data and reports in collection</p> <p><i>*** Users can only have <b>one</b> role Core LEA Data Completer, Core Data Promoter OR Core LEA Data Viewer***</i></p> <p><i>***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 ***</i></p>	
<p><b>Requesting TSDS Application in TEAL (follow these steps if you don't have TSDS access)</b></p>	
<ol style="list-style-type: none"> <li>Log into <a href="#">TEAL</a>. The TEAL home page will appear (Image 1) <ol style="list-style-type: none"> <li>If you already have TSDS rights, skip to step <b>Adding Access in the TSDS Application (page 3)</b> to add Core Data Role</li> <li>If you already have Core Collection Role, skip to step <b>Modifying Access to Existing TSDS Core Role (page 6)</b> to add additional privileges to the Core Data Role</li> </ol> </li> </ol>	<p><b>Image 1:</b></p> 
<ol style="list-style-type: none"> <li>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).</li> </ol>	<p><b>Image 2:</b></p> 

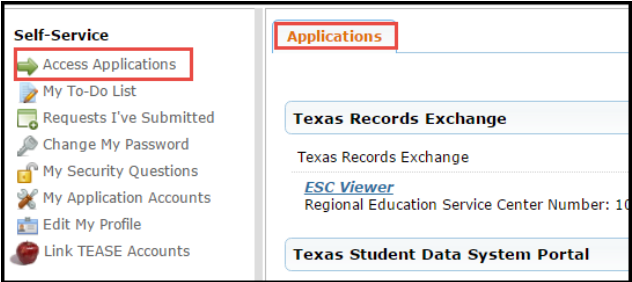
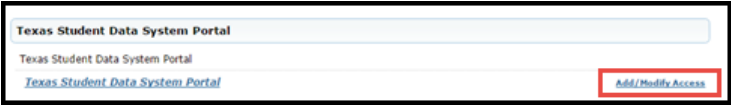
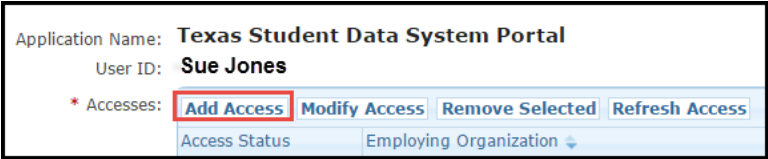


## Adding / Modifying Access to Core Collections

Instructions	Screen Shot
3. On the My Accounts tab click <b>Request New Account</b> (Image 3).	<p><b>Image 3:</b></p>  <p>The screenshot shows the 'My Accounts' tab selected. Below the tab, there is a list of 4 accounts. The 'Request New Account...' button is highlighted with a red box. Other buttons include 'Delete Account', 'Refresh Accounts', and 'Export Search Results'. Below the buttons, there are columns for 'Account Owner', 'Status', and 'Application'.</p>
4. Click on the <b>TSDS Portal</b> to add access (Image 4)	<p><b>Image 4:</b></p>  <p>The screenshot shows the 'Request New Account' form. A table lists various applications. The 'TSDS Portal' application is highlighted with a red box. The table has columns for 'Application ID', 'Application Name', 'Contact', and 'Details'. Below the table, there is a 'Go To Account Details Form' button.</p>
5. The application will pop up 6. Click <b>Add Access</b> (Image 5) 7. The Application access details screen will pop up (Image 6) a. Add your six-digit county district (CCCCDD) number in the <b>Organization</b> 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)	<p><b>Image 5:</b></p>  <p>The screenshot shows the 'Add Access' button highlighted with a red box. The button is located in the 'Access' section of the 'Texas Student Data System Portal' application details.</p> <p><b>Image 6:</b></p>  <p>The screenshot shows the 'Add Access' form. The 'Organization' field is highlighted with a red box. The form includes fields for 'Description', 'Privileges', and 'Comments'. Below the form, there are 'Done' and 'Cancel' buttons.</p> <p><b>Image 7:</b></p>  <p>The screenshot shows the 'Edit Account' form. The 'Save Changes' button is highlighted with a red box. The form displays a list of accounts with columns for 'Status' and 'Application Name'. The 'Save Changes' button is located at the bottom of the form.</p>

