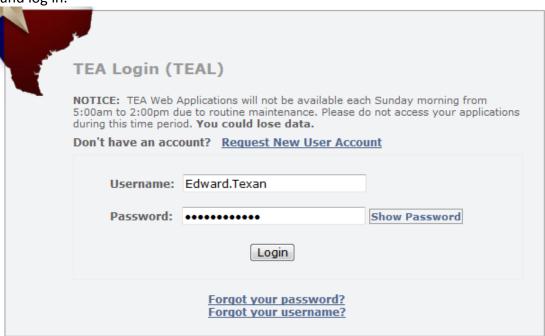
The Principal Survey has been integrated into the Educator Certification Online System (ECOS), which is accessible via TEA's security gateway application, TEA Login (TEAL). Principals are required to complete surveys on their qualifying first year teachers by accessing their Educator Account through TEAL. Superintendents may monitor their district's surveys by accessing their Educator Account through TEAL.

Principals and superintendents that 1) *already have* a TEAL account but need to request access to their Educator account or 2) *do not have* a TEAL account will need to follow the <u>appropriate instructions to</u> gain access to their Educator Account through TEAL.

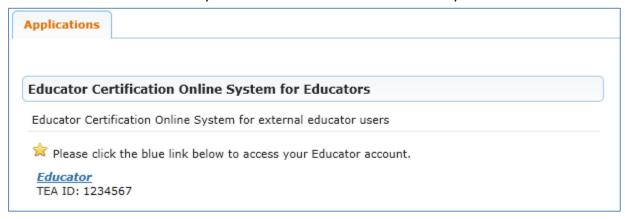
<u>Principals and superintendents that already have a TEAL account with access to their Educator Account can follow the instructions below to log in and access the survey.</u>

If You Already Have a TEAL Account and Access to ECOS Educator Account

1. Go to the TEAL login page at https://pryor.tea.state.tx.us/, enter your TEAL username and password, and log in.



2. Click on the Educator link with your TEA ID number below it to access your Educator account in ECOS.

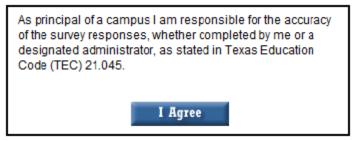


3. In the ECOS main menu, click Principal Survey, and then click Maintain Principal Survey.

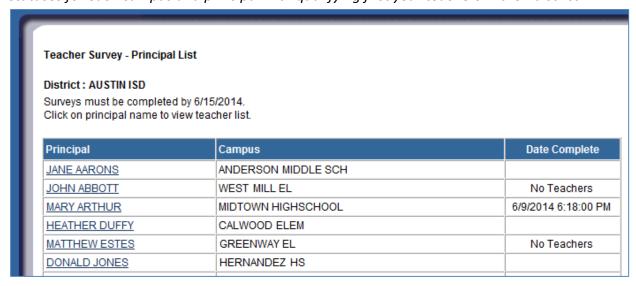
Tip: If you do not see the Principal Survey menu, contact your district's HR department to assure your information has been entered correctly as the principal for the appropriate school(s).



4. Click the **I Agree** button to agree that you are responsible for the accuracy of the survey responses. Note that you may appoint a designee to respond, as long as the designee can respond accurately. You are still responsible for the accuracy of the responses.

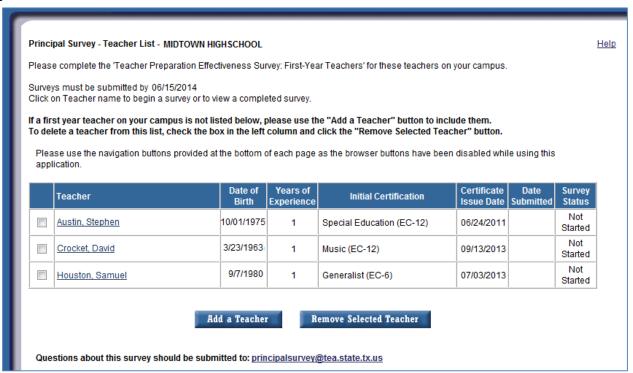


Note: A superintendent who is not also the principal of a campus is not required to agree to this statement. They will be shown a Principal List that allows them to navigate to and view the survey statuses for each campus and principal with qualifying first year teachers in their district.

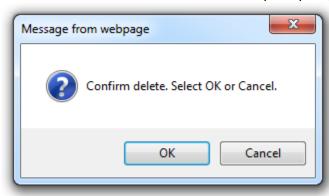


5. The Teacher List displays a list of qualifying first year teachers. Principals can complete surveys, remove selected teachers or add teachers to their lists.

Tip: If you encounter problems maintaining your Teacher List, contact your district's HR department for assistance.



6. To remove a teacher's name, check the box next to the teacher's name and click **Remove Selected Teacher** at the bottom of the list. When prompted, click **OK** to confirm the deletion.



7. To add a teacher, click **Add a Teacher** and enter search criteria (First and Last Name, or SSN).

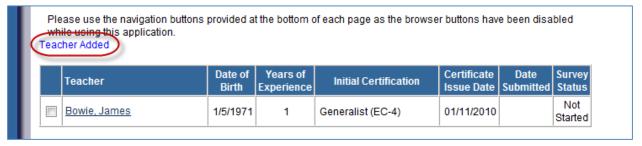
Tip: A minimum of Last Name or SSN must be entered for a teacher search. First name is optional.

Please use the navigation buttons provided at the bot while using this application.	tom of each page as the browser buttons have been disabled	<u>Help</u>
Add a Teacher to Survey List		
Search on Name or SSN. Full Last Name required for name search. Full First Name may also be entered.		
First Name:	James	
Last Name:	Bowie	
	Or	
SSN:		
	Search Back	

8. Select the desired teacher from the Search Results and click Add a Teacher.

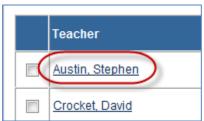


9. The system will confirm the teacher has been added.

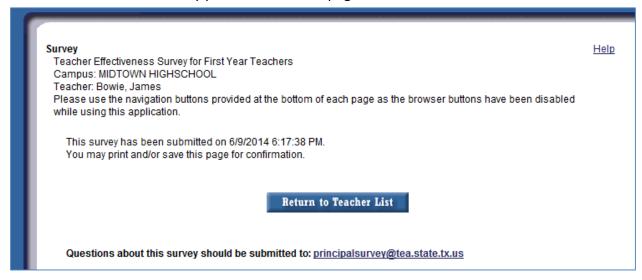


10. To complete the survey questions for a teacher in your list, click the teacher's name.

Tip: If you are a principal and are unable to click on a teacher name to begin a survey, contact your district's HR department to assure your information has been entered correctly as the principal for the appropriate school(s).



11. Complete a survey for each first year teacher. When you complete a survey, the system confirms it has been submitted. You may print confirmation pages if desired.



12. After each survey, click the **Return to Teacher List** button. The Survey Status for the completed survey will be updated.



13. Click the next teacher name to complete that survey. Continue until all are complete.

Submit any questions about the survey to principalsurvey@tea.state.tx.us.