TEAL (TEA Login) is the security gateway to TEA web resources. To access your Educator Account, you will need a TEAL profile that is set up with access to your profile in the Educator Certification Online System (ECOS).

IMPORTANT!!! Your name is used to connect all your records and is transmitted to ETS. If your name does not match EXACTLY on your Texas Driver's License/State ID card and on your Educator Certification profile, you will not be able to log in to your Educator Account or register for tests at the Educator Testing Service (ETS). If your name has changed or differs between these sources, STOP, and follow the Name Change Information at the end of this document.
Setting Up Your TEAL Educator Profile

**STEP 1:**

**Option 1:** If you received an email from TEAL containing a username and password **proceed to STEP 2**

*How do you know if you received an email?*
Go to your Eaglemail account and type TEAL into the search. There should be two emails from TEAL Support; one of which will contain your username and a temporary password to the TEAL system.

**Option 2:** If you do not have the email from TEAL, go to [https://pryor.tea.state.tx.us/](https://pryor.tea.state.tx.us/) and click on **Forgot your username?** The email address will either be linked to your @my.unt.edu email **OR** your EUID@unt.edu email (ex. abc0123@unt.edu). Try both email addresses.

If an account is not found for you, go to [https://pryor.tea.state.tx.us/](https://pryor.tea.state.tx.us/) and click **Request New User Account.** Use your legal name, DOB, and Social Security number to create a new account. Under “Organization Type” select “Educator”. After you click submit, you should see a screen containing your username and asking you to set up your password. **Proceed to STEP 4.**

*If you receive an error message when creating your account, please come to the TEExES Advising Office in Matthews Hall, Room 103 for assistance.*

**STEP 2:**

To log into your account, go to [https://pryor.tea.state.tx.us/](https://pryor.tea.state.tx.us/).
You can also access this link from the TEA main page by clicking **TEAL Login.**
STEP 3:

Enter the user name and password you received from TEAL emails or TEAL Administrator.

Click **Login**.

**NOTE:** It is suggested that you copy and paste the temporary password into the password box.
**STEP 4:**

When you log in for the first time, you will need to create a new password.

**Before setting the new password, consider the password guidelines:**

- Must be 8-30 characters
- Must contain the following character types: letters, numbers, and special characters (for example - #, *, $, or @)
- Must not include your username
- Must not contain variations of the word "password"
- Must not contain a character repeated more than 2 times
- Must not be the same as your previous ten passwords

Click in the **Current Password** text box to enter the password you received by e-mail or from the TEAL Administrator.

Type and retype a new password in the **New Password** and **Confirm New Password** fields.

Click the **Submit** button.

**NOTE:** If you receive a message that the password has been rejected for policy reasons, it means that you did not follow the guidelines for the password. Improve your password, and try again.
STEP 5:

After your password has been changed, a **Statement for Assurance** of security provisions will appear. You must agree to these provisions to continue. The same provisions will appear at login every 30 days.

**Read the assurance provisions and click the I Agree button at the bottom of the page.**

If you do not agree to the security provisions, click **Cancel** to exit the application. However, you will be unable to access your educator profile in the TEAL system.
STEP 6:

After you agree to the assurance provisions, the **security questions** page **should** appear. If it does not, please skip to Step 7 in order to establish your security questions.

The answers to these three questions will be used to recover your password if you forget or lose it. The answers are confidential and will not be used for any other purpose. Be sure to note the exact answer because the computer needs the exact response. For example, suppose you use the question “In what city did you meet your spouse/significant other?” and type the answer **Ft. Davis, Texas**. If, you type the answer Fort Davis, Texas or Ft. Davis, TX, the computer will not recognize that answer as correct.

After you select and answer all three security questions, click the **Save Changes** button.

A **GREEN** message appears at the top of the page security questions have been updated. After 5 seconds, the page should refresh and you can **move on to Step 8**. You can also click the ‘x’ in the upper right corner to close the confirmation message and return to the main menu.
**STEP 7:**

The page should refresh after 5 seconds and display the Texas Education Agency’s User and Access Management portal (the TExES Advising Office refers to this screen as “The White Screen”).

