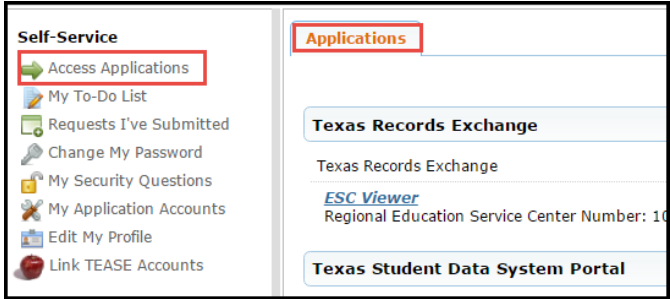
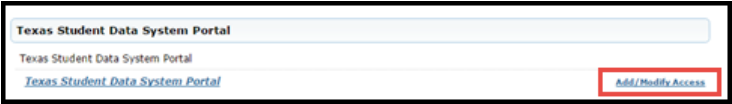
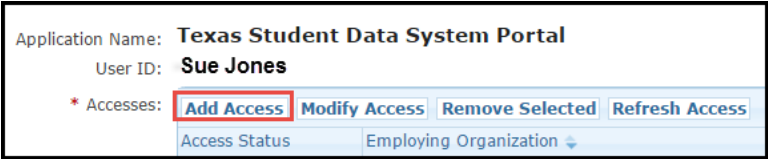


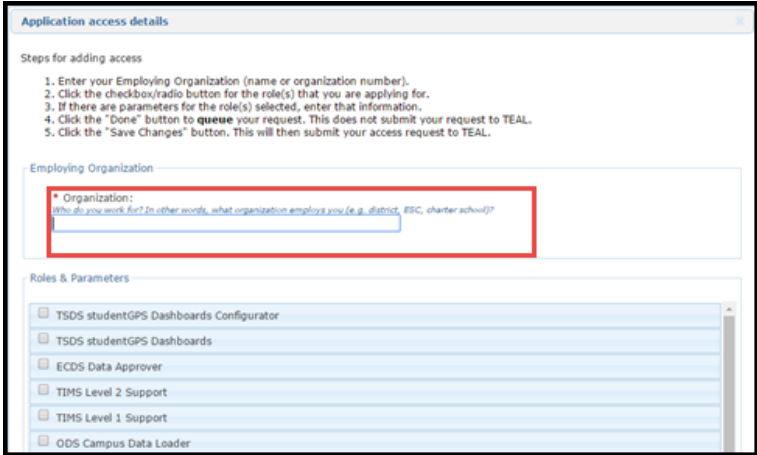
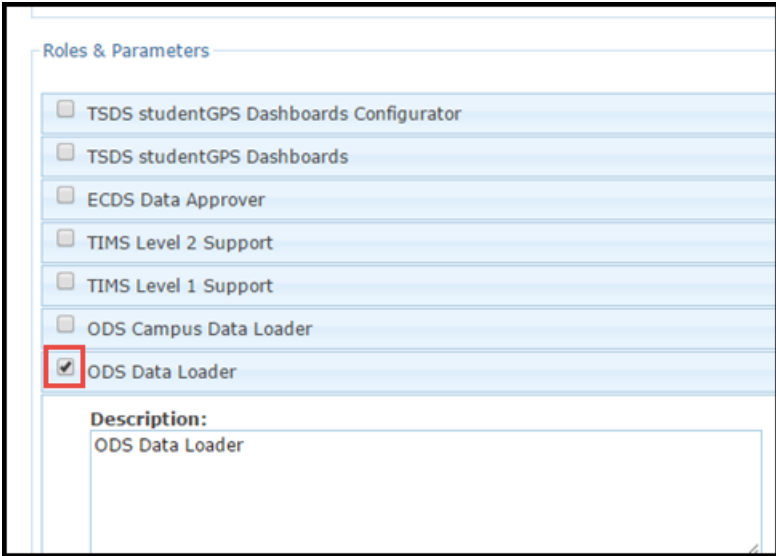
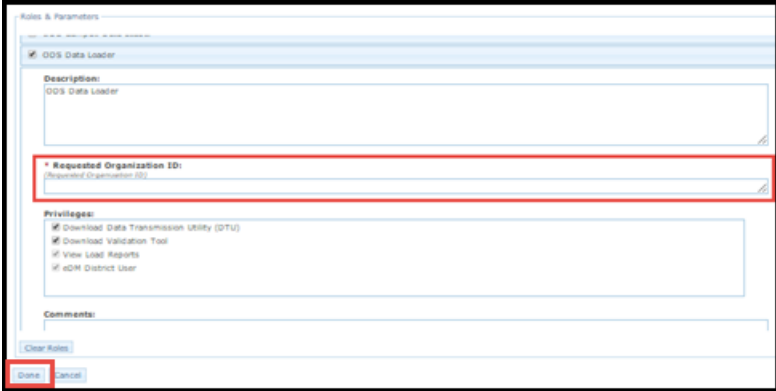


