

Texas Education Agency

PROCESS FOR USING THE REGISTRY OF PERSONS INELIGIBLE FOR EMPLOYMENT IN PUBLIC SCHOOLS AND THE MISCONDUCT REPORTING PORTAL – FOR SCHOOL DISTRICT, CHARTER SCHOOL AND PRIVATE SCHOOL ENTITY USERS

(INCLUDES TEAL ACCOUNT SETUP FOR NEW USERS)

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RELEVANT STATUTES

The 86th Legislative Session in 2019 passed House Bill 3, which was passed to further protect the safety and welfare of Texas students by:

- requiring schools to report certain allegations of misconduct against non-certified employees and,
- creating a registry of individuals who are not eligible for hire in a Texas public school based on misconduct or criminal history.

In Statute: Registry of persons not eligible for employment in public schools - TEC §22.092 as created by HB 3.

GLOSSARY OF TERMS

REGISTRY

- **Do Not Hire Registry** – An online list of individuals who are not eligible for employment in a Texas public school based on misconduct or criminal history.
- **Not Eligible for Hire** - An individual who is not eligible for employment in a public school and therefore may not be hired in any role.

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- **Under Investigation-** Pursuant to TEC §22.094, this individual is currently under review by the TEA Educator Investigations Division. This notation means that an allegation of misconduct is currently being investigated by TEA, and the individual's employability status has not been determined.
 - **None Found** - The individual does not appear in the Registry of Persons not eligible for employment (Do Not Hire Registry).

INVESTIGATIONS OF CERTIFIED EDUCATORS

- **Investigation Warning** (on the Virtual Certificate)- A notation placed on an educator's certification when an allegation of misconduct is currently being investigated by TEA staff. A certificate with this notation remains valid because no formal determination has been made. The investigation Warning notation will appear on the educator online certification record with the following message: _____

- **Revoked** - A sanction placed on an educator's certificate which renders the certification invalid as a result of disciplinary action by the SBEC.
- **Permanently Revoked** - A sanction placed on an educator's certificate which renders the certification permanently invalid without the opportunity to reapply for a new certificate.
- **Voluntary Surrender** - An educator's voluntary relinquishment of a certificate, in lieu of disciplinary proceedings, which renders the certificate permanently invalid.
- **Suspended** - A sanction placed on an educator's certificate as a result of disciplinary action by the SBEC which renders the certification invalid for a specific period of time, or until reinstated by the board.
- **Reprimand** –

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- **Administrative Penalty** – An imposed monetary penalty by the SBEC against a superintendent, director, or principal for failure to report as required under §249.14(c). This action is pursuant to 19 Texas Administrative Code §249.15(a)(6).
 - **Misconduct Reporting Portal** – A secure method for school personnel to submit reports of educator misconduct.

USEFUL LINKS

- **TEAL Login** <https://tealprod.tea.state.tx.us/TSP/TEASecurePortal/Access/LogonServlet>
- **DPS secure site** <https://secure.txdps.state.tx.us/DpsWebsite/Login.aspx>
- **Fingerprinting and Do Not Hire Registry Help Desk** <https://txeduagency.zendesk.com/hc/en-us/categories/115001620168-Fingerprinting->

If you already have a TEAL account, go to Page 9 to add access to the Do Not Hire Registry, or to Page 20 to add access to the Misconduct Reporting Portal.

TEAL ORGANIZATION APPROVER SETUP

The Texas Education Agency Login (TEAL) is a login portal for many TEA applications, including the Registry of Persons Not Eligible for Employment (Do Not Hire), and the Misconduct Reporting Portal. TEAL protects access to student records, educator records, school financial data, and other information that must be kept secure from unauthorized access.

An Organization Approver has the responsibility for reviewing and approving requests for access to Registry of Persons Not Eligible for Employment (Do Not Hire), as well as the Misconduct Reporting Portal.

Alternate Approvers must be designated by the school's Legal Authority, and documentation verifying this designation must be submitted to TEA. The Alternate Approver is a designee that is given authority to approve requests for TEAL applications for the organization. For further details on the documentation required for the Alternate Approver, please submit a help desk ticket at the above link.

When requesting Organization Approver authority, a user must have first successfully requested and set up a TEAL account. Be aware that changing the temporary password to a permanent password and selecting the security challenge questions are only the first steps in successfully setting up a TEAL account.

