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

Before Requesting Access

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

New User will need:

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

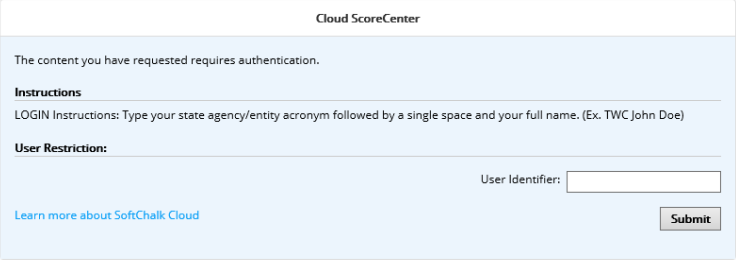
Existing User will need to annually submit:

- ✓ TWC Information Security Training - CyberSecurity Awareness Training
- ✓ AEL DocuSign Information Resources Usage Agreement (P-41c)

FERPA Training

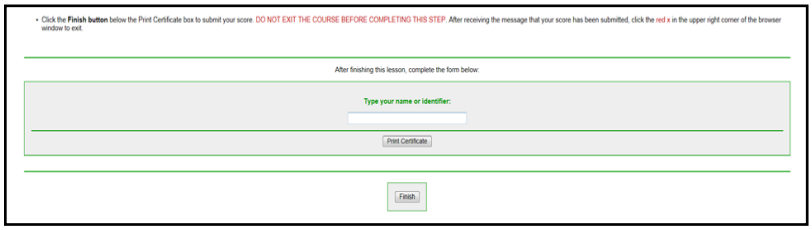
a) Complete the online Family Educational Rights & Privacy Act (FERPA) training. **You will need to submit your score receipt once you complete training, we are no longer accepting a certificate**. Make sure and keep certificate/score receipt for your record.

b) When you log in to the training, you will be asked to enter user identifier (UI) which is your AEL Grantee and your full name (first and last name), for example **AELCTC Jane Doe** ask your grantee for correct acronym. **Due to Audit purposes, if no name is provided for UI and on score receipt it will NOT be accepted, and Staff will need to retake training.**



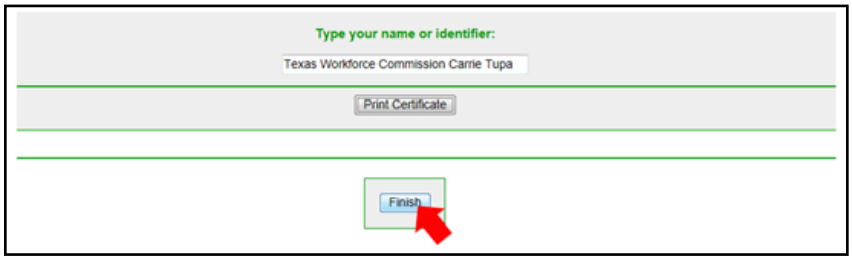
c) Once you have completed the course and earned the required score of 70% or above, you will be able to print a certificate of completion and **email yourself score receipt**.

Type your first and last name in the empty box below “Print Certificate”. As shown below.

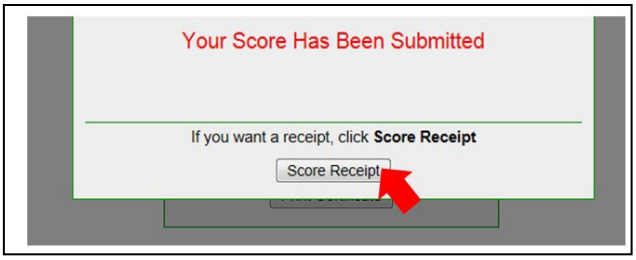


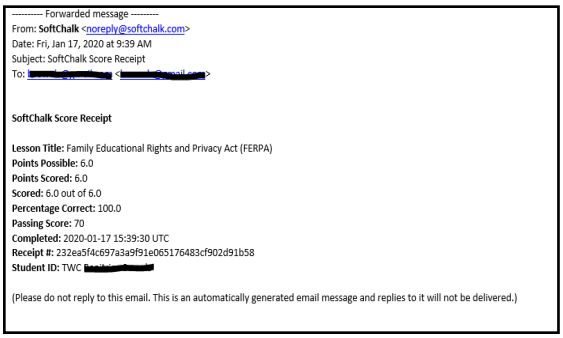
Do not send *certificate, please keep a copy for your records.* To print your certificate, select “print certificate”. *If you cannot see the certificate, you may not have the latest version of Adobe Flash Player on your computer.* Follow the instructions on your screen and right click to select “Print” from the pop-up menu, or press CTRL + p (Mac users, use ‘Control + click’ then choose “Print”).

d) After you print a copy of your certificate for your records, submit your score receipt by selecting “**Finish**”. You must select “**Finish**” to complete FERPA training and to get your score/summary receipt.



