

## Instructions for Accessing TEAMS at TWC- New Users

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.

### Before Requesting Access

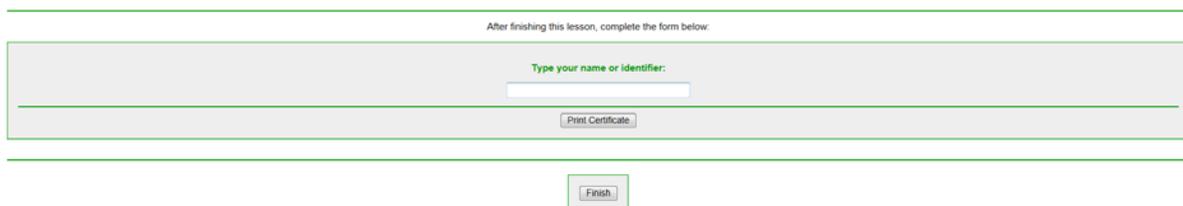
- ❑ Complete the [AEL Information Resources Usage Agreement \(form P-41\)](#), provided on the TWC adult education and literacy page at [texasworkforce.org/AEL](http://texasworkforce.org/AEL). The form must be signed by you and your supervisor. Be sure to complete all form fields highlighted in yellow.
- ❑ Complete the online [Family Educational Rights & Privacy Act \(FERPA\) training](#), provided on the TWC adult education and literacy page at [texasworkforce.org/AEL](http://texasworkforce.org/AEL). You will need printer access to print your completion certificate.
  - a. When you log in to the training, you will be asked to list your agency and your full name.



- b. 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 a score receipt.

Type your first and last name in the empty box above “print certificate”.

\* Click the **Finish** button below the Print Certificate box to submit your score. **DO NOT EXIT THE COURSE BEFORE COMPLETING THIS STEP.** After receiving the message that your score has been submitted, click the **red x** in the upper right corner of the browser window to exit.



*Please keep a copy of the certificate 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.*

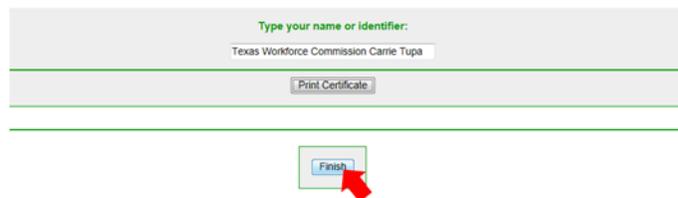
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Follow the instructions on your screen and right click to select “Print” from the pop-up menu, or press CTRL + p (Mac users, use ‘Control + click’ then choose “Print”).

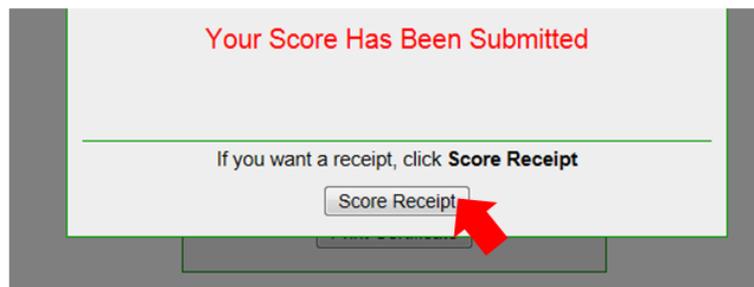


- c. After you print a copy of your certificate for your records, submit your score by selecting “Finish”.



If you are not able to select “Finish” you will have to submit your certificate by email to [teams.technicalassistance@twc.state.tx.us](mailto:teams.technicalassistance@twc.state.tx.us) in lieu of the instructions below.

- d. Once you have selected “Finish”, then select “Score Receipt” to get a copy of your score to email or print.



Please enter *your* email address to have your score receipt emailed to you for your records. Then **forward your score receipt to [teams.technicalassistance@twc.state.tx.us](mailto:teams.technicalassistance@twc.state.tx.us). (If you have your score sent directly to TWC, we will have no way of identifying it.)**

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### □ Request access

1. Go to the TEAMS login page at <https://apps.twc.state.tx.us/TEAMS/security/logon.do>
2. Select “Sign Up for User ID”
3. 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.***

4. Accept the user security agreement.
5. Complete the required contact information.

\* indicates required information

Organization Name:	*	<input type="text"/>
Job Title:	*	<input type="text"/>
Address line 1:		<input type="text"/>
Address line 2:		<input type="text"/>
Street:	*	<input type="text"/>
City:	*	<input type="text"/>
State:	*	Texas <input type="text"/>
Zip Code:	*	<input type="text"/>
Phone Number:	*	( <input type="text"/> ) <input type="text"/> - <input type="text"/> Ext: <input type="text"/>

6. Select your desired user role
  - Designated Director – This role is limited to the Director of a consortium or a sole provider
  - Supervisor – This role is for supervisory staff or consortia member Directors
  - Data Entry Staff – This role is for any staff member doing data entry
  - Reader – This role is for readers who will need access to view all fiscal agent (grant recipient) information  
*Statewide read-only access is limited to TWC and TCALL staff*
  - Site Reader – This role is for readers who will view data for a site or a group of sites
  - 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*
  - Statewide Activity Scheduler – This role is for TCALL staff only
7. Select your desired school year  
You will most likely select the current year unless you are requesting access to view historical data.

8. Select the desired fiscal agents\*

*\*In TEAMS, "Fiscal Agent" is synonymous with Grant Recipient.*

\* indicates required information

Selected Role:	Data Entry Staff
School Year:	2014-2015
Fiscal Agents:	* Abilene ISD Abilene ISD Previous FY Amarillo College Consortium Angelina College Adult Education Consortium Angelina College Previous FY Austin CC District Previous FY

Load Sites

Next Cancel

9. Select "Load Sites". For all roles other than Designated Director, you must select the specific sites for which you will have access. **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.**

Load Sites

Sites:	Abilene ISD - Test Site
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Next Cancel

Select the sites you need access to and then select "Next".

10. Confirm the information on the screen and select "Submit".

### After Requesting Access

- Submit your AEL Information Resources Usage Agreement (P-41) and FERPA training score receipt or certificate to [teams.technicalassistance@twc.state.tx.us](mailto:teams.technicalassistance@twc.state.tx.us).
- Have your Designated Director send an approval message to [teams.technicalassistance@twc.state.tx.us](mailto:teams.technicalassistance@twc.state.tx.us).