SETTING UP A NEW TEAL ACCOUNT

- TEAL should be used with Google Chrome as the web browser.
- Open a web browser and go to the [TEAL login](#).
- Click **Request New User Account**



- The User and Access Management page appears

The following fields are required: **First Name**, **Last Name**, **Email Address**, **Verify Email**, **Birth Month**, **Birth Day**, and **Organization Type**. If you are an educator, **Birth Year** is required as well.

Use the Tab key to move from one box to the next.

- Type your first and last name.
- Type your e-mail address. This address will receive all notification e-mails, including the user access information that you need to log in.
- Retype your e-mail address to verify that the address is correct.
- Type your birth month and day. This information is used internally to help distinguish you from other users with the same first and last name and is not used for any other purpose.
- Type your birth year.
- Select the organization type that most closely matches yours from the list. If your organization type does not appear, select **Other**. Use the following table for help in choosing your organization type:
 - Depending upon your organization type, you may be asked to select your manager's name or **Employing Organization**. If you are a TEA contractor, you must supply the **Employing Organization** before you can submit the form. In this case, your request is routed to the approver for your employing organization for approval before it can be implemented by TEA.
- Type your job title.
- Type your phone number, including area code.
- Type your mailing address.
- Check the information you provided to make sure it is correct.
- Click **Submit**.

After clicking submit to create your login user name, then you are redirected to the Create Your Password Page, with your Username displayed. Follow the instructions and click **Submit**.

A page of assurances appears. You must acknowledge these assurances to continue. The same assurances will appear at login every 30 days.

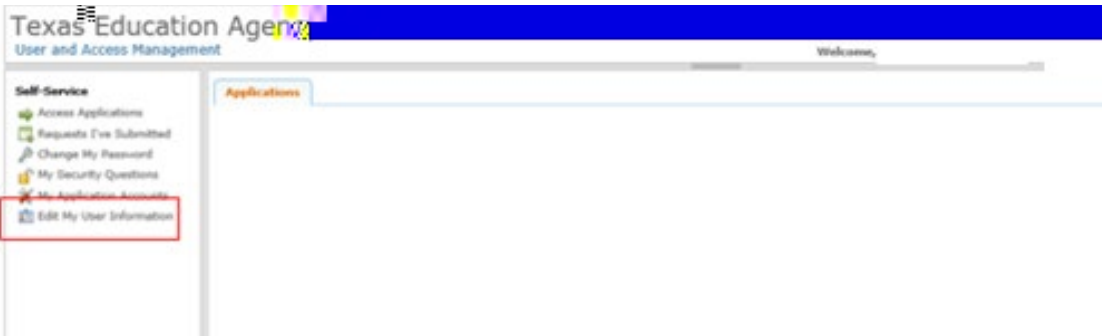
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- Read the assurances and click **I Agree** to continue. If you do not wish to agree, click **Cancel**. However, you will be unable to access TEA applications that use TEAL.
 - Next, you are prompted to select and supply the answers to three security questions.

TEAL software uses three security questions to verify your access if you forget your password or user name. Each person must select three security questions and provide the answers to those questions. The answers to these questions are confidential, and a person will not be reviewing your request when you ask for your password. Be sure to note the exact form you use to answer them, because the computer needs the exact response. For example, suppose you use the question **In what city did you meet your spouse/significant other?** and type the answer **Ft. Davis, Texas**. If, when you forget your password, you type the answer **Fort Davis, Texas**, or **Ft. Davis, TX**, the computer will not recognize that answer as correct.