**NOTE:** The White Screen is the portal that will take you to your TEA profile. Using the **Self-Service** menu on the left hand side of the White Screen, you can update your personal information (address, phone number, email) by clicking on **Edit My Profile**. You can also utilize the **Change My Password** and **My Security Questions** features if you need to change or update any of your login information.

Under the **Access Applications** tab, you should see a blue link that says **Educator** with your TEA ID number beneath it. Be sure to write your TEA ID number down so you can easily access it.

If you do not see the Educator link or a TEA ID number, you need to visit the TExES Advising Office in Matthews Hall, Room 103.

**STEP 8:**

Click on the **Educator** link above your TEA ID number to navigate to your TEA profile.
STEP 9:

You will be directed to the State Board for Educator Certification screen. UNT calls this the “Blue Screen.” When you access the Blue Screen for the first time, you will be requested to enter/update your personal information.

You will need to fill in any field that has a RED asterisk (*) next to it. If you fail to fill out the profile, you will not be able to create a testing account for your exams. Fields that are greyed out can only be changed by a TEAL administrator. If you need to change the name that is entered in the TEA system, you will need to submit a name change request. See page 36 of this guide for instructions on how to submit a name change request. You can update your email address on the “White Screen” under Edit My Profile. See Step 7 on page 7 of this guide for information.

Make sure that the following fields has been filled in:
A. Gender  
B. Phone Number  
C. Ethnicity/Race (click on ‘Select/Update Ethnicity’ to choose from a list of options)  
D. Driver License Number  
E. Driver License State (state that issued your license)  
F. Mailing Address (leave foreign address blank if you are a US citizen)  
G. Billing Address (leave foreign address blank if you are a US citizen)

After all fields are updated, click Continue at the bottom of the page.
STEP 10:

After you have successfully filled in all the biographical fields, your screen should look like the following:

![State Board for Educator Certification](image)

You will only use the Blue Screen to apply for certifications, view issued certificates, and view which TExES exams you have taken or been approved for by navigating the menu on the left hand side of the page. **You will not use the Blue Screen to register for your exams.**

Make sure that you have written down your TEA ID number.

You are now ready to create your ETS Testing Account to register for certification exams.

**Proceed to the Creating Your ETS Account section on page 11 of this guide.**
Obtaining Your TEA ID Number

STEP 1:

You can access your TEA ID Number on either the User and Access Management (White Screen) portal, or the State Board for Educator Certification (Blue Screen) page.

Like your Social Security Number, you should take time to memorize this number, as it will follow you throughout the rest of your career as an educator.

To view your TEA ID Number through the White Screen, click on the on the Access Applications tab.

Your TEA ID Number will be listed under the blue Educator link.

To view your TEA ID Number through the Blue Screen, click on the on the blue Educator link from the User and Access Management (White Screen) portal.

Your TEA ID Number will be in the center of the screen at the top of the page, next to your name.

You are now ready to create your ETS testing account for your certification exams. Proceed to the Creating Your ETS Account section on page 11 of this guide.
Creating Your ETS Account

**STEP 1:**

Before you begin, please make sure you have completed all steps of Setting up Your TEAL Educator Profile on pages 2-9. If you have not completed your profile, you will not be able to create your testing account.

Once you have completed your TEAL Educator Profile and obtained your TEA ID Number, go to the ETS Testing company’s website at [http://www.texas.ets.org](http://www.texas.ets.org). You will use this website to register for all TExES certification exams.

Click on **Your Account** located along the top of the page above “Welcome”.

**STEP 2:**

Scroll to the bottom of the page and click on **New User**.
STEP 3:

You will then be directed to the New User account setup page (all information must match what was entered in your TEA account).

- Enter your TEA ID#
- First Name
- Middle Initial (optional)
- Last Name
- Date of Birth
- Email Address

Click **Next** when all information is entered. You will be directed to the Personal Information screen.

