

Accessing Your Insight to Impact Dashboards

You will first need to ensure that you have access to a TEAL account. If you do not already have one, you can request a TEAL account [here](#).

1. From the TEAL login page select **Request New User Account**.



TEA Login (TEAL)

NOTICE: TEA Web Applications will not be available each Sunday morning from 5:00am to 2:00pm due to routine maintenance. Please do not access your applications during this time period. **You could lose data.**

Don't have an account? [Request New User Account](#)

Username:

Password: [Show Password](#)

[Forgot your password?](#)
[Forgot your username?](#)

[TEA Login Application Help](#) | [Help for Educator Account Setup](#)
[Help with Password Reset](#)

2. Fill out New User Account Application and click **Submit** once complete.

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User and Access Management

* Primary Email Address: All notifications will be sent to this address.

* Verify Primary Email Address:

Secondary Email Address: If the primary email address becomes invalid, the security-code can be sent to your secondary email address to reset your password.

* Birth Month: The month of birth (1-12)

* Birth Day: The day of the month of birth (1-31)

Birth Year: YYYY

* Organization Type: Select One... The user's organization type.
[Click here for Organization Type descriptions](#)

Job Title:

Phone Number: Must include area code.

Cell Phone Number: Must include area code. Standard data/messaging rates may apply. Cell phone number can be used for password resets.

Street Address:

City:

Country: United States

State: Texas

Zip or Postal Code:

3. Once requested, it will take a few days to receive your TEAL account information. You will receive an email with instructions when your account is set up. Follow those instructions. You will be prompted to create a new password.

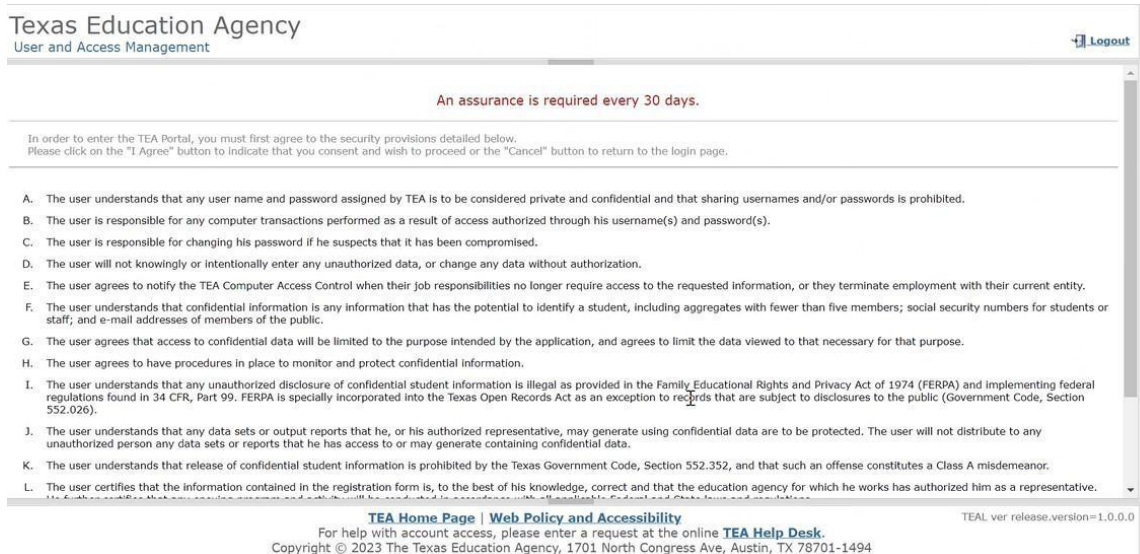


Set Your Password

Please create a new password.

Accessing Your Insight to Impact Dashboards

- Once you have a TEAL account, you can request access to the Insight to Impact Dashboard application. You will be asked to agree when you login.



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An assurance is required every 30 days.

In order to enter the TEA Portal, you must first agree to the security provisions detailed below. Please click on the "I Agree" button to indicate that you consent and wish to proceed or the "Cancel" button to return to the login page.

A. The user understands that any user name and password assigned by TEA is to be considered private and confidential and that sharing usernames and/or passwords is prohibited.

B. The user is responsible for any computer transactions performed as a result of access authorized through his username(s) and password(s).