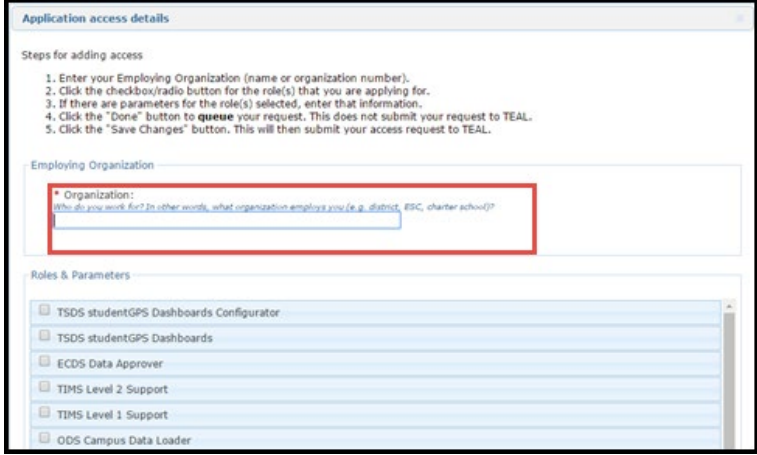
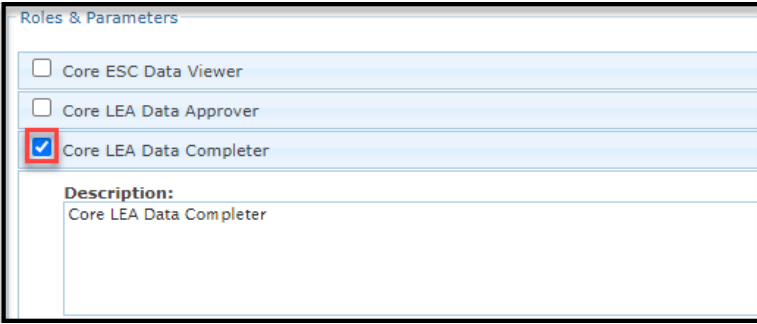
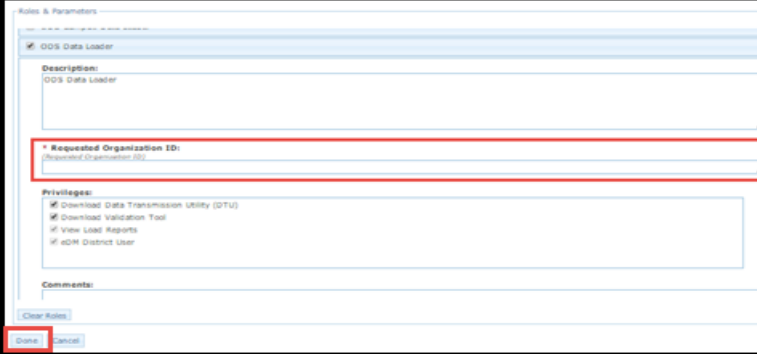


## Adding / Modifying Access to Core Collections

Instructions	Screen Shot
<b>Adding Access in the TSDS Application:</b> <i>(follow these steps if you already have TSDS but do not have LEA Core Collection Rights)</i>	
<p>1. Click <b>Access Applications</b> from the <b>Self-Service</b> pane, <b>or</b> Click the <b>Applications</b> tab to view the list of applications to which you have access (Image 8)</p>	<p><b>Image 8:</b></p> 
<p>2. Click <b>Add/Modify Access</b> for the TSDS Application (Image 9)</p>	<p><b>Image 9:</b></p> 
<p>3. Click <b>Add Access</b> (Image 10)</p>	<p><b>Image 10:</b></p> 