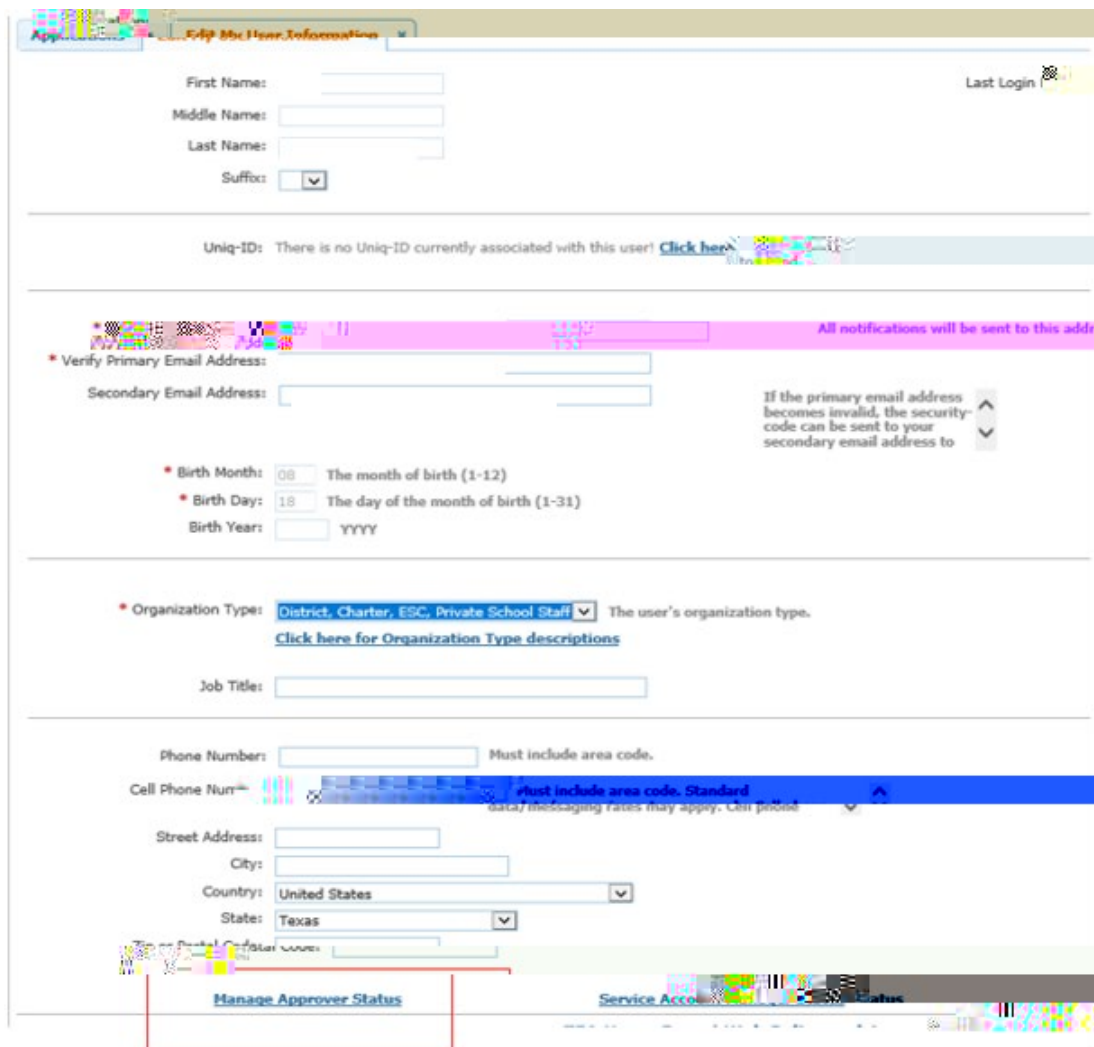
To complete each security question, do the following:

Select a question from the list.

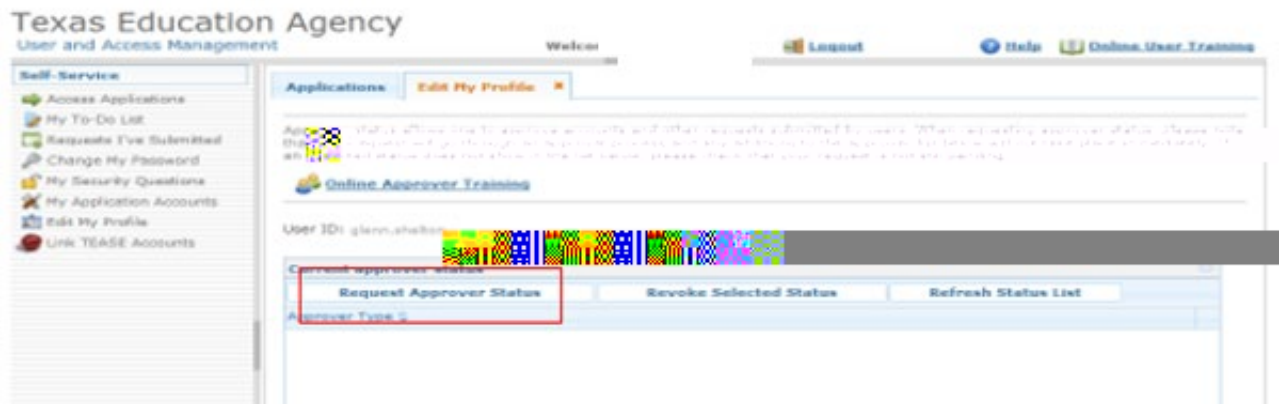
- Type the answer in the box, exactly as you mean to provide it. You must select and answer all three questions.
- Once you are logged in, you can request access to an application such as Educator C(d)-4 (u)doa()Ta5g-omp