C. The user is responsible for changing his password if he suspects that it has been compromised.

D. The user will not knowingly or intentionally enter any unauthorized data, or change any data without authorization.

E. The user agrees to notify the TEA Computer Access Control when their job responsibilities no longer require access to the requested information, or they terminate employment with their current entity.

F. The user understands that confidential information is any information that has the potential to identify a student, including aggregates with fewer than five members; social security numbers for students or staff; and e-mail addresses of members of the public.

G. The user agrees that access to confidential data will be limited to the purpose intended by the application, and agrees to limit the data viewed to that necessary for that purpose.

H. The user agrees to have procedures in place to monitor and protect confidential information.

I. The user understands that any unauthorized disclosure of confidential student information is illegal as provided in the Family Educational Rights and Privacy Act of 1974 (FERPA) and implementing federal regulations found in 34 CFR, Part 99. FERPA is specially incorporated into the Texas Open Records Act as an exception to records that are subject to disclosures to the public (Government Code, Section 552.026).

J. The user understands that any data sets or output reports that he, or his authorized representative, may generate using confidential data are to be protected. The user will not distribute to any unauthorized person any data sets or reports that he has access to or may generate containing confidential data.

K. The user understands that release of confidential student information is prohibited by the Texas Government Code, Section 552.352, and that such an offense constitutes a Class A misdemeanor.

L. The user certifies that the information contained in the registration form is, to the best of his knowledge, correct and that the education agency for which he works has authorized him as a representative.

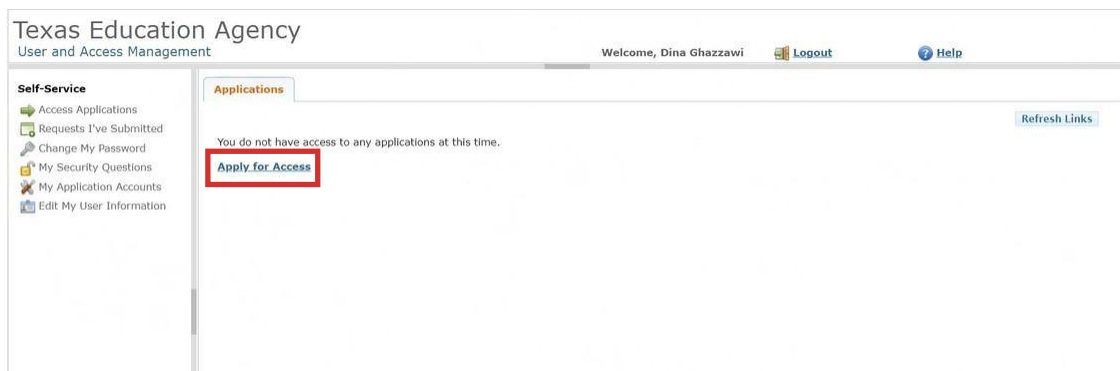
[TEA Home Page](#) | [Web Policy and Accessibility](#) | [TEA Help Desk](#)

For help with account access, please enter a request at the online [TEA Help Desk](#).

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TEA ver release.version=1.0.0.0

- Click **Apply for Access**.



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Welcome, Dina Ghazzawi | Logout | Help

Self-Service

- Access Applications
- Requests I've Submitted
- Change My Password
- My Security Questions
- My Application Accounts
- Edit My User Information

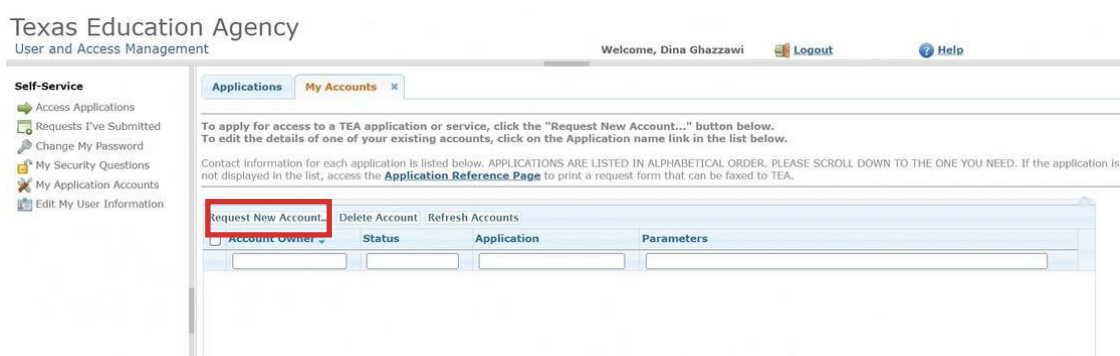
Applications

You do not have access to any applications at this time.

