


Target Audience: Local education agency (LEA) and education service center (ESC) personnel promoting PEIMS data that has been published via the API to the Texas Student Data System (TSDS).

Purpose: This click sheet provides a list of steps for LEA PEIMS personnel to promote the necessary PEIMS data and verify the promotion data counts through the PEIMS application. The results are intended to be provided back to the source system vendor to confirm the API transactions previously loaded into the organization’s Individual Operational Data Store (IODS).

Demonstration Video: [Link to Step by Step Video](#) (Note: The Step-by-Step Video demonstrates promoting PEIMS Fall Submission data. The process in the video can be applied to all PEIMS Submissions.)

STEP 1: To access the PEIMS application, follow these steps:
a. Log in to TEAL with your username and password. The TEAL Home page appears.
b. From the ‘Applications’ tab, click the Texas Student Data System Portal Parallel link. The TSDS Parallel home page should appear.
c. Click on the PEIMS tab and then PEIMS Application Home . The PEIMS home page should appear with the message ‘Welcome to PEIMS’.
d. To promote the PEIMS data through the PEIMS application, continue to Step 2.
STEP 2: To promote the PEIMS data, follow these steps:
a. Upon accessing the PEIMS application, verify the organization, the school year, the collection, and the submission in the ribbon at the top right of the screen. Click GO .
b. Hover over ‘Data Promotions’, click Promote Loaded Data .
c. Next, select the data to be promoted.
d. From the ‘LEA/Campus’ dropdown menu, select All LEA Data .
e. From the ‘Categories’ dropdown menu, select All Categories .
f. Enter the Data Promotion Name . Click Next .
g. On the next screen, confirm the data promotion information. Click Submit to initiate the promotion.
h. On the Monitor Data Promotions screen, the status of the promotion should briefly be ‘In Progress’. Click the refresh button  to refresh the page. The status should change to ‘Completed’ or ‘Completed with Errors’ when the data has been successfully promoted.
i. To verify promotion data counts for the PEIMS Submission, continue to Step 3.
STEP 3: To verify promotion data counts for the PEIMS Submission, follow these steps:
a. Upon accessing the PEIMS application, verify the organization, the school year, the collection, and the submission in the ribbon at the top right of the screen. Click GO .
b. Click ‘ Prepare/Finalize ’ in the ribbon at the top of the screen.
c. Review the counts in the ‘Records’ for each Category and Subcategory.
d. Share the results with your source system vendor.
Next Steps: Consult with your source system vendor to identify any data discrepancies in the promotion counts in the PEIMS application versus the data in your local source system(s).
Resources: Submit a TIMS support ticket or contact TSDSCustomerSupport@tea.texas.gov for additional support.