- Click on **Manage Approver Status**.



- Click on **Request Approver Status**.



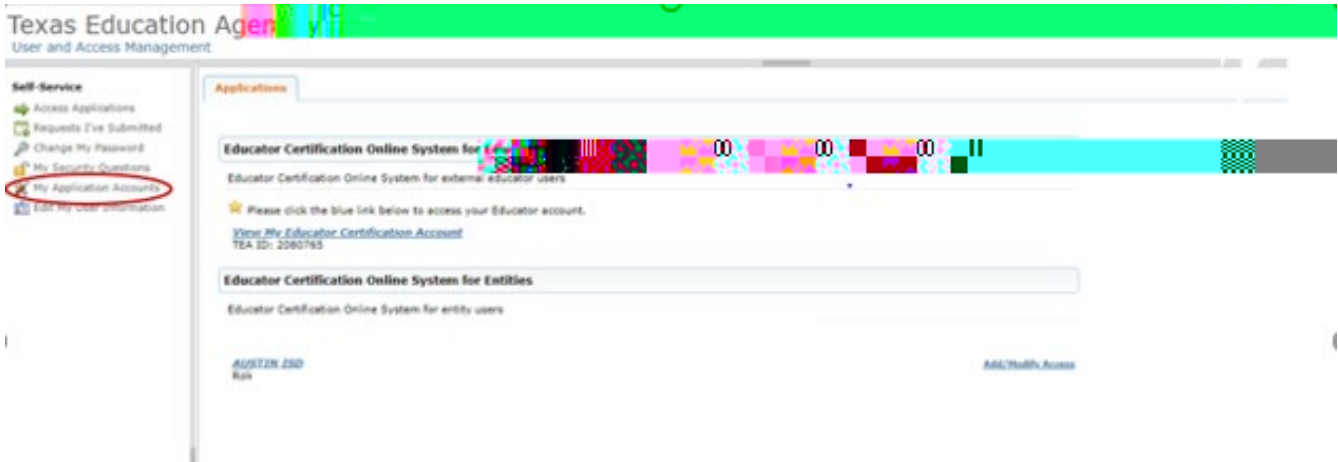
- For Approver Type, select **Primary Approver** as the level of Approver Authority. Enter the Organization name. Select your organization and click the **Add** button.



