

Instructions for Accessing Texas Educating Adults Management System (TEAMS): New and Existing Users

Requesting Access

Accessing TEAMS and the new RISE system requires a business email domain address. Please contact your program administrator to obtain this. The new learning management solution (LMS), called “Element,” will be used to access mandatory training, complete courses, and capture transcripts and certificates.

Before requesting access to Element, it is required to **review this [walkthrough video](#) of the new LMS.**

New Users:

- ✓ Family Educational Rights & Privacy Act (**FERPA**) Training
- ✓ Cyber Defenders: Cybersecurity at TWC BCS (**CyberSecurity**) Training
- ✓ AEL DocuSign Information Resources Usage Agreement (**P41c**)
- ✓ TEAMS account application and Request for User ID/Login

Existing Users:

- ✓ Cyber Defenders: Cybersecurity at TWC BCS (**CyberSecurity**) Training
- ✓ AEL DocuSign Information Resources Usage Agreement (**P41c**)
- ✓ Cybersecurity and P41c are due on a yearly basis. Due date is the date P41c was signed.

Note: See instructions below on how to submit documents to TEAMS Technical Assistance.

Element LMS

Registration

Register for Element in the LMS to start the course. **If you have already watched the video, skip this section and go to TWC TEAMS/RISE Required Training.**

- a) **Start Course:** Select **Start Course** and follow the prompt to log in as an External User. Select **Continue** to proceed.
- b) **Create New Account:** Select **Create New User Registration** to create an account and provide all required information. An LWDA Number is listed but not required. After submitting your password, expect to receive an email to activate your LMS account.

- c) **Active Account and Log In:** Select the activation link in the email and follow instructions to log in to the LMS home page. Start the course using your new credentials.
- d) **Assistance:** If you need help, contact TEAMS.technicalassistance@twc.texas.gov

Cybersecurity and FERPA Training

Cybersecurity and FERPA training are the only required trainings for TEAMS and RISE access. **If you have already watched the video, skip this section and go to TWC TEAMS/RISE Required Training.**

- a) **Access Course:** Select **Course** and log in with your new credentials to begin training.
- b) **Training Material:** Selecting **Continue** will take you the training material, including the course name, a navigation screen, and your progress percentage.
- c) **Quiz:** Take the **Test Your Understanding** quiz. You must score 70 percent or higher to pass. If you don't pass, select **Restart Quiz** to try again. **Save Progress** will pause the quiz, allowing you to return later.
- d) **Course Completion:** On the last page of the course, select **Next Page** to complete training. **Important:** Refer to the navigation pane on the left of the screen, any pages with an empty circle will need to be viewed or completed. Any half-filled circle next to the quiz indicates that the quiz needs to be completed.
- e) **Certificate and Transcript:** After completing last page, you will be able to view and download a Certificate of Completion. You can also view your transcript to see your progress course information and course material.
- a) **Assistance:** If you need help, contact TEAMS.technicalassistance@twc.texas.gov.

TWC TEAMS/RISE Required Training

The following links will direct you to Element LMS registration and log on to required trainings:

- [CyberSecurity direct link](#)
- [FERPA direct link](#)

DocuSign P41c Information Resources Usage Agreement

Complete the online DocuSign [AEL Information Resources Usage Agreement–P41c](#) to request initial and annual access. **All required fields must be completed to process application.**

Incomplete forms will **not** be considered for processing. When the form is submitted, it will automatically route to your supervisor indicated on the form and once complete it will route the final document to TEAMS.technicalassistance@twc.texas.gov. Download a copy of document

and retain in personnel file. AEL will also securely retain the file for audit purposes. **Do not send to TEAMSTA email. Your DocuSign P41c is automatically sent to us.**

Texas Workforce Commission
P-41c Information Resources Usage Agreement (07/24)

Please read the agreement carefully and completely before signing.

First Name: <input type="text" value="First Name"/>	MI: <input type="text" value="Text"/>	Last Name: <input type="text" value="Last Name"/>
Employee #/User ID: <input type="text" value="Text"/>	Work Phone: <input type="text" value="Text"/>	
Work Email: <input type="text" value="Email"/>	AEL Organization: <input type="text" value="Select"/>	
<input checked="" type="checkbox"/> Contractor/Grantee	Funded by (select all that apply): <input type="checkbox"/> State Leadership <input type="checkbox"/> 231 "AEFLA" <input type="checkbox"/> 243 "El Civics"	
Purpose:	<div style="border: 1px solid blue; padding: 2px;"> <p><i>"Funded by" is a required field, you must place an "X" for all that apply to your Grant. If no selection is applied, it will be rejected.</i></p> </div>	
<p>This document informs you of your responsibilities for all information resources owned or held in trust by the Texas Workforce Commission (TWC) or any state-owned or controlled Information Resources while making use of TWC owned or operated networks or connections.</p>		

Set Up TEAMS Account

The next step in getting access to TEAMS is setting up a User ID in the system. Once all the other steps are completed:

