

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

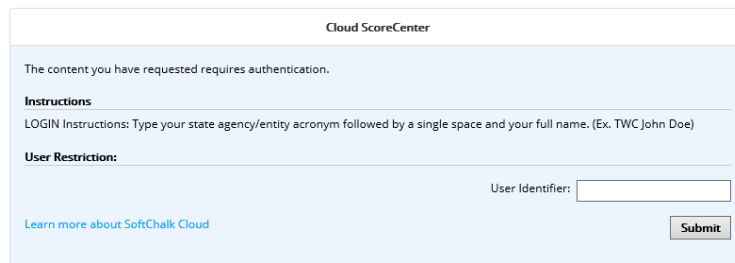
3 Before Requesting Access

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.

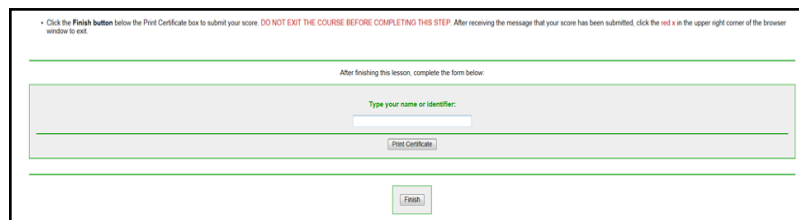
- 8 ✓ Family Educational Rights & Privacy Act (FERPA) Training
- 9 ✓ TWC Information Security Training - CyberSecurity Awareness
- 10 ✓ AEL DocuSign Information Resources Usage Agreement (P-41c)
- 11 ✓ TEAMS account application and Request User ID/Login

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 (UI) 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. **Due to Audit purposes, if no name is provided for UI it will NOT be accepted**
18 **and Staff will need to retake training.**



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

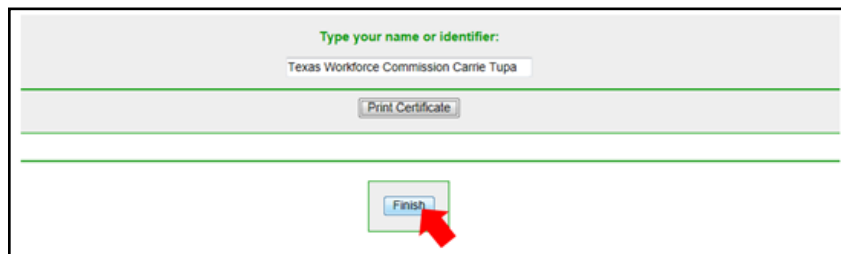


- 23
- 24 *Please keep a copy of the certificate for your records. To print your certificate, select "print*

25 certificate". If you cannot see the certificate, you may not have the latest version of Adobe
26 Flash Player on your computer. Follow the instructions on your screen and right click to select
27 "Print" from the pop-up menu, or press CTRL + p (Mac users, use 'Control + click' then choose
28 "Print").



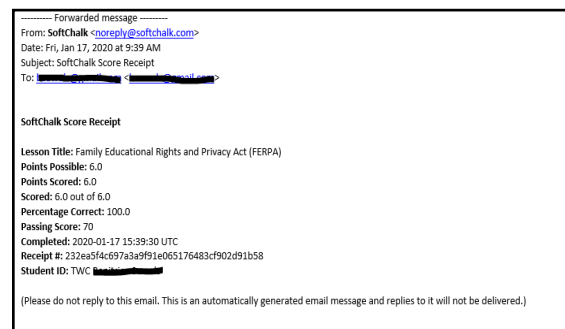
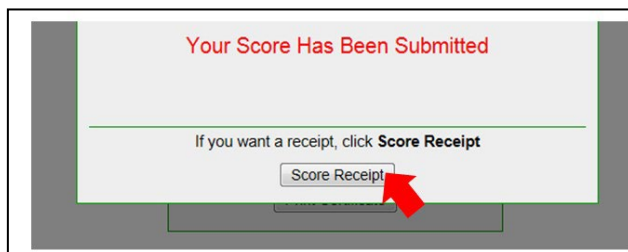
29
30 d) After you print a copy of your certificate for your records, submit your score/summary
31 receipt by selecting "Finish". You must select "Finish" to complete FERPA training and to
32 get your score/summary receipt.



