

1 Instructions for Accessing Texas Educating Adults 2 Management System (TEAMS): New & Existing Users

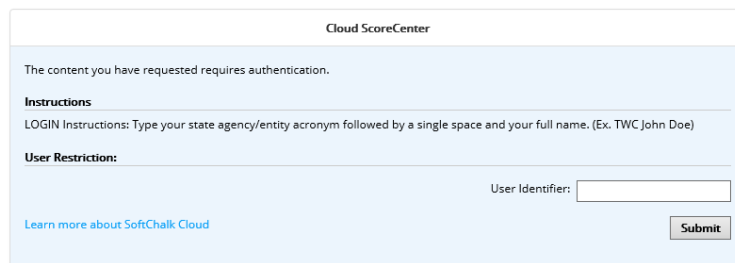
3 Before Requesting Access

4 Accessing TEAMS requires an email address. If you do not have an email address, you will be prompted
5 with options for registering for a free email account when you try to sign up. There are certain items you
6 will need before officially requesting access. Below are the detailed steps to complete prior to approval,
7 please read them thoroughly before starting the process.

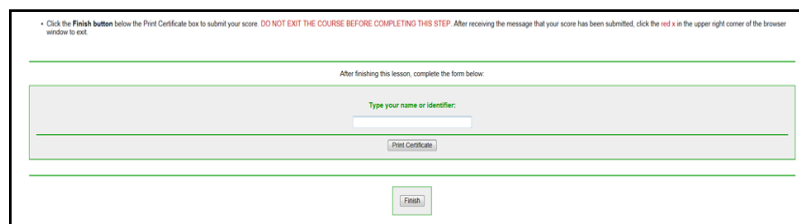
- 8 ✓ Family Educational Rights & Privacy Act (FERPA) Training
- 9 ✓ TWC Information Security Training - CyberSecurity Awareness
- 10 ✓ AEL DocuSign Information Resources Usage Agreement (P-41c)
- 11 ✓ TEAMS account application and Request User ID/Login

12 FERPA Training

- 13 a) Complete the online [Family Educational Rights & Privacy Act \(FERPA\) training](#). You will need
14 printer access to print your completion certificate.
- 15 b) When you log in to the training, you will be asked to enter user identifier which is your AEL
16 Grantee and your full name (first and last name), for example **AELCTC Jane Doe** ask your grantee
17 for correct acronym.



- 18
- 19 c) Once you have completed the course and earned the required score of 70% or above, you will be
20 able to print a certificate of completion and email a score receipt. Type your first and last name
21 in the empty box below "Print Certificate". As shown below.

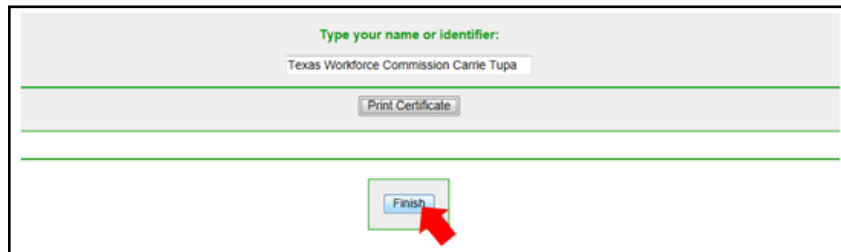


- 22
- 23 *Please keep a copy of the certificate for your records. To print your certificate, select "print*
24 *certificate". If you cannot see the certificate, you may not have the latest version of Adobe*

25 *Flash Player on your computer.*
26 Follow the instructions on your screen and right click to select “Print” from the pop-up menu,
27 or press CTRL + p (Mac users, use ‘Control + click’ then choose “Print”).



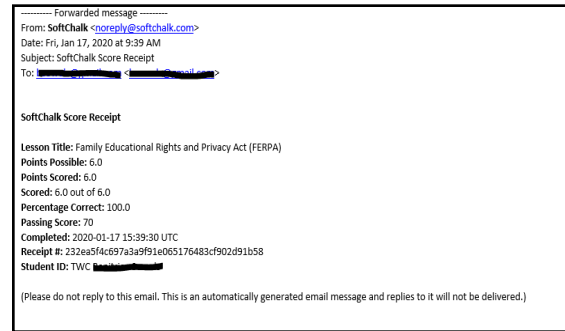
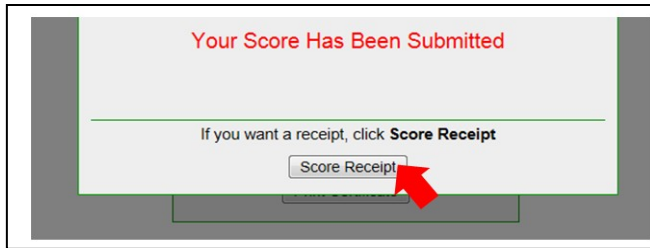
28
29 d) After you print a copy of your certificate for your records, submit your score receipt by
30 selecting “Finish”. You must select “Finish” to complete FERPA training and to get your
31 score receipt, you can email receipt. Follow the **Sending Documentation to TWC** section to
32 complete. NOTE: We do not accept a score receipt without the user identifier and your full
33 name.



34
35 If you are not able to select “Finish” you will have to submit your certificate by email to
36 teams.technicalassistance@twc.state.tx.us in lieu of the instructions below. We **do not accept a**
37 **certificate without a border**, make sure you get a screenshot of certificate if you have problems
38 printing it. It could also mean that you need to retaking training to complete and submit your
39 training.

40 **Sending Documentation to TWC**

41 Once you have selected “Finish”, then select “Score Receipt”. Enter YOUR email to have your score
42 receipt emailed to you for your records. DO NOT SEND IT DIRECTLY TO TEAMSTA email! We will have no
43 way of linking it back to you! Forward your score receipt to TEAMS.technicalassistance@twc.state.tx.us



44

45 TWC Information Security Training – CyberSecurity Awareness

46 As part of the TWC requirements before signing the P41c Information Resources Usage Agreement you
47 must complete the online [TWC Information Security Training - CyberSecurity Awareness](#) annually (due
48 each program year). Ensure you follow same instructions when submitting documentation as outlined
49 above in FERPA training, sections b, c and d.

50 DocuSign P-41c Information Resources Usage Agreement

51 Complete the online DocuSign [AEL Information Resources Usage Agreement - P41c](#) annually (due each
52 program year). All required fields must be completed to be process application. Incomplete forms will not
53 be considered for processing. When form is submitted it will automatically route to Supervisor indicated
54 on the form and then on to the Teas Adult Education and Literacy TEAMS technical assistance mailbox.
55 Download a copy of document and keep it in personnel file. AEL will also securely retain the file for audit
56 purposes. DO NOT send TEAMSTA mailbox your P41c, it is automatically sent to us.

57 Set Up TEAMS Account

58 The final step in getting access to TEAMS is setting up a user account in the system. Once all the other
59 steps are completed:

- 60 a) Go to the TEAMS login page at <https://apps.twc.state.tx.us/TEAMS/security/logon.do>
- 61 b) Select “Sign Up for User ID”
- 62 c) Complete the required fields, including required security questions.
 - 63 i) *If your security question answers do not match, the system will deliver an error **and will***
64 ***require that you re-enter your password.***
- 65 d) Accept the user security agreement.
- 66 e) Complete the required contact information.
- 67 f) Select your desired user role
 - 68 (1) Designated Director – This role is limited to the Director of a consortium or a sole provider
 - 69 (2) Supervisor – This role is for supervisory staff or consortia member Directors
 - 70 (3) Data Entry Staff – This role is for any staff member doing data entry

- 71 (4) Reader – This role is for readers who will need access to view all Grant recipient
72 information
- 73 (5) Site Reader – This role is for readers who will view data for a site or a group of sites
- 74 (6) Teacher/Staff Reader – This role is for instructors who will view data for their assigned
75 classes only (*To be able to add this role, you must be added as a staff member in TEAMS*)
- 76 (7) Statewide Activity Scheduler – This role is for TCALL staff only
- 77 g) Select your desired school year. You will most likely select the current year unless you are
78 requesting access to view historical data.
- 79 h) Select the Grant Recipient and Sites
- 80 i) Select Grant Recipient you are requesting access to.
- 81 ii) Select “Load Sites”

82 For all roles other than Designated Director, Staff Reader and Reader, you must select the specific
83 sites for which you will have access. To select multiple sites, hold control key and select the sites
84 you need access to and then select “Next”. **If your organization adds sites after you are granted
85 access, you will need to request that your user account be reconfigured to add these new sites.**

- 86 i) Confirm the information on the screen and select “Submit”.

87 You will receive a **Membership Status confirmation** upon completion of TEAMS account set up. If
88 you do not receive a membership status your registration is pending more information, go back
89 and **complete** registration.

90 Documents Needed Prior to Approval

91 Once TWC staff confirm receipt of all the following steps and documentation, access will be granted. You
92 will receive a confirmation via email from TWC Staff TEAMSTA to AEL Director approving requested
93 permissions.

- 94 a) FERPA score receipt or certificate
- 95 b) TWC Information Security Training-CyberSecurity Awareness score receipt or certificate
- 96 c) AEL DocuSign Information Resources Usage Agreement (P-41c)
- 97 d) TEAMS Application via online user login request (membership status)
- 98 e) Director’s access approval
- 99 f) Training links are provided on the adult education and literacy webpage at [AEL-Administrative](#)
100 [Tools and Forms to TEAMS Access](#)
- 101 g) Go to [AEL Letter 02-18 Chg 1](#) for information on Procedures and Required Documentation for
102 accessing TEAMS.