- a) Go to the [TEAMS login page](#)
- b) Select “Sign Up for User ID”
 - i) Personal Information: First/Middle/Last Name and Business/Work Email Address.
 - ii) Logon Information: Choose a User ID/Username (3-32 characters). Check Availability. Password must be at least eight characters, a lower case, an upper case, a number, and a special character. Ensure it does not contain any part of your username.
 - iii) Security Information: Complete security questions. If your security question answers do not match, the system will deliver an error **and will require that you re-enter your password.**
- c) Security Agreement, read and accept agreement.
- d) Select your desired User Role*
 - (1) **Designated Director:** This role is limited to the director of a consortium or a sole provider. This role has the highest level of grantee access. They have full control over a consortium or sole provider’s data. Designated Directors have read- and write-only access.
 - (2) **Supervisor:** This role is like Designated Director, with the execution of Data Sign Off (DSO) and site validations. Supervisors have access to their grants data for their specific consortium or provider. Supervisors can have full grantee access or specific grantee site access. Supervisors have read- and write-only access.

- (3) **Data Entry Staff:** This role is specifically focused on entering data for their assigned grantee area. They cannot view data outside their assigned area. Data Entry Staff can edit and add student and profile hours, enroll students in classes, and view student and staff information. Data Entry Staff can have full grantee access or specific grantee site access. Data Entry Staff have limited read- and write-only access.
- (4) **Reader:** Reader can access data for the entire grant recipient assigned area. They can view some, but not all, student and staff information. Readers have read-only access.
- (5) **Site Reader:** Site Readers can access data for a grant recipient’s specific site or group of sites. They can view some, but not all, student and staff information. Their access is restricted to their assigned locations. Site Readers have read-only access.
- (6) **Staff Reader: (Teacher/Instructor):** This role is specific for instructors who can view data for their assigned classes. They can view some, but not all, student and staff information. They may have limited access to broader program data. Staff Readers have read-only access. (To be able to add this role, you must be added as a staff member in TEAMS.)
- (7) **Scheduler: (TCALL Only):** This role is specifically for TCALL Staff. They can view grantee information statewide and add PD activities for National and State Conferences and TCALL events. Schedulers have read- and write-only access. This role focuses on managing class schedules and related tasks, such as assigning instructors and entering attendance information.

Note: ALL User Roles can create, edit, and delete participant notes they created.

- e) Select your desired school year. You will most likely select the current year unless you are requesting access to view historical data.
- f) Select the Grant Recipient and Sites
 - i) Select Grant Recipient you are requesting access to.
 - ii) Select “Load Sites,” if needed.

For all roles other than Designated Director, Staff Reader, and Reader, you must select the specific sites for which you will have access. To select multiple sites, hold control key and select the sites you need access to and then select “Next.”

Note: If your organization adds sites after you are granted access, you will need to request that your user account be reconfigured to add these new sites.

- g) Confirm the information on the screen and select “Submit.”
- h) Final step you will receive a **Membership Status confirmation** upon completion of TEAMS account set up. If you do not receive a membership status notification your registration is pending more information, go back and **complete** registration. **For complete Membership Status Confirmation take a screenshot and submit to TWC.** Please note the message ‘Your request for membership to this application has been sent to the administrator. When your request is processed,

you will be notified using the email address you provided' is **incorrect**, Administrator does not get notified once you complete setting up a TEAMS account and you may or may not get an email.

Membership Status

User Information

User ID: aeltester Name: [REDACTED]
Email Address: [REDACTED]

ⓘ Your request for membership to this application has been sent to the administrator. When your request is processed, you will be notified using the email address you provided.

- If you do not receive any email notification within one week after your request submission, log on and check the status of your request.
- If your request is pending after 7 days or has been denied, contact [TEAMS Technical Assistance](#).

Current Role	Description	Status	Membership Request Date
staff	Data Entry Staff	Pending	August 30, 2023

Additional Information

Organization Name: test
Job Title: test
Address: test
test, TX 78701
Phone Number: (512) 555-1234

Membership Information

Grant Recipients: Amarillo College Consortium

Send Documentation to TWC

Once you have set up a TEAMS User ID, have completed TWC trainings, and completed a P41c that is signed and approved by your supervisor, email TEAMS.technicalassistance@twc.texas.gov the following documentation.

New users must send the following:

- 1) FERPA and CyberSecurity training Certificates
- 2) DocSign P41c (No need to send P41c AEL receives a copy via DocuSign.)
- 3) Membership Status screenshot

You must copy your AEL Director or assigned TEAMS coordinator to be granted access to TEAMS.

Note: AEL Director or assigned staff will need to add new user as a staff member with the program and inform TEAMSTA what type of access role staff should be assigned. AEL Director or assigned TEAMS coordinator must approve access role for user.

Existing users must send the following:

- 1) DocuSign P41c due on an annual basis on date P41c was signed (No need to send P41c; AEL receives a copy via DocuSign.)
- 2) CyberSecurity training certificate

You must copy your AEL Director or assigned TEAMS coordinator on the email.

Documents Needed Prior to Approval

Once TWC staff confirms receipt of all required documentation, access will be granted. The AEL director or assigned TEAMS coordinator will receive a confirmation via email from TWC staff approving requested permissions.

Inquiries

Send TEAMS inquiries to TEAMS.technicalassistance@twc.texas.gov.

References

Training links are provided on the [AEL Texas Educating Adults Management System](#) web page.