

# Requesting Access to Unique ID Search

## Steps on requesting Unique ID Search access

- Logon to your TEAL account
- Select – **My Application Account** on the left side of the panel
- Select - **Request New Account**
- Request New Account window appears, scroll down and select – **TSDSPortal**

Texas Education Agency  
User and Access Management

Welcome, Pablo Martinez [Logout](#)

**Self-Service**

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

**Applications** | **My Accounts** x

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

5 accounts.

[Request New Account...](#) [Delete Account](#) [Refresh Accounts](#) [Export Search Results](#)

Account Owner	Status	Application	Parameters
Pablo.Martinez	active		
Pablo.Martinez	active		
Pablo.Martinez	active		
Pablo.Martinez	active		
Pablo.Martinez	active		

**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
<a href="#">ER</a>	Expenditure Reporting		
<a href="#">EssaReports</a>	Every Student Succeeds Act Reports		
<a href="#">FIRST</a>	School FIRST		
<a href="#">GFEC</a>	GFEC Reports and Data Collections		
<a href="#">HCF</a>	Nonpublic/High Cost Funds		
<a href="#">PFAI</a>	Physical Fitness Assessment Initiative	Email: <a href="#">Barney Fudge</a>	
<a href="#">PIRTS</a>	Public Information Request Tracking System		
<a href="#">SCOMS</a>	Strategic Compensation Operations Management System		
<a href="#">SPEARS</a>	Special Education Adhoc Reporting System		
<a href="#">SPP</a>	State Performance Plan Indicators		
<a href="#">TReX</a>	Texas Records Exchange	Email: <a href="#">Texas Records Exchange (512-463-7246)</a>	
<a href="#">TSDSPortalTraining</a>	TSDS Portal - Training		
<a href="#">TxCHSE</a>	Texas Certificate of High School Equivalency		

[Go To Account Details Form](#)

The following screen will appear, Select - **Add Access**

**Applications** | **My Accounts** x

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: **TSDS Portal - Training**  
User ID: **pablo.martinez**

\* Accesses: **Add Access** Remove Selected

Access Status	Employing Organization	Access Rights
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[Done](#)

# Requesting Access to Unique ID Search

The following screen will appear.

- Employing Organization – Raul Yzaguirre (101806)
- Scroll down and select – Uniq-ID Search
- Select – Done

**Applications** **My Accounts \***

**Application access details**

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)?*

RAUL YZAGUIRRE SCHOOLS FOR SUCCESS (101806)

Roles & Parameters

- PEIMS Campus Submitter
- PEIMS Data Acceptor
- PEIMS Data Approver
- PEIMS Data Completer
- PEIMS Data Sched/Promoter
- PEIMS Data Submitter
- PEIMS ESC View Data
- PEIMS LEA View Data
- TEA PEIMS Program Staff
- TIMS Level 1 Support
- TIMS Level 2 Support
- Uniq-ID Campus
- Uniq-ID LEA
- Uniq-ID Search

Clear Roles

Done Cancel

# Requesting Access to Unique ID Search

Select: **Save Changes**


**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.

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Application Name: **TSDS Portal - Training**  
User ID: **pablo.martinez**

 A change has been requested but has not been submitted. To submit your request, click on the Save button located on the bottom of the screen.

\* Accesses: [Add Access](#) [Remove Selected](#)

Access Status	Employing Organization	Access Rights
New	RAUL YZAGUIRRE SCHOOLS FOR SUCCESS (101806)	Role: <b>Uniq-ID Search</b>

**Save Changes** [Discard Changes and Return](#)

Once you have been approved to get access to Uniq-ID Search, the link **Texas Student Data Systems Portal** will appear on your TEAL homepage(applications).

**Texas Student Data System Portal**

Texas Student Data System Portal

[Texas Student Data System Portal](#) [Add/Modify Access](#)

RAUL YZAGUIRRE SCHOOLS FOR SUCCESS  
Role: [Uniq-ID LEA, PEIMS Data Completer, ODS Data Loader, TIMS Level 1 Support, Core LEA Data Viewer, Core LEA Data Approver, Core LEA Data Completer, Core LEA Data Promoter]