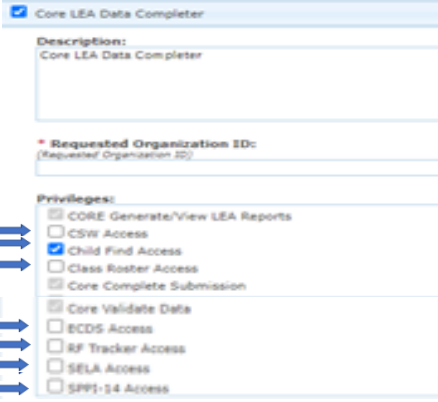
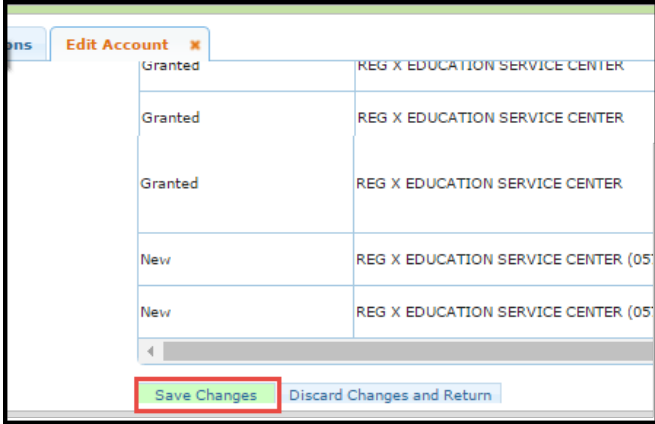
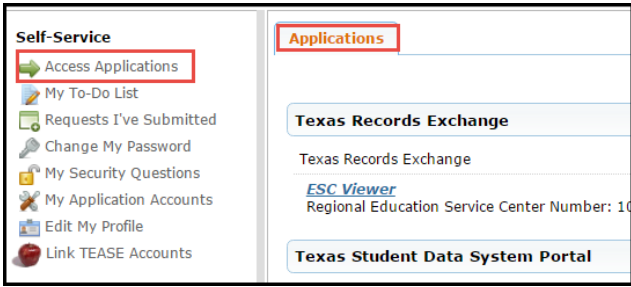


## Adding / Modifying Access to Core Collections

Instructions	Screen Shot
<p>4. The dialog box that appears looks different based on the applications you have (Image 11)</p> <p>a. Add your six-digit county district (CCCCDD) number in the <b>Organization</b> box. Once you begin typing, a list appears. Select your LEA from the list.</p>	<p><b>Image 11:</b></p>  <p>The screenshot shows a dialog box titled 'Application access details'. It contains a list of steps for adding access. Below the steps is a form with a red box around the 'Organization' field, which is labeled 'Organization: (Who do you work for? In other words, what organization employs you? (e.g., district, ESC, charter school?))'. Below the form is a list of roles and parameters, including 'TSDS studentGPS Dashboards Configurator', 'TSDS studentGPS Dashboards', 'ECDS Data Approver', 'TIMS Level 2 Support', 'TIMS Level 1 Support', and 'ODS Campus Data Loader'.</p>
<p>5. Under <b>Roles &amp; Parameters</b>, select any new Roles from the list by clicking in the box next to them (Image 12)</p> <p>*see roles on the top of page one</p>	<p><b>Image 12:</b></p>  <p>The screenshot shows a dialog box titled 'Roles &amp; Parameters'. It contains a list of roles with checkboxes. The 'Core LEA Data Completer' role is selected, and its description is shown below: 'Core LEA Data Completer'.</p>
<p>6. Add your CCCDDD number in the <b>Requested Organization ID</b> box. Once you begin typing, a list appears. Select your LEA from the list (Image 13)</p> <p>7. Check all <b>Privileges</b> for which you are requesting access (Image 14)</p> <p>8. Add all the privileges you need then click <b>Done</b> (Image 13)</p>	<p><b>Image 13:</b></p>  <p>The screenshot shows a dialog box titled 'Roles &amp; Parameters'. It contains a list of roles with checkboxes. The 'Requested Organization ID' field is highlighted with a red box. Below the field is a list of privileges, including 'Download Data Transmission Utility (DTU)', 'Download Validation Tool', 'View Load Reports', and 'edPM District User'. At the bottom, there is a 'Done' button highlighted with a red box.</p>