Once you have selected “Finish”, then select “Score Receipt”. Enter YOUR email to have score receipt emailed to send to TWC and for your records. Follow instructions below on how to send documentation to TWC (See page 5).



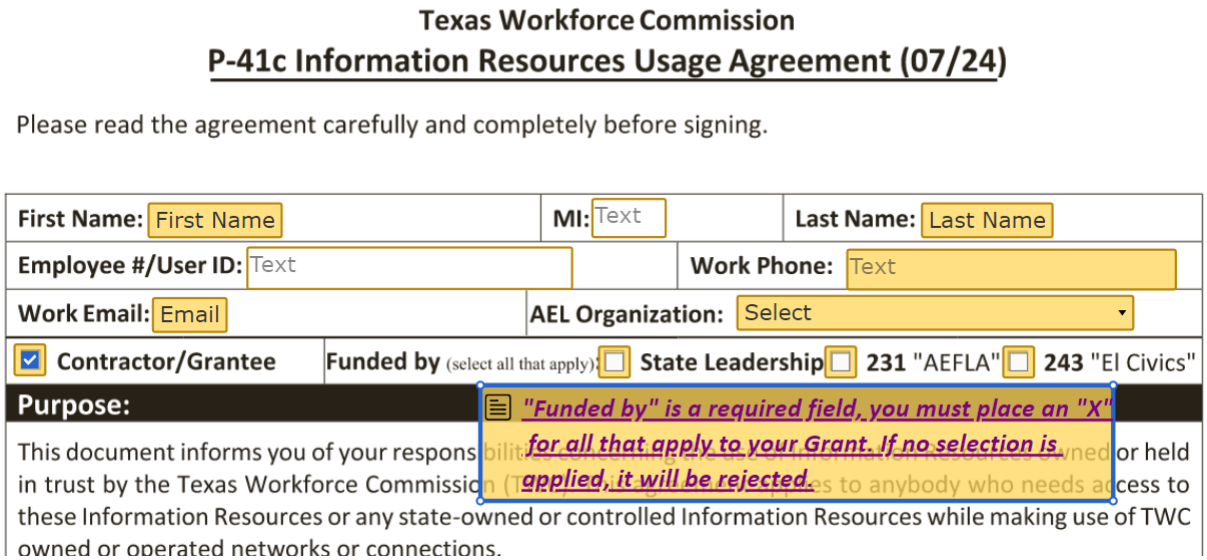


CyberSecurity Awareness Training

As part of the TWC requirements before signing the P41c Information Resources Usage Agreement you must complete the online TWC Information Security Training - CyberSecurity Awareness for initial access and annually (due each program year). Ensure you follow same instructions as outlined above in FERPA training, sections b, c, and d. **You will need to submit your score receipt once you complete training, we are no longer accepting a certificate**. Make sure and keep certificate/score receipt for your record.

DocuSign P-41c Information Resources Usage Agreement

Complete the online DocuSign AEL Information Resources Usage Agreement - P41c for initial and annual access (due each program year). All required fields must be completed to process application. Incomplete forms will not be considered for processing. When form is submitted, it will automatically route to Supervisor indicated on the form and then on to the TWC Adult Education and Literacy TEAMS technical assistance email box. Download a copy of document and keep it in personnel file. AEL will also securely retain the file for audit purposes. **DO NOT send** to TEAMSTA email box. Your docusign P41c is automatically sent to us.



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 at https://apps.twc.texas.gov/TEAMS/postLogon.do

b) Select "Sign Up for User ID"

   i) Personal Information: First/Middle/Last Name and Email Address. If you use a personal email at time of set up, you will need to change it to your work email. You can do that once you get into TEAMS under "My Profile/Personal Information".

   ii) Logon Information: User ID (3-32 characters) **do not to use special characters (i.e., @?>. /) for User ID (UID)**, may cause issues signing into TEAMS. Password must be at least 8 characters a lower case, an upper case, a number, and a special character.

   iii) Security Information: Complete the required fields, including required 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.

