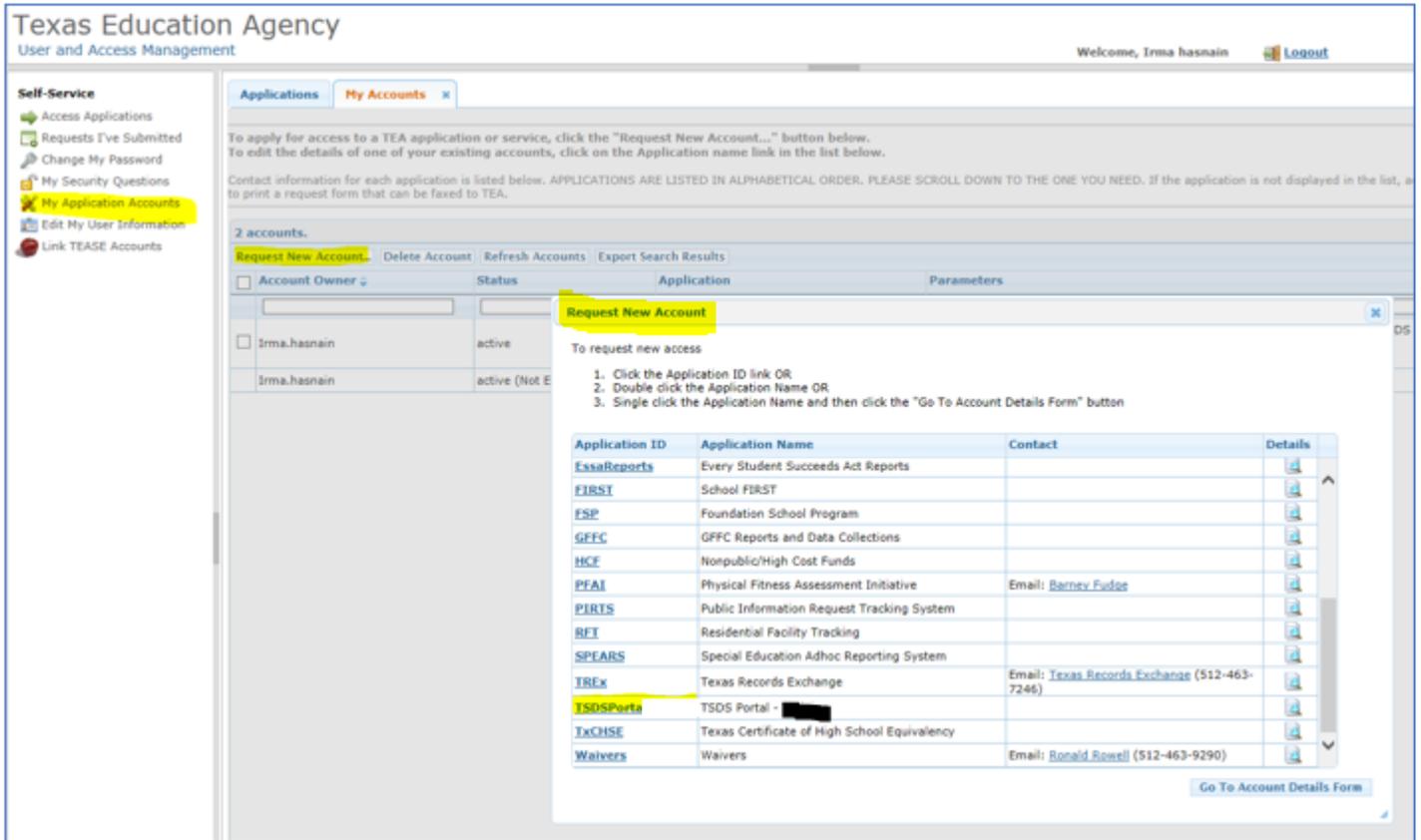


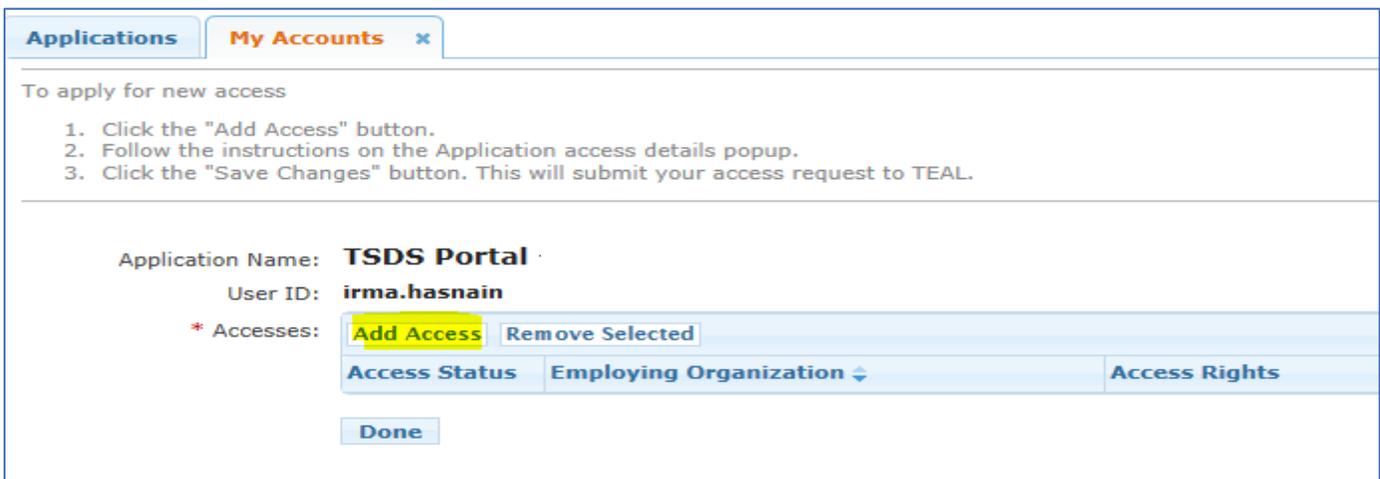
# Requesting the Unique ID Search Access

Steps on requesting Unique ID Search access.

- Logon to your TEAL account
- Select - **My Application Accounts** on the left side of the panel
- Select - **Request New Account**
- Request New Account window appears, scroll down and select - **TSDSPortal**



The following screen will appear. Select: **Add Access**



The following screen will appear.

- Employing Organization – \* Organization: **Houston ISD (101912)**
- Scroll down and select – **Uniq-ID Search**
- Select - **Done**

Application access details

Steps for adding access

1. Enter your Employing Organization (name or organization number).
2. Click the checkbox/radio button for the role(s) that you are applying for.
3. If there are parameters for the role(s) selected, enter that information.
4. Click the "Done" button to **queue** your request. This does not submit your request to TEAL.
5. Click the "Save Changes" button. This will then submit your access request to TEAL.

Employing Organization

\* Organization:  
Who do you work for? In other words, what organization employs you (e.g. district, ESC, charter school)?  