[Apply for Access](#)

[Refresh Links](#)

- Select **Request New Account**.



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Self-Service

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Applications | **My Accounts**

To apply for access to a TEA application or service, click the "Request New Account..." button below. To edit the details of one of your existing accounts, click on the Application name link in the list below.

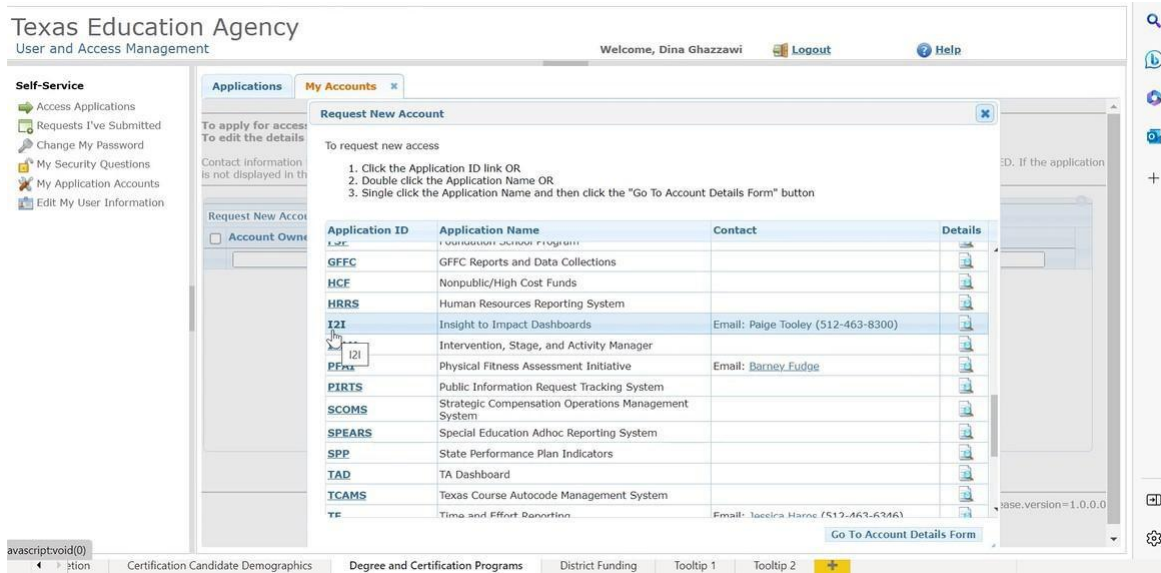
Contact information for each application is listed below. APPLICATIONS ARE LISTED IN ALPHABETICAL ORDER. PLEASE SCROLL DOWN TO THE ONE YOU NEED. If the application is not displayed in the list, access the [Application Reference Page](#) to print a request form that can be faxed to TEA.

[Request New Account...](#) | [Delete Account](#) | [Refresh Accounts](#)

Account Owner	Status	Application	Parameters

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7. Select I2I Insight to Impact Dashboards.



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Applications **My Accounts**

To apply for access
To edit the details

Contact information is not displayed in the table.

Request New Account

To request new access

1. Click the Application ID link OR
2. Double click the Application Name OR
3. Single click the Application Name and then click the "Go To Account Details Form" button

Application ID	Application Name	Contact	Details
GFEC	GFEC Reports and Data Collections		
HCF	Nonpublic/High Cost Funds		
HRRS	Human Resources Reporting System		
I2I	Insight to Impact Dashboards	Email: Paige Tooley (512-463-8300)	
I2I	Intervention, Stage, and Activity Manager		
PFMA	Physical Fitness Assessment Initiative	Email: Barney Fudge	
PIRTS	Public Information Request Tracking System		
SCOMS	Strategic Compensation Operations Management System		
SPEARS	Special Education Adhoc Reporting System		
SPP	State Performance Plan Indicators		
TAD	TA Dashboard		
TCAMS	Texas Course Autocode Management System		
TE	Time and Effort Reporting	Email: Isabella Harne (512-463-6366)	