## Adding / Modifying Access to Core Collections

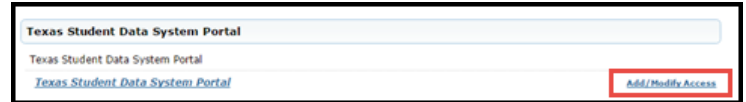
Instructions	Screen Shot
<p><b>CSW Access</b>—Charter School Waitlist <b>Class Roster Access</b>—Fall and Winter <b>Child Find</b>— Combines SPPI-11 and SPPI-12 <b>ECDS Access</b>—Early Childhood Data Systems KG and PK <b>RF Tracker Access</b>— Residential Facility Tracker <b>SELA Access</b>—Special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



## Adding / Modifying Access to Core Collections

- Click **Add/Modify Access** for the TSDS Application (Image 17)

Image 17:



- 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)
- 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:

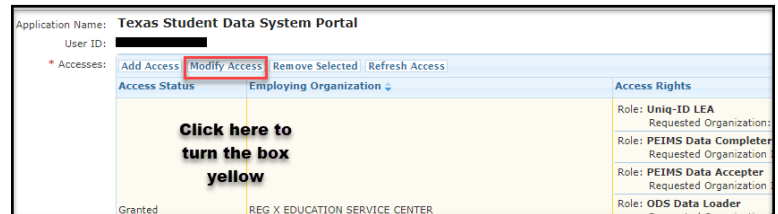
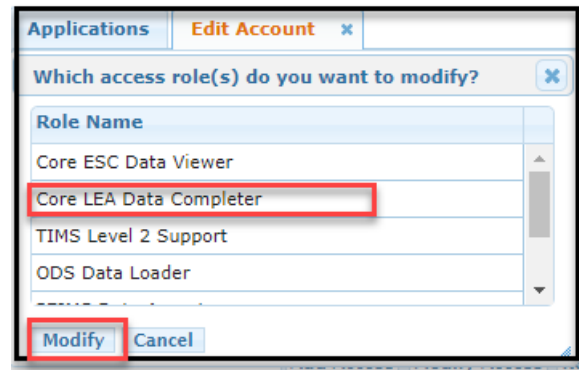
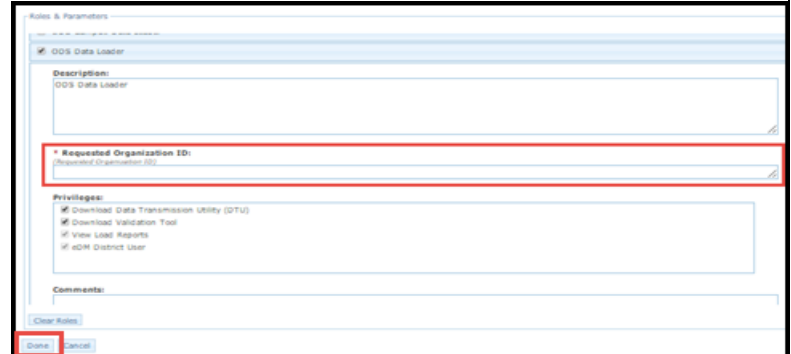


Image 19:



- Your County District number should show in the Requested Organization box.
- Check all **Privileges** for which you are requesting access (Image 21)
- Add all the privileges you need then click **Done** (Image 20)

Image 20:





## Adding / Modifying Access to Core Collections

**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:**

The screenshot shows the 'Core LEA Data Completer' form. It includes a description field, a 'Requested Organization ID' field, and a 'Privileges' section with checkboxes for various access types. Blue arrows point to the following checked items: 'CORE Generate/View LEA Reports', 'Child Find Access', 'Class Roster Access', 'Core Complete Submission', 'Core Validate Data', 'ECDS Access', 'RF Tracker Access', 'SELA Access', and 'SPPI-14 Access'.

8. Scroll down to the bottom of the **Edit Account** Tab and click **Save Changes** (Image 22)

**Image 22:**

The screenshot shows the 'Edit Account' tab with a table of accounts. The table has two columns: 'Status' and 'Organization'. The rows show 'Granted' status for 'REG X EDUCATION SERVICE CENTER' and 'New' status for 'REG X EDUCATION SERVICE CENTER (05)'. At the bottom, there is a 'Save Changes' button highlighted with a red box and a 'Discard Changes and Return' button.

### 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.



## **Adding / Modifying Access to Core Collections**