## Adding Access to TSDS for ECDS

Instructions	Screen Shot
<b>Roles Needed for TSDS PEIMS:</b>	
<b>LEA PEIMS Coordinators:</b> ODS Data Loaders ECDS Data Approver	
<b>Requesting Access in the TSDS Application:</b>	
<p>1. Click <b>Access Applications</b> from the <b>Self-Service</b> pane, <b>or</b> Click the <b>Applications</b> tab to view the list of applications to which you have access.</p>	
<p>2. Click <b>Add/Modify Access</b> for the TSDS Application.</p>	
<p>3. Click <b>Add Access</b>.</p>	

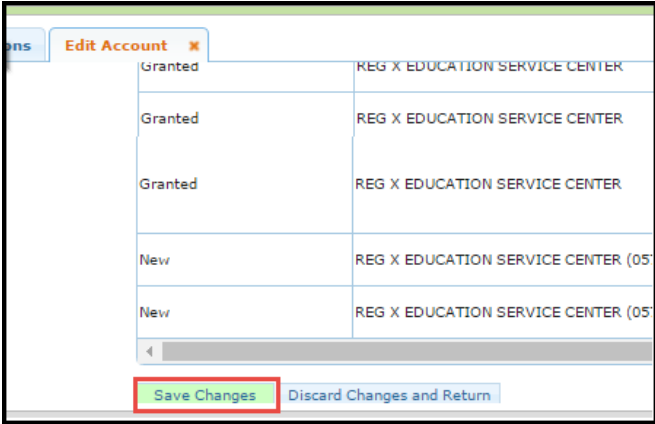


## Adding Access to TSDS for ECDS

Instructions	Screen Shot
<p>4. The dialog box that appears looks different based on the applications you have.</p> <p>a. Add your CCCDDD number in the <b>Organization</b> box. Once you begin typing, a list appears. Select your LEA from the list.</p>	 <p>Application access details</p> <p>Steps for adding access</p> <ol style="list-style-type: none"><li>1. Enter your Employing Organization (name or organization number).</li><li>2. Click the checkbox/radio button for the role(s) that you are applying for.</li><li>3. If there are parameters for the role(s) selected, enter that information.</li><li>4. Click the "Done" button to <b>queue</b> your request. This does not submit your request to TEAL.</li><li>5. Click the "Save Changes" button. This will then submit your access request to TEAL.</li></ol> <p>Employing Organization</p> <p>* Organization: Who do you work for? In other words, what organization employs you (e.g. district, ESC, charter school)?</p> <p>Roles &amp; Parameters</p> <ul style="list-style-type: none"><li><input type="checkbox"/> TSDS studentGPS Dashboards Configurator</li><li><input type="checkbox"/> TSDS studentGPS Dashboards</li><li><input type="checkbox"/> ECDS Data Approver</li><li><input type="checkbox"/> TIMS Level 2 Support</li><li><input type="checkbox"/> TIMS Level 1 Support</li><li><input type="checkbox"/> ODS Campus Data Loader</li></ul>
<p>5. Under <b>Roles &amp; Parameters</b> select any new Roles from the list by clicking in the box next to them.</p>	 <p>Roles &amp; Parameters</p> <ul style="list-style-type: none"><li><input type="checkbox"/> TSDS studentGPS Dashboards Configurator</li><li><input type="checkbox"/> TSDS studentGPS Dashboards</li><li><input type="checkbox"/> ECDS Data Approver</li><li><input type="checkbox"/> TIMS Level 2 Support</li><li><input type="checkbox"/> TIMS Level 1 Support</li><li><input type="checkbox"/> ODS Campus Data Loader</li><li><input checked="" type="checkbox"/> ODS Data Loader</li></ul> <p>Description: ODS Data Loader</p>
<p>6. Add your CCCDDD number in the <b>Requested Organization ID</b> box. Once you begin typing, a list appears. Select your LEA from the list.</p> <p>7. Leave the pre-checked boxes under <b>Privileges</b> as they are marked</p> <p>8. Add all Roles you need then click <b>Done</b>.</p> <p>9. This will take you to the Edit Account tab.</p>	 <p>Roles &amp; Parameters</p> <p><input checked="" type="checkbox"/> ODS Data Loader</p> <p>Description: ODS Data Loader</p> <p>* Requested Organization ID: (Required Organization ID)</p> <p>Privileges:</p> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Download Data Transmission Utility (DTU)</li><li><input checked="" type="checkbox"/> Download Validation Tool</li><li><input checked="" type="checkbox"/> View Load Reports</li><li><input checked="" type="checkbox"/> eDM District User</li></ul> <p>Comments:</p> <p>Clear Roles</p> <p>Done Cancel</p>



## Adding Access to TSDS for ECDS

Instructions	Screen Shot
<p>10. Scroll down to the bottom of the <b>Edit Account</b> Tab and click <b>Save Changes</b>.</p>	

### The Basic Steps that Occur After a Request are the Following:

1. Approval or denial of the request by your Organization Approver- Usually the Superintendent (If the Approver does not respond to a request for access within five days, the request is cancelled and a notification is sent to the person making the request.)
2. Routing of approved requests to the TEA Application Approver
3. E-mail notification to affected individuals

### Processing Time Considerations:

When you submit an online request for a user account or access to a TEA application, it can take several business days to process your request, depending upon the response to the approvals. While the Web-based technology speeds up the actual creation of user IDs and accounts, the normal day-to-day processing still requires a fair amount of involvement and time from the individuals who must review, verify, and approve the request.