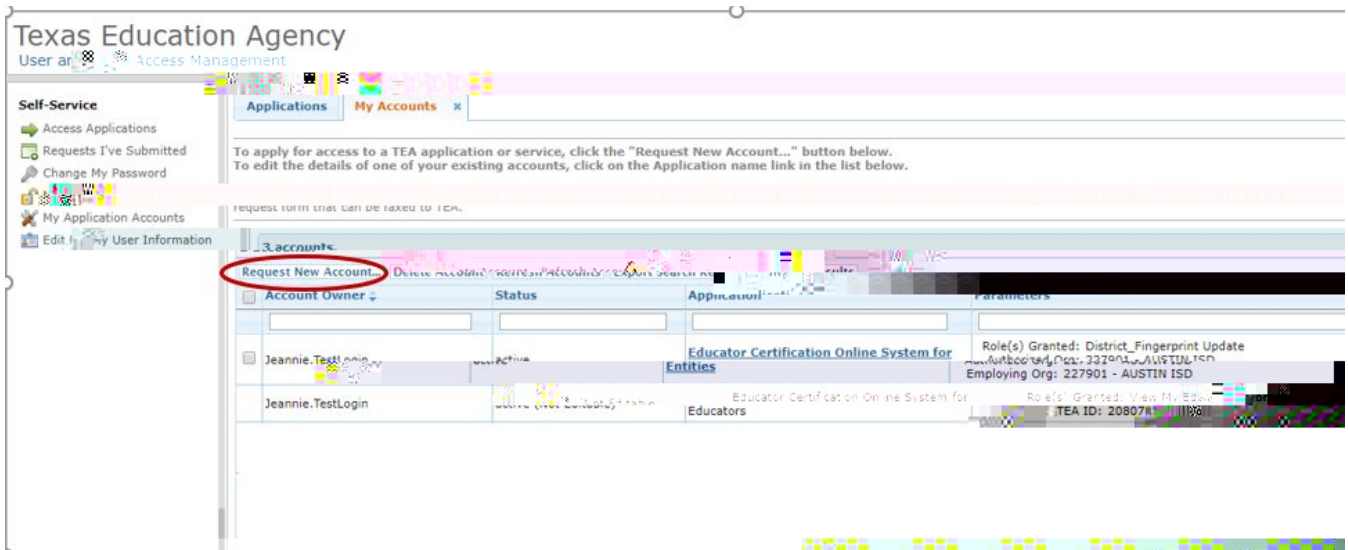
- Once the correct organization has been selected, read the disclaimer and click **Submit**. All requests for access will be reviewed by the TEAL Administration division as well as the Educator Investigations division. The TEA approval usually takes one to three days to be completed. A TEAL system email will be sent when TEA has approved the request.

ADDING REGISTRY ACCESS TO AN EXISTING TEAL ACCOUNT

- Log into your TEAL account at <https://tealprod.tea.state.tx.us/> using your username and password. TEAL and the Do Not Hire Registry should be used with Google Chrome as the web browser.
- Click on **My Application Accounts** in the Self-Service Menu.



- Click on **Request New Account**.



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- Click on **DNHRegistry**.

- Click on **Add Access**.

- Enter the **Employing Organization** name or (the



- Click Save Changes.

Texas Education Agency
User and Access Management

Self-Service

- Access Applications
- Requests
- Change
- My Security Questions
- My Application Accounts
- Edit My User Information

Applications My Accounts

To apply for new access

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: **Registry of Persons Not Eligible for Employment**

User ID: [REDACTED]

⚠ A change has been requested but has not been [REDACTED]

* Accesses:

Access Status	Entity	Role
[REDACTED]	[REDACTED]	Entity

Save Changes Discard Changes and Return

LOGGING IN TO THE REGISTRY THROUGH

Uploading the file –

- To upload a Registry file, access the Registry of Persons Not Eligible for Employment (Do Not Hire Registry) through TEAL.
- The upload screen displays file layout information and example file data. Before uploading, click the check box to affirm the information being uploaded is true. Select the file to be uploaded by clicking the 'Choose File' button.

The name of the file will display next to "Choose File." Click 'Upload' to upload the file.

- A message on the screen will indicate that the file was uploaded successfully and that results are available below.

REVIEW OF REGISTRY UPLOAD RESULTS

Registry upload results are available immediately after being uploaded. Click on the **Download** link to view results. The results file may be downloaded within 7 days of the date of the upload, after which the results file will not be viewable. To obtain the most updated status for any record, submit a new Upload File.

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TEA Texas Education Agency

Registry of Persons Not Eligible for Employment

UPLOAD REGISTRY SEARCH FAQ/HELP DESK EXIT

Please check here to indicate you affirm.

Select file to upload

Choose File Test DNH Upload.csv Upload

File uploaded successfully, please find the results below.

Search Instructions

- File Format: Please upload a .txt or .csv (Windows) file.
- The File Layout should consist of:
 - Last Name (required, 25 maximum characters)
 - First Name (required, 20 maximum characters)
 - Middle Name (optional, 15 maximum characters)
 - SSN (required, 9-digit numbers without hyphens, include leading zeros)
 - Birth Date (required, format MM/DD/YYYY, ex: 01/01/1990)
- The upload limit is 2500 records per file.
- Click here for a complete upload file template.