**HOUSTON ISD (101912)**

Roles & Parameters

- TIMS Level 1 Support
- ODS Campus Data Loader
- ODS Data Loader
- PEIMS Campus Approver
- PEIMS Campus Submitter
- PEIMS Data Acceptor
- PEIMS Data Approver
- PEIMS Data Completer
- PEIMS Data Sched/Promoter
- PEIMS Data Submitter
- TEA PEIMS Program Staff
- Uniq-ID Campus
- Uniq-ID LEA
- Uniq-ID Search**

Clear Roles

**Done** Cancel

Select: **Save Changes**

To apply for new access

1. Click the "Add Access" button.
2. Follow the instructions on the Application access details popup.
3. Click the "Save Changes" button. This will submit your access request to TEAL.

Application Name: **TSDS Portal - Training**  
User ID: **irma.hasnain**

⚠ A change has been requested but has not been submitted. To submit your request, click on the Save button located on the bottom of the screen.

\* Accesses: Add Access Remove Selected

Access Status	Employing Organization	Access Rights
New	HOUSTON ISD (101912)	Role: <b>Uniq-ID Search</b>

**Save Changes** Discard Changes and Return

Once you have been approved to get access to Uniq-ID Search, the link [Texas Student Data System Portal](#) will appear on your TEAL homepage (Applications), *the access process can take a few days.*