Verify that all of your Personal Information (name, address, etc.) is correct and answer the language questions at the bottom of the page. You may also opt to receive updates by email or text message. After you make your selections, click **Next**.

- State/Province: Texas
- Postal/Zip Code: 76209
- Country: United States of America
- Daytime Phone: (940) 891-2507
- Evening Phone:
- Gender: Female
- Ethnicity: White (not of Hispanic origin)

The following questions are optional and only used for the purpose of evaluating test questions. They are not maintained as part of your educator certification records.

1. What is your best language of communication?
   - [ ] English
   - [ ] Another Language

2. Which language(s) did you first learn as a child?
   - [ ] English Only
   - [ ] English And Another Language
   - [ ] Another Language Only
STEP 4:

You will need to create a personal Username, Password and Password Reminder. The Password Reminder may be a single word or phrase that will help you remember your password. You may use the same username and password as your TEAL login if it helps keep things simple, or you may create one that is easier to remember.

Once you have your desired username and password, Click Create.

Once you have successfully created your ETS username and password, you will be directed back to a Welcome screen, with your information in the middle of the page and a menu bar to the left.
You are now ready to begin registering for your TExES exams. Continue onto the Registering for Certification Exams section of this guide on page 14.

Registering for Certification Exams

STEP 1:

You will need to access the ETS Testing website (http://texas.ets.org) each time you need to register for a TExES exam. If you are not already logged into your ETS account, go ahead and log in now by clicking on Your Account at the top of the page, and then clicking on Go to Login.

Enter the username and password you created for your testing account.

STEP 2:

To register for your certification exams click Register for a Test (located in the middle of the screen as well as on the left-hand side).
STEP 3:

Each time you register for an exam, you will see the Online Registration, Cell Phone Policy, and Alternative Testing Arrangements informational page. Read and review this page, then click **Register** at the bottom of the screen.
STEP 4:

Read the Compliance with Rules information and check all boxes to indicate your acceptance to comply with the testing rules. You cannot proceed to the registration screen until all boxes have been checked. Click **Next** after all boxes are checked.
STEP 5:

You will now be asked to locate your desired testing center. A pop up window may appear asking if you would like the website to identify your current location. You can either accept or deny based on your preference.

Choose if you would like to keep a narrow search within 100 miles of your desired center (or current location, if you chose to allow the website to identify your location) or by any distance by selecting the appropriate radio button.
STEP 6:

Under **Step 1: Test Location**, if you have not allowed the website to identify your current location, select the city/state you want to be closest to by clicking on the drop down arrow, then clicking on the appropriate city/state.

For instance, if you want to take the exam at the Denton, Texas center, select DENTON TX USA from the drop down list.

**NOTE:** You may test anywhere you would like, so if you live in Tulsa, Oklahoma and you want to take the exam at a center close to where you live, select the city closest to you.
STEP 7:

After you have selected the test location, move on to Step 2: Tests by clicking the drop down arrow next to that selection and clicking on the name of the exam you would like to take.

NOTE: You may only take certification exams that are related to your program, so you will only see the exams that the State of Texas requires for certification within your chosen field. You will not be able to take additional certification exams until after you hold your initial teaching certificate. This means that if English as a Second Language is not part of your certification program at UNT, you will not be able to take the ESL Supplemental exam until AFTER you complete your program and are certified. There are no exceptions to this rule.
STEP 8:

After you have selected the exam you would like to take, click the arrow for the drop down box next to **Step 3: Test Date**.
STEP 9:

A pop-up calendar will appear for you to select a test date. Dates that are greyed out cannot be selected, as there are no testing sites available for your selected criteria.

Scroll through the available dates and select the date you wish to test. Click OK when finished if selection does not automatically populate in Step 3 box.
**STEP 10:**

Click **Search** once all selection criteria for Steps 1 – 3 have been made.
STEP 11:

Your search criteria will generate several testing options based on what you chose.