Filter

Uploaded By	Upload Date/Time	Uploaded File	File Size	Status
april.carmichael@super	10/19/2015 14:27:26	Test DNH Upload.csv	13381 T	Completed

13381 T 24 1.228 n Td [urnpe / Pagnation DC B12 0 0 12 54 38.64 To JET 00 36 1

SBEC Sanction Status	1	SSN	First Name	Middle Name	Last Name	Suffix	Birth Date	Registry Status	Date on Registry

UPLOAD RESULTS SUBMITTED THROUGH THE FINGERPRINTING UPLOAD

TEA Educator Certification Online System

Logged in as: [redacted] FL [redacted] (22799)

Upload Status for: FINGERVILLE ISD
 County District: 37994
 Page 1

Upload Date/Time %	UserID %	Upload File (click to view)	Upload Results (click to view) %
12/17/2019 2:02:37 PM		FP_CheckDnm - Copy.csv	12/17/2019 2:02:38 PM
12/17/2019 12:32:43 PM		FP_CheckDnm - Copy.csv	12/17/2019 12:32:43 PM
12/6/2019 2:33:37 PM		Test_Seq - UAT - Copy.csv	12/6/2019 2:33:37 PM
12/6/2019 2:13:40 PM		Test_Seq - UAT.csv	12/6/2019 2:13:40 PM
11/4/2019 12:51:40 PM		FP_Elec_TEST_11.4.2019.csv	11/4/2019 12:51:57 PM
9/13/2019 4:09:04 PM		9/13/2019C.csv	9/13/2019 4:09:05 PM
9/13/2019 4:02:32 PM		2019_2019_C.csv	9/13/2019 4:02:33 PM
9/13/2019 11:19:27 AM		2019_2019_B.csv	9/13/2019 11:19:27 AM
9/13/2019 9:25:13 AM		9/13/2019E.csv	9/13/2019 9:25:13 AM
9/13/2019 8:57:54 AM		2019_2019_A.csv	9/13/2019 8:57:55 AM
9/13/2019		9/13/2019.csv	9/13/2019 8:57:55 AM

- The Fingerprint Upload page will display the fingerprinting results, certification sanction status and Registry status for each individual uploaded.

Fingerprint Upload Results
 FP_CheckDnm - Copy.csv

Upload Type	Last Name	First Name	Last 4 SSN	DOB	Certified or Non-Cert	FP Status	Certificate Status	Registry Status
NC					Non-Cert	FP Complete		Not Found
NC					Non-Cert	FP Complete		Under Investigation
NC					Non-Cert	Pre-Enrolled		Not Found
NC					Non-Cert	FP Complete	Voluntary Surrender	Not Eligible for Hire
NC					Certified		Revoked	Not Eligible for Hire
NC					Certified		Revoked	Not Eligible for Hire

- For additional information on the Fingerprinting Upload Process, visit the following link:
<https://tea.texas.gov/sites/default/files/TEA%20FP%20Process%20for%20School%20Districts%20and%20Charter%20Schools%20%28v%201.2%29.pdf>

ADDING MISCONDUCT REPORTING PORTAL ACCESS TO AN EXISTING TEAL ACCOUNT

- Log into your TEAL account at <https://tealprod.tea.state.tx.us/> using your username and password. TEAL and the Misconduct Reporting Portal should be used with Google Chrome as the web browser.
- Click on **My Application Accounts** in the Self-Service Menu.
- Click on **Request New Account**.
- Click on **DNHMisconduct**.