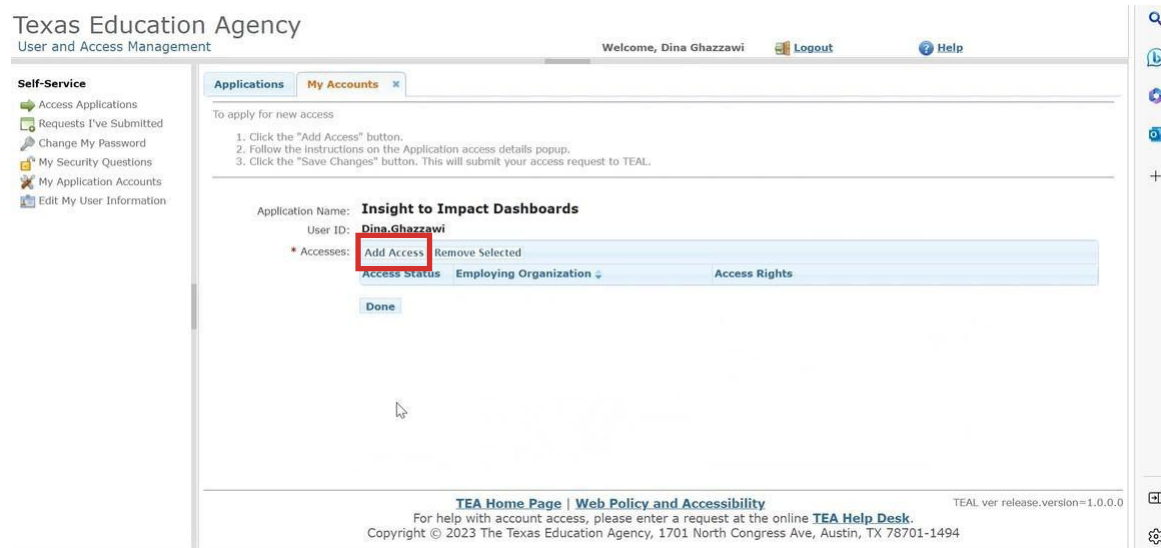
Go To Account Details Form

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tion Certification Candidate Demographics Degree and Certification Programs District Funding Tooltip 1 Tooltip 2

8. Select Add Access.



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Applications **My Accounts**

To apply for new access

1. Click the "Add Access" button.
2. Follow the instructions on the Application access details popup.
3. Click the "Save Changes" button. This will submit your access request to TEAL.

Application Name: **Insight to Impact Dashboards**

User ID: **Dina.Ghazzawi**

* Accesses: **Add Access** Remove Selected

Access Status	Employing Organization	Access Rights
---------------	------------------------	---------------

Done

TEA Home Page | Web Policy and Accessibility

For help with account access, please enter a request at the online [TEA Help Desk](#).

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Accessing Your Insight to Impact Dashboards

9. Enter the organization that you work for.

The screenshot shows the 'Texas Education Agency User and Access Management' interface. On the left is a 'Self-Service' menu with options: Access Applications, Requests I've Submitted, Change My Password, My Security Questions, My Application Accounts, and Edit My User Information. The main area has tabs for 'Applications' and 'My Accounts'. The 'Applications' tab is active, showing 'Application access details'. It includes instructions for adding access and a form for 'Employing Organization' with a red box around the 'Organization' field. Below is a 'Roles & Parameters' section with four checkboxes.

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User and Access Management

Welcome, Dina Ghazzawi

Self-Service

- Access Applications
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Applications **My Accounts** x

Application access details x

Steps for adding access

1. Enter your Employing Organization (name or organization number).
2. Click the checkbox/radio button for the role(s) that you are applying for.
3. If there are parameters for the role(s) selected, enter that information.
4. Click the "Done" button to **queue** your request. This does not submit your request to TEAL.
5. Click the "Save Changes" button. This will then submit your access request to TEAL.

Employing Organization

* Organization: Who do you work for? In other words, what organization employs you (e.g. district, ESC, charter school)?

Roles & Parameters

- ☐ EPP User with Individual Data
- ☐ EPP User without Individual Data
- ☐ TEA User with Individual Data
- ☐ TEA User without Individual Data

10. Select the role that you will need.

If you select **EPP User with Individual Data**, you will be able to see all the data visualizations as well as pages with specific individual candidate information, such as name and TEA ID.

If you select **EPP User without Individual Data**, you will be able to see all the data visualizations but not the pages with individual candidate information.

Note: If you are unsure which is best for your position at your EPP, we recommend that you consult with your EPP leadership.

If you are a Technical Assistance Provider, it will be up to the EPP that you work with whether or not you can request access to the dashboards within TEAL. If the EPP you are working with would like you to request access to the dashboards within TEAL, you will request an **EPP User without Individual Data** role.

Note: Your authorizing and employing organizations should be the same.

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Applications **My Accounts**

Application access details

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3. If there are parameters for the role(s) selected, enter that information.
4. Click the "Done" button to **queue** your request. This does not submit your request to TEAL.
5. Click the "Save Changes" button. This will then submit your access request to TEAL.

Employing Organization

* Organization: Who do you work for? In other words, what organization employs you (e.g. district, ESC, charter school)?

Roles & Parameters

- ☐ EPP User with Individual Data
- ☐ EPP User without Individual Data
- ☐ TEA User with Individual Data
- ☐ TEA User without Individual Data

11. Once you hit submit, the confirmation page will be displayed.

Confirmation Page

Your request has been submitted. When your request is processed, you will be notified using the e-mail address you provided.
If you do not receive notification within five days, please submit a request at <https://txeduagency.zendesk.com> for assistance.

Done

12. Once you request your role, the request will go to the primary approver at your EPP. If you are not sure who your primary approver is, you can find this by selecting **View Requests**.

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Welcome, Paige Tooley [Logout](#)

Self-Service

- Access Applications
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- Requests I've Submitted
- Change My Password
- My Security Questions
- My Application Accounts
- Edit My User Information
- View Requests**
- Reports

Administration

- Manage Others' Accounts

Applications **View Requests**

Filter Options

Request Status: Completed Request Type: Account Add Request Result: All Requested For: Requested By: Time Period: This Week

[Search Requests](#)

Request search results (2 total)

[View Details](#) [Export Search Results](#)

Submitted On	Request Type	Requested For	Requested By	Application	Status
03/27/2023 02:36:14 PM	Account Add	Samuel Miller	Samuel Miller	121	Completed
03/27/2023 01:47:49 PM	Account Add	Kenneth Mitchell	Kenneth Mitchell	121	Completed

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13. Use the filter options to find the request you submitted.

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Applications **View Requests**

Filter Options

Request Status: Completed Request Type: Account Add Request Result: All Requested For: Requested By: Time Period: This Week

[Search Requests](#)

Request search results (2 total)

[View Details](#) [Export Search Results](#)

Submitted On	Request Type	Requested For	Requested By	Application	Status
03/27/2023 02:36:14 PM	Account Add	Samuel Miller	Samuel Miller	I2I	Completed
03/27/2023 01:47:49 PM	Account Add	Kenneth Mitchell	Kenneth Mitchell	I2I	Completed

14. Click on the request you submitted and select **View Details**. Once approved by your EPP primary approver, your request will then be routed to an approver at TEA.

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Filter Options

Request Status: Completed Request Type: Account Add Request Result: All Requested For: Requested By: Time Period: This Week

[Search Requests](#)

Request search results (2 total)

[View Details](#) [Export Search Results](#)

Submitted On	Request Type	Requested For	Requested By	Application	Status
03/27/2023 02:36:14 PM	Account Add	Samuel Miller	Samuel Miller	I2I	Completed
03/27/2023 01:47:49 PM	Account Add	Kenneth Mitchell	Kenneth Mitchell	I2I	Completed

15. Once your approval is processed, you will be able to view the Insight to Impact Dashboards in your TEAL account. You can enter the dashboards by clicking on the role you have received: EPP User with Individual Data or EPP User without Individual Data.

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Applications **My Accounts**

Insight to Impact Dashboards

The Insight to Impact Dashboards provide access to user-friendly data for EPPs across Texas.

[EPP User with Individual Data](#)
Texas State University (EPP) (105501) [Add/Modify Access](#)

[EPP User without Individual Data](#)
Texas State University (EPP) (105501)