

Target Audience: Local education agency (LEA) personnel needing access to the Texas Records Exchange (TReX) application because they would like to request and receive student records.

Purpose: This click sheet provides a list of steps to apply for the TEAL Login (TEAL) roles and privileges required to request and receive student records within the TReX application for students who have attended a Texas public school or charter school.

Demonstration Video: [Link to Step-by-Step Video](#)

Step 1: To apply for access to the <u>Texas Records Exchange (TReX)</u> application, follow these steps:
a. Log in to TEAL 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 TReX 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>Campus Registrar</u> or <u>Campus Viewer</u> role, log into TEAL and follow these steps:
a. Under the 'Application Name', 'Texas Records Exchange', click on the Add Access button.
b. In the 'Employing Organization' section, enter the name or <i>six-digit</i> district number for the organization by which you are employed.
c. Select the Campus Registrar or the Campus Viewer role under 'Roles & Parameters.' NOTE: The Campus Viewer role is not needed if the Campus Registrar role is chosen.
d. In the 'Campus Number' section, enter the name or <i>nine-digit</i> campus number of the organization for which you are requesting access.
e. Click the Done button to queue your request.
f. Click the Save Changes button to submit your request to the designated approver at your organization.
g. Click the Done button.
h. 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 .
i. Select the row for the request you just submitted.
j. Click on View Details to see awaited approver.
k. You will receive an email notification once your request for access has been approved or denied. Once your request is approved, continue to Step 3.
Step 3: To access the TReX application, log into TEAL and follow these steps:
a. From the 'Applications' tab, click the Campus Registrar or Campus Viewer link under the 'Texas Records Exchange' section. The TReX home page should appear.