Request New /

To request new access

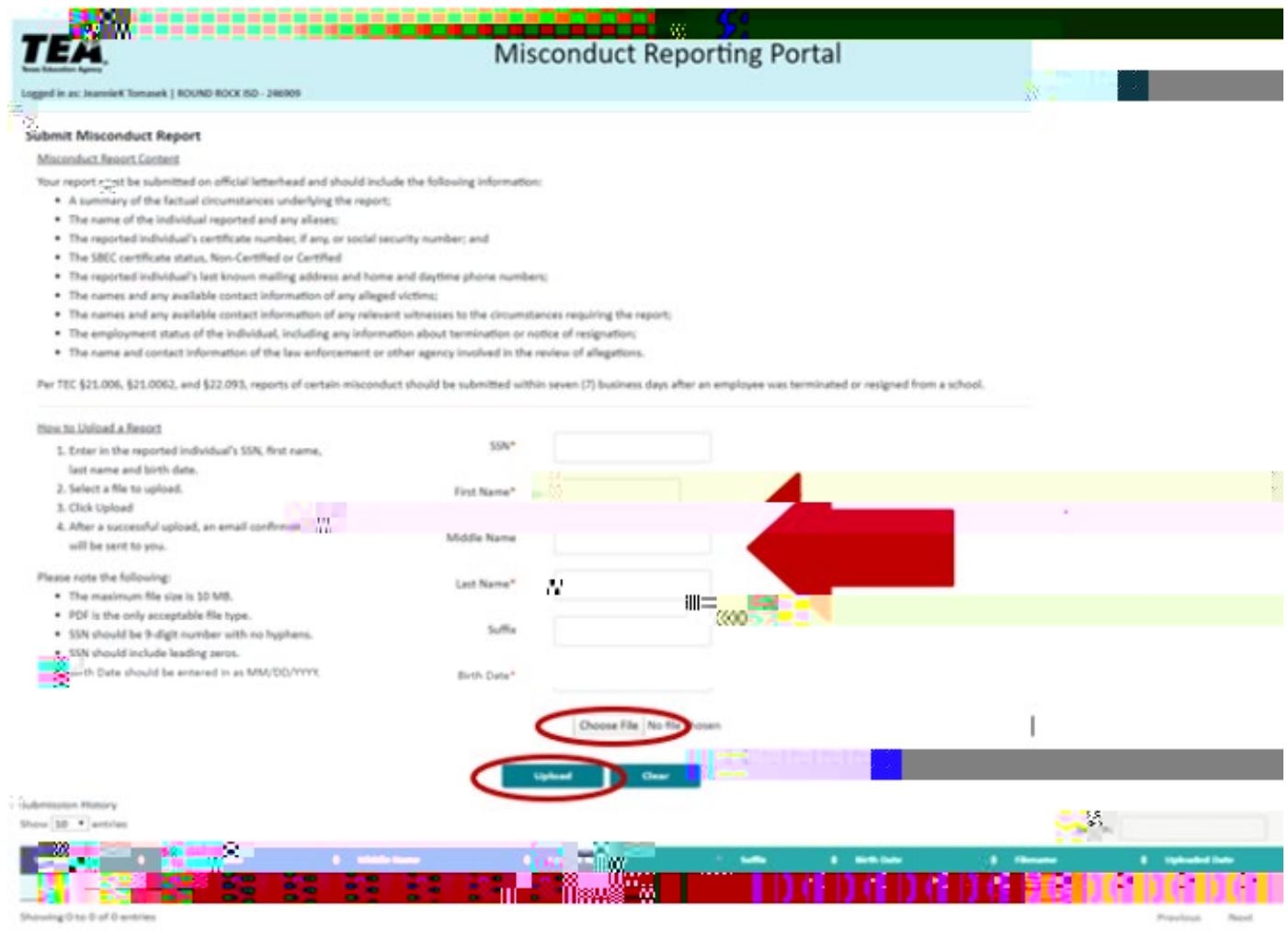
1. Click on the Application Name
2. Double click the Application Name OR
3. Single click the Application Name and then click the "Go To Account Details Form" button

Application ID	Application Name	Contact	Details
CISTMS	Communities In Schools		
CREDITS	CREDITS		
CSS	Charter Schools - School FIRST	Email: Rita Chase (555-1414)	
CSTS	Charter Schools System	Email: Sivaram Manda (512-463-6501)	
CTER	Career and Technical Education Reports		
DNHMisconduct	Misconduct Reporting Portal		
ECOSAdmin	ECOS for TEA Admins	Email: Xiaoying Hu	
ECOSAdminParallel	ECOS for Admin Parallel	Email: Xiaoying Hu (512 463-9584)	
ECOSAdminUAT	ECOS UAT for TEA Admins		
ECOSEducator	Educator Certification Online System for Educators		
ECOSEducatorParallel	ECOS for Educator Parallel	Email: Xiaoying Hu (512 463-9584)	
ECOSEducatorUAT	ECOS for Educator UAT		
ECOSEntities	Educator Certification Online System for Entities	Email: Xiaoying Hu (555-1212)	
ECOSEntitiesParallel	ECOS for Entities Parallel	Email: Xiaoying Hu Xiaoying Hu (512 463-	

Go To Account Details Form

- Click on **Add Access**.

SUBMITTING A REPORT THROUGH THE MISCONDUCT REPORTING PORTAL



Misconduct Reporting Portal Content