   (2) Supervisor – This role is for supervisory staff or consortia member Directors.

   (3) Data Entry Staff – This role is for any staff member doing data entry.

   (4) Reader – This role is for readers who will need access to view all Grant recipient information program wide.

   (5) Site Reader – This role is for readers who will view data for a site or a group of sites.

   (6) Teacher/Staff Reader – This role is for instructors who will view data for their assigned classes only (*To be able to add this role, you must be added as a staff member in TEAMS)*

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

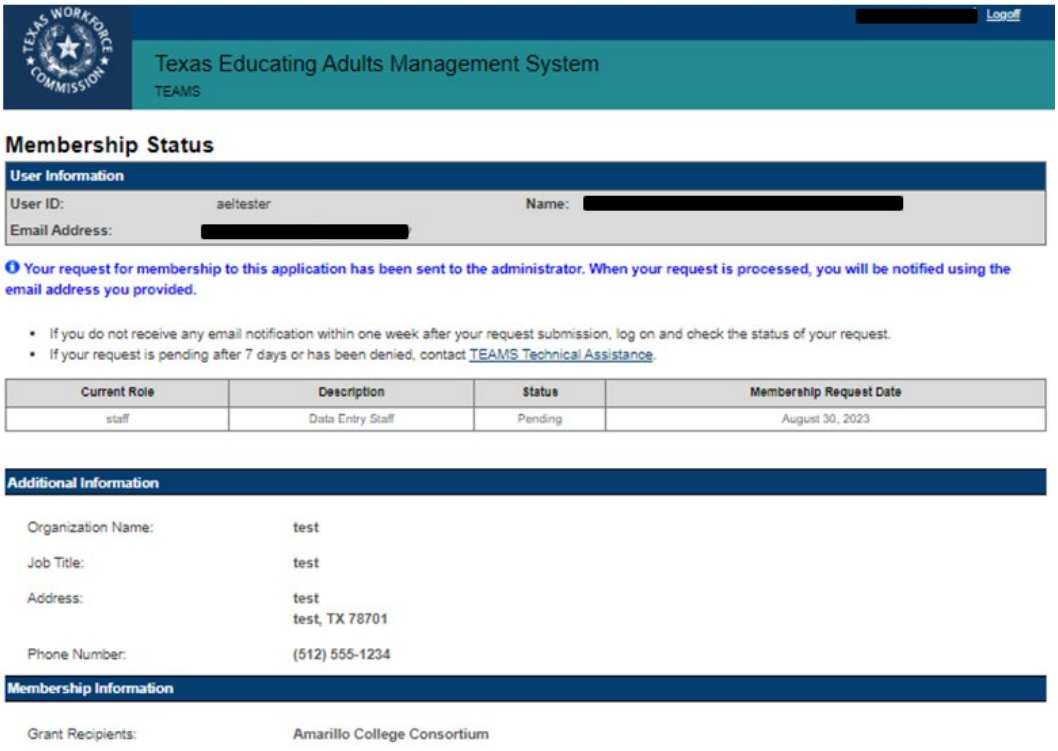
   i) Select Grant Recipient you are requesting access to.

   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". **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. **Take a screenshot of Membership Status notification 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/may not get an email.



Sending Documentation to TWC

Once you have set up a User ID and have a complete TWC trainings and P41c signed and approved by your supervisor, **email TEAMS Technical Assistance** TEAMS.technicalassistance@twc.texas.gov a copy of TWC FERPA and CyberSecurity training Score Receipts, your User ID or Membership Status screenshot and copy your AEL Director or assigned TEAMS coordinator to email to grant access to TEAMS. *We no longer are accepting certificates and do not send P41c we already get it in docusign.*

Documents Needed Prior to Approval

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

a) TWC FERPA training score/summary receipt **(*do not send certificate*)**

b) TWC CyberSecurity Awareness score/summary receipt **(*do not send certificate*)**

c) AEL DocuSign Information Resources Usage Agreement (P-41c)

d) TEAMS Application via online user login request (membership status)

e) Director's access approval

f) Training links are provided on the adult education and literacy webpage at AEL Webpage-Texas Educating Adults Management System

g) AEL Letter 02-18 Chg 1 Information on Procedures and Required Documentation accessing TEAMs.