You may see several testing site locations, but not the location you originally chose. This is because the search is looking within 100 miles and your ideal location may not have any seating available for that particular day. **Sites closest to your desired location will display first, and will show an option (if available) of a morning or afternoon session.** You may view other dates for additional testing options (i.e. location or time of day) by selecting a date on the calendar bar if you do not see an agreeable time or location.
**STEP 12:**

If you see a location and time of day you like, **click on the green time slot** to make that selection.
STEP 13:

If you do not wish to register for any other exams (meaning you are only scheduling the one exam at this time), click either the Complete Checkout link or the Cart icon.

If you do wish to register for an additional exam, you will click on the drop down arrow next to Step 2: Tests and select the next exam, then continue the process as before until you are ready to check out.
STEP 14:

Once you click Complete Checkout, you will be able to review the selections you made. The screen will show you the name of exam you have selected, the location of the testing center, the date, the specific time of the exam, and the cost for the exam. If any of the options are problematic, click edit to change them. If the selections are good, scroll down and check the box to be notified by email when your scores are available.

NOTE: All centers have different exam start times, so please be certain that the time shown is agreeable. TExES exams are 5 hours in length, so if you choose a session that starts at 3pm, you should plan to be there until 8pm. It is imperative that you arrive 30 minutes before your scheduled start time. If your start time is 12pm, be there by 11:30am.

You will need an admission ticket for each test that you register for. Your admission ticket will be available to view and print upon completion of this registration and until the test date.

NOTE: You will be limited to five attempts to take a certification test. The five attempts include the first attempt to pass the examination and four retakes. The five attempts include any of the test approval methods (PACT, EPP, out of state, charter, and CBE). All attempts taken before September 1, 2015 count as one attempt. If you choose to register again for the same test after completion of the fifth testing attempt, your scores will not be counted towards certification and you will assume responsibility for test fees paid.

Please Notify Me Via E-Mail When My Scores Are Available.
STEP 15:

Scroll further down the page and check the boxes for test prep message if you would like to receive them. If you don’t, leave them unchecked.

Read the test cancellation policy and check the box to acknowledge you understand, then click Next.
test preparation messages

Preparation is crucial when it comes to successful test taking. ETS offers information and tips via free weekly messages to help you prepare for your TExES™ test and keep you on track to becoming a better-prepared test taker. Messages can be sent via email or text to your cell phone.

Complete the fields below to opt in to this service.

- By selecting "receive notifications via email," you are giving ETS permission to send messages related to the TExES test you registered for to the email address you provided when you registered.
- By selecting "receive notifications via text," you are giving ETS permission to send text messages related to the TExES test you registered for to the cell phone number you provide.

You can opt out of this service at any time through your ETS testing account.

☐ Receive Notifications Via Email
☐ Receive Notifications Via Text Message

Cell Phone Number

Carrier Select One

Test Cancellation Policy

You may cancel a test for which you have registered through your account on this website. You may also cancel by completing and submitting the Test Cancellation form. The Test Cancellation form is available in the download library for the test you are taking.

If you are registered for Monday testing, military testing, or nonstandard accommodations, you cannot cancel from your testing account. You may only cancel using the Test Cancellation form.

Refund fees will be assessed based upon when the cancellation is processed online or received in the mail. See the current Registration Bulletin for the test you are taking for cancellation deadlines and refund information. Registration Bulletins can be downloaded free of charge from this website.

☐ I acknowledge that I have had adequate opportunity to review, to my satisfaction, the test cancellation policy above and the cancellation deadlines and refund information in the appropriate Registration Bulletin.

STEP 16:

You will see a final screen confirming your choices. You will also see the registration fee for the exam, and the total purchase price after convenience fees to Texas.gov.

Click Next to proceed to the payment screen.

NOTE: You must pay for your exam to complete registration and reserve your testing spot.
Proceed to Checkout

You must complete your registration within 15 minutes. After 15 minutes, the system may time out which will end your registration session. Please call Customer Service immediately at 1-800-265-2626 if the system times out and you have any questions about the successful status of your registration.

NOTE: You will be limited to five attempts to take a certification test. The five attempts include the first attempt to pass the examination and four retakes. The five attempts include any of the test approval methods (PACT, EPP, out of state, charter, and CBE). All attempts taken before September 1, 2018 count as one attempt. If you choose to register again for the same test after completion of the fifth testing attempt, your scores will not be counted towards certification and you will assume responsibility for test fees paid.

Cart Details

<table>
<thead>
<tr>
<th>Test Code</th>
<th>Test Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART EC-12 (CAT)</td>
<td>$131.00</td>
</tr>
<tr>
<td>2300 Airport Freeway</td>
<td>12/06/17</td>
</tr>
<tr>
<td>Clock Tower Walkway Suite 235</td>
<td>afternoon session - 3:00 pm</td>
</tr>
<tr>
<td>BEDFORD, TX 76022</td>
<td>$131.00</td>
</tr>
</tbody>
</table>

Test Registration Fee: $131.00

Test fee refunds will be based on this amount and are subject to a cancellation fee.

Texas.gov Price: $134.20

This service is provided by Texas.gov, the official website of Texas. The price of this service, which is not refundable, includes funds that support the ongoing operations and enhancements of Texas.gov, which is provided by a third party in partnership with the State.
STEP 17:

Once in your Shopping Cart, you will see the exam(s) you have registered for with all exam details (date, time, and test center location). You will also see the exam cost, the fees, and the total price. You can edit or remove any test you have registered for, or you can click on Checkout to continue to the payment screen.

NOTE: These screens may be different than shown due to changes in the Texas.gov payment system. Follow the onscreen instructions to complete payment. You must pay for your exam to complete registration.
STEP 18:

Click on the **Pay Now** button. You will be taken to the Texas.gov website to complete the transaction.
STEP 19:

Enter all information that is denoted by an asterisk (*), as well as your email address. Use an email address that you will actually check. Click **Next**.

**NOTE:** This information may automatically populate based on information stored in your educator account. If the information is incorrect, change it.
**STEP 20:**

Enter or verify the information in the Address and Email Address boxes, then enter your payment information and click **Next**.
STEP 21:

Verify all information you have entered. Enter the CAPTCHA/Verification code. Click Submit Payment.
STEP 22:

Your Admission Ticket is confirmation that your payment was successful and that your test has been scheduled. At the top of your ticket, you will see the test information, reporting time, exam time, test date, and center location.

At the bottom of your ticket, you will see the test cancellation policy and your payment information and exam/fees total.
STEP 23:

**Print your Admission Ticket** by clicking Print in the upper right-hand corner of the Admission Ticket. You must have your admission ticket with you to check in for your exam at the testing center.

If you registered for multiple exams print the Admission Ticket for each one. If you do not have access to a printer at the time of registration, you will be able to log into your ETS account at a later time and print your admission ticket.

**NOTE:** We recommend that you print your Admission Ticket now and re-print it the day before your scheduled exam. Should ETS (testing company) or the testing center you selected need share information with you it will be listed on the Admission Ticket.

You will be able to modify, cancel and reschedule your exam before the day of your test. View the ETS Registration Bulletin for canceling and rescheduling policies, as you will incur fees for any changes you make to your registration. All fees for changing/cancelling exam, score reviews, and late fees will be process through the ETS website.

Please direct questions regarding the test registration process to the ETS Customer Service center at 1-800-205-2626.
Changing Your Name with TEA

The new process to submit a change or correction of name, gender or date of birth requires individuals to email the following required documents along with a daytime telephone number:

1. Current state driver’s license or state ID
2. Last four digits of social security number
3. Previous name
4. Out-of-Country educators who do not hold a state-issued driver’s license may submit a copy of a current passport
5. A current email address and valid daytime telephone number.

Individuals should scan documents and email them to: namechange@tea.state.tx.us

OR

Mail the documents to

TEA-CRT, 5th Floor
1701 North Congress Avenue,
Austin, TX 78701.

Please allow 7 to 10 business days for processing.

It is advisable that test takers request and receive verification that name changes have been processed prior to test registration. If names on ID documents, admission tickets and the test center roster do not match, test takers may not be able to test.