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

Purpose: This click sheet provides a list of steps to apply for the TEA Login (TEAL) role(s) and privilege(s) required for promoting the organization's data through TSDS application(s).

Demonstration Video: Link to Step-by-Step Video

To request access to the Core Promoter role or Completer role, AND/OR the PEIMS Sched/Promoter role or PEIMS Completer role, log in to TEAL and follow these steps:
STEP 1: To access TEAL to apply for access to promote data, follow these steps:
a.   Log in to TEAL with your username and password. The TEAL home page appears.
b.   From the 'Applications' tab, click **Add/Modify Access** in the **'Texas Student Data System Portal Parallel'** section. The 'Edit Account' tab should appear.
c.   Click the **Add Access** button. In the 'Employing Organization' section, enter the name or number of the organization you which you are employed.
STEP 2a: To request CORE application access, follow these steps:
a.   Select the **Core LEA Data Promoter** or **Core LEA Data Completer** role under 'Roles & Parameters'. NOTE: The Promoter role is not needed if the Completer role is chosen.
b.   In the 'Requested Organization ID' field, enter the name or number of the organization for which you are requesting access.
c.   In the 'Privileges' section, check all privileges that apply to the submissions for which you will be promoting and/or completing data.
STEP 2b: To request PEIMS application access, follow these steps:
a.   Select the **PEIMS Data Sched/Promoter** or the **PEIMS Data Completer** role under 'Roles & Parameters'. NOTE: The Promoter role is not needed if the Completer role is chosen.
b.   In the 'Requested Organization ID' field, enter the name or number of the organization for which you are requesting access.
STEP 3: To submit the request for approval, follow these steps:
a.   Click the **Done** button to queue your request.
b.   Click the **Save Changes** button to submit your request to the designated approver at your organization.
c.   Click the **Done** button.
d.   To see the status of the request you just submitted, from the 'Self Service' menu at the top left corner of the window, click on **Requests I've Submitted**.
e.   Select the row for the request you just submitted.
f.   Click on **View Details** to see awaited approver.
g.   You will receive an email notification once your request for access has been approved or denied.
Next Steps: Promote the PEIMS and/or CORE data through the TSDS Portal Parallel application. **Resources:** Click Sheet and Step-by-Step video for PEIMS and CORE data promotions. (*Coming Soon!!*)