	Technology Services Information Services and Applications	SOP #	TS-ISA-001
		Revision #	
		Implementation Date	7-1-2014
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SOP Owner	John Crumbley	Approval	
SOP Name	TEAL Account Creation		

Standard Operating Procedure

1. Purpose

The purpose of this procedure is to document the process utilized by district staff to create a TEAL (Texas Education Agency Login) Account with TEA (Texas Education Agency).

2. Scope

This procedure is for any district or campus personnel needing access to student information from TEA.

3. Prerequisites


Employee need to access student data on behalf of CFISD.

4. Responsibilities

The District staff is responsible for accessing student information from TEA utilizing the TEAL system. Staff members must initiate the request for access to TEAL and complete the application. The staff member must retain their username and password in a secure manner to maintain the security of the TEAL website.

The ISA team member directs the staff member to the TEA TEAL Website.

TEA verifies the identity of the applicant's eligibility, and grants access.

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5. Procedure

#	Step	Responsibility
1	The customer identifies the need for a TEAL account.	Customer
2	Information Services and Application team member directs customer to the TEA website.	ISA
3	The customer accesses TEA at their website: http://pryor.tea.state.tx.us and completes the Account Request Form.	Customer
4	TEA personnel will review the Account Request Form. Upon verification of eligibility, the account will be approved.	TEA
5	The customer will log in to their new TEAL account at: http://pryor.tea.state.tx.us and request access to the specific application to begin accessing the necessary information.	Customer