

# Steps to Completing Your Texas Education Agency and ETS Account

Please complete the following two steps to register with the Texas Education Agency (TEA) and the Educational Testing Service (ETS). The TEA ID is used to identify you in the Texas Educator Certification Program, allows you to access the Educator Certification Online System (ECOS), and is used by the HBU Center for Preparation of Professional Educators (CPPE) to give approval for you to take the TExES Certification Exams. The ETS login will give you access to materials to study for the TExES Exams and to register for exams.

1. Access Texas Education Agency Login (TEAL) website at [www.tea.state.tx.us](http://www.tea.state.tx.us)
  - a. On the blue menu bar at the top of the screen, click on the *TEAL Login* to begin the process of setting up your profile.
  - b. If you are comfortable following directions on the computer, click on [Request New User Account](#) and begin setting up your TEA Account.
  - c. Access to more detailed instructions are located at the bottom of the screen. Click on the *Online User Training* to access *TEAL End User Training*.
  - d. Your TEAL account will allow TEA to communicate with you, track your TExES Exams, and allow you to apply for certification upon completion of your program.
  
2. Access ETS Online Registration System at <http://www.texas.ets.org/registration/>. Use this account to register for the TExES Exams. To set up your account click on the link above, scroll down to **New Users** and read the directions. Then, click to *New User* button to create your ETS TExES account.

If you have any questions or concerns about the Educator Preparation Program, please feel free to contact your advisor or me. We look forward to assisting you to achieve your goal to become a certificated teacher.

Blessings,

*Olivia Elmore, Ph. D.*

Director, Center for Preparation of Professional Educators  
Adjunct Professor  
The College of Education and Behavioral Sciences  
School of Education  
*Houston Baptist University*  
7502 Fondren Road  
Houston, Texas 77074  
281-649-3073

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