33
34 If you are not able to select "Finish" you can send Score/Summary Receipt in place of Certificate.

35
36 Once you have selected "Finish", then select "Score/Summary Receipt". Enter YOUR email to have
37 score/summary receipt emailed to you for your records. Follow instructions below on how to send
38 documentation to TWC (line 92).

39
40



41
42

43 **TWC Information Security Training – CyberSecurity Awareness**

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

48 **DocuSign P-41c Information Resources Usage Agreement**

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

55 **Set Up TEAMS Account**

56 The next step in getting access to TEAMS is setting up a user account in the system. Once all the other
57 steps are completed:

- 58 a) Go to the TEAMS login page at <https://apps.twc.texas.gov/TEAMS/postLogon.do>
- 59 b) Select “Sign Up for User ID”
- 60 i) Personal Information: First/Middle/Last Name and Email Address. If you use a personal
61 email at time of set up, you will need to change it to your work email. You can do that once
62 you get into TEAMS under “My Profile/Personal Information”.
- 63 ii) Logon Information: User ID (3-32 characters) Try not to use special characters (i.e., @?>. /)
64 for User ID (UID), may cause issues signing onto TEAMS. Password (6-32 characters; at least
65 1 letter and 1 number).
- 66 iii) Security Information: Complete the required fields, including required security questions. *If*
67 *your security question answers do not match, the system will deliver an error **and will***
68 ***require that you re-enter your password.***
- 69 c) Accept the user security agreement.
- 70 d) Select your desired user role
- 71 (1) Designated Director – This role is limited to the Director of a consortium or a sole provider
- 72 (2) Supervisor – This role is for supervisory staff or consortia member Directors
- 73 (3) Data Entry Staff – This role is for any staff member doing data entry
- 74 (4) Reader – This role is for readers who will need access to view all Grant recipient
75 information

- 76 (5) Site Reader – This role is for readers who will view data for a site or a group of sites
- 77 (6) Teacher/Staff Reader – This role is for instructors who will view data for their assigned
- 78 classes only (*To be able to add this role, you must be added as a staff member in TEAMS*)
- 79 e) Select your desired school year. You will most likely select the current year unless you are
- 80 requesting access to view historical data.
- 81 f) Select the Grant Recipient and Sites
- 82 i) Select Grant Recipient you are requesting access to.
- 83 ii) Select “Load Sites”, if needed.

84 For all roles other than Designated Director, Staff Reader, and Reader, you must select the specific

85 sites for which you will have access. To select multiple sites, hold control key and select the sites

86 you need access to and then select “Next”. **If your organization adds sites after you are granted**

87 **access, you will need to request that your user account be reconfigured to add these new sites.**

- 88 g) Confirm the information on the screen and select “Submit”.
- 89 h) You will receive a **Membership Status confirmation** upon completion of TEAMS account set up. If
- 90 you do not receive a membership status notification your registration is pending more
- 91 information, go back and **complete** registration.

92 **Sending Documentation to TWC**

93 Once you have set up a User ID and have a complete P41c signed and approved by your supervisor, **email**

94 **TEAMS Technical Assistance** TEAMS.technicalassistance@twc.texas.gov a copy of TWC Training

95 Certificate/Score/Summary Receipt, your User ID and copy your AEL Director or assigned TEAMS

96 coordinator to email to grant access to TEAMS.

97 **Documents Needed Prior to Approval**

98 Once TWC staff confirm receipt of all the following steps and documentation, access will be granted. You

99 will receive a confirmation via email from TWC Staff TEAMSTA to AEL Director approving requested

100 permissions.

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