Requesting Access to TSDS Parallel Portal in TEAL

Target Audience: Local education agency (LEA) and education service center (ESC) personnel participating in the 2022-2023 pilot program for the Texas Student Data System (TSDS) Upgrade Project.

Purpose: This click sheet provides a list of steps to apply for the TEA Login (TEAL) roles and privileges required for configuring the organization's individual operational data store (IODS) data permissions and security authorization within the Data Management Center (DMC) application.

Demonstration Video: Link to Step-by-Step Video

Step 1: To apply for the <u>Texas Student Data System Portal Parallel</u> application, follow these steps:
a.   <u>Log in to TEAL</u> with your username and password. The TEAL home page appears.
b.   From the 'Self-Service' menu at the top left corner of the window, click on **My Application Accounts**.
c.   From the 'My Accounts' tab, click on the **Request New Account** button.
d.   From the 'Request New Account' window, scroll down the page and click on the **TSDSPortalParallel** to add the application to your TEAL account.
e.   To apply for a TEAL role(s) and privilege(s), continue to Step 2.
Step 2: To request access to the <u>DMC LEA Technical role</u> and <u>DMC Manage Key/Secret</u> privilege, log into TEAL and follow these steps:
a.   Under the 'Application Name, Texas Student Data System Portal Parallel', click on the **Add Access** button.
b.   In the 'Employing Organization' section, enter the name or number of the organization you work for.
c.   For LEA access, in the 'Roles & Parameters' section, select the **DMC LEA Technical** role**.**   For ESC access, in the 'Roles & Parameters' section, select the **DMC ESC Technical** role.
d.   In the 'Requested Organization ID' field, enter the name or number of the organization you are requesting access for.
e.   In the 'Privileges' section, check the **DMC Manage Key/Secret** privilege.
f.   Click the **Done** button to queue your request.
g.   Click the **Save Changes** button to submit your request to the designated approver at your organization.
h.   Click the **Done** button. You will see your request to add the 'Texas Student Data System Portal Parallel' application has been added to your TEAL account and is pending approval.
i.   You will get an email notification informing you if your request for access has been approved or denied. Once your request is approved, continue to Step 3.
Step 3: To access the DMC application from the Texas Student Data System Portal Parallel, log into TEAL and follow these steps:
a.   From the 'Applications' tab, click the **Texas Student Data System Portal Parallel** link. The TSDS Parallel home page should appear.
b.   Click the **DMC** tab and then the **Manage IODS** easy button to access the DMC application. The DMC home page should appear with the message 'Welcome to the DMC.'
Next Steps: Configure your organization's individual operational data store (IODS) data permissions and security authorization within the Data Management Center (DMC) application.   **Resources:** Click Sheet and Step-by-Step video for Generating Keys and Secrets in TSDS Parallel Portal (*Coming January 17, 2023!!*)