

The background of the slide is an aerial photograph of a city skyline at dusk or dawn. The sky is a mix of light blue and orange, with scattered clouds. In the foreground, there is a large body of water reflecting the sky. The city buildings are illuminated, and a river or lake is visible on the left side. The overall scene is a mix of urban architecture and natural elements.

Requesting Legal Authority & Primary Approver Access for EPPs

9/23/2024

Establishing the Legal Authority

- Who is the Legal Authority?
- Why does the Legal Authority need access?
- How to request access.

Primary Approver Access

- Why do I need access?
- How to request access.

ECOS for Entities Access

- Why do I need access?
- How to request access.

Special Situations & What's Next

- EPPs not in the Business Partner Directory
- Alternate Approvers for your EPP
- Your role in that process.

Identify the Legal Authority:

- Dean
- Director
- Owner

Role of the Legal Authority:

- Ultimate responsibility for EPP
- Authorized signer on behalf of EPP
- Authorized requestor on behalf of EPP
- Receives official communications from TEA
- Primary TEAL Approver for EPP

One Legal Authority per EPP

- **Submit a letter on EPP Letterhead**
- **Signed by the current Legal Authority or Authorized Individual**

[EPP LETTERHEAD HERE]

[Date]

To: Director, Educator Preparation

[Name of EPP and County/District Number] is requesting a change in the Legal Authority and/or Legal Authority Back-Up effective [date]. Please make the following changes:

Remove [Legal Authority/Legal Authority Back-Up]:

[Name/Title]
[Mailing Address with Zip+4]
[Phone Number w/ Area Code]
[Fax Number w/ Area Code]
[Email Address]

Add [Legal Authority/Legal Authority Back-Up]:

[Name/Title]
[Mailing Address with Zip+4]
[Phone Number w/ Area Code]
[Fax Number w/ Area Code]
[Email Address]

Please confirm that TEA has the correct contact information for our educator preparation entity:

[Entity Address with Zip+4]
[Entity Phone Number]
[Entity Website Link:]

Should you have questions concerning this request, please contact me at [phone number w/area code].

Sincerely,

[Signature of Current Legal Authority or Dean/Director/Owner if LA is not with EPP]

Identify the Backup Legal Authority:

- Associate Dean
- Department Chair
- EPP Director
- Program Manager
- Certification Officer

Role of the Backup Legal Authority:

- Designee responsibility for EPP
- Authorized requestor on behalf of EPP
- Alternate TEAL Approver for EPP

One or more Backup Legal Authorities per EPP

Business Partner Directory Administration

Personnel Admin Personnel Search Help Logoff

Personnel Administration - Personnel Listing

[Return](#)

Program Area: Educator Certification

Organization: ZZZ Entity for Testing and Training (227-555)

Personnel Listing

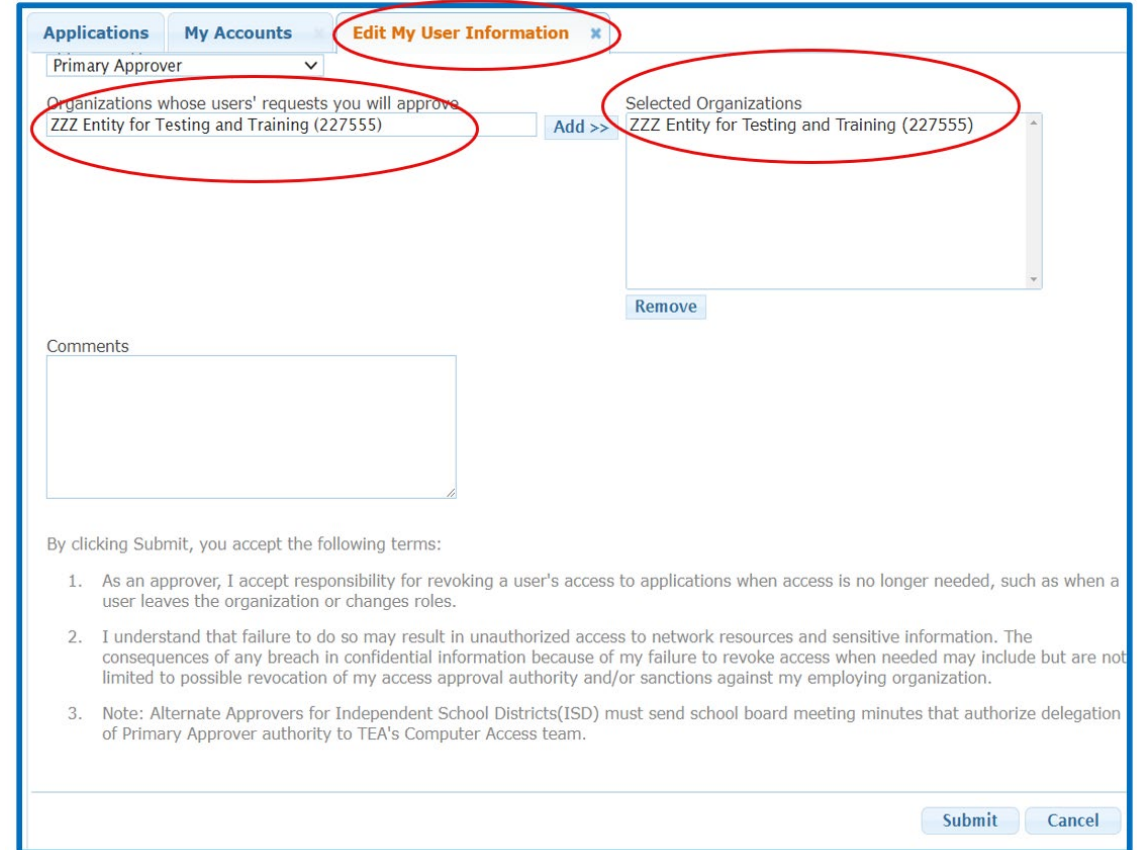
Role▲	Last Name	First Name		
Legal Authority	Cook	Marilyn	Edit	Delete

[Add New](#)

The Legal Authority is registered in the BPD.
The Backup Legal Authority is also registered in the BPD.

Steps to Request Primary Approver Status:

- Login to TEAL
- Edit My User Information
- Manage Approver Status
- Request Approver Status
- Select “Primary Approver”
- Submit



The screenshot shows the 'Edit My User Information' page in the TEAL system. The 'Applications' tab is selected, and the 'Primary Approver' dropdown is set to 'Primary Approver'. Below this, there is a section for 'Organizations whose users' requests you will approve' with a search box containing 'ZZZ Entity for Testing and Training (227555)'. To the right, the 'Selected Organizations' list also contains 'ZZZ Entity for Testing and Training (227555)'. A 'Remove' button is located below the selected organizations list. A 'Comments' text area is present below the organization selection. At the bottom, there is a disclaimer: 'By clicking Submit, you accept the following terms:' followed by three numbered points regarding approval responsibilities. 'Submit' and 'Cancel' buttons are at the bottom right.

In order for EPP staff to access ECOS for Entities for the EPP and perform daily functions, the Legal Authority must have access in order to give access.

Securing Information in ECOS

When Primary Approver access is requested, the previous Legal Authority who was the Primary Approver, is automatically removed. The Application Support staff at TEA will verify the Legal Authority in the BPD before approving the Primary Approver status.

Due to potentially more than one Alternate Approver, these are not automatically replaced in the BPD or as TEAL Approvers. The Legal Authority must request these changes.

Primary Approver and Alternate Approver access must be maintained and current to avoid unauthorized access to EPP data by someone no longer with the EPP.

Keeping these roles current also ensures those who do need access for the EPP are able to be approved for that access.

ECOS for Entities Access

Applications | My Accounts x

To apply for access to a
To edit the details of on

Contact information for ea
displayed in the list, acces

3 accounts.

Request New Account...

Account Owner

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
CharterFirst	Charter FIRST	Email: Division of Financial Audits 463-9095)
CISTMS	Communities In Schools	
CSTS	Charter Schools Tracking System	Email: Division of Charter School Administration (512-463-9575)
CTER	Career and Technical Education Reports	
DNHMisconduct	Misconduct Reporting Portal	
DNHRegistry	Registry of Persons Not Eligible for Employment	
ECOSEntities	Educator Certification Online System for Entities	

Applications | My Accounts x

* Organization: *Who do you work for? In other words, what organization employs you*

Roles & Parameters

- District_Educator Aide
- District_Fingerprint Update
- District_Permits Data Entry
- District_Principal Survey
- District_Submit Permits
- EPP_ASEP Limited
- EPP_ASEP Read Only
- EPP_ASEP Update

Description:
 Allows read and write access to the User Profile menu, the Entity Change Address menu, and the ASEP menu.

* **Authorizing Organization:**
(Whose data do you need to see? In other words, which organization's data do you need

School Districts
Charter Schools
Education Service Centers
(ESCs)

[AskTED](#) is where School Districts and Charter Schools request Legal Authority access.

The TEA Educator Preparation Team does not have access to AskTED

Establish a Primary Point of Contact for the EPP

Manage the security of your ECOS Entity account:

- Manage Legal Authority Backups / Alternate TEAL Approvers
- Approve Other Users
- Remove Other Users



We Are Here to Help

If you have questions or need assistance, please contact your Education Specialist or submit a [Help Desk](#) ticket to Preparation Programs.



An aerial photograph of Austin, Texas, showing the city skyline with several tall skyscrapers, including the Frost Tower. The city is situated along the banks of a river, with a bridge visible in the distance. The foreground shows a mix of urban buildings, green spaces, and a marina with several boats docked. The sky is a clear, bright blue with some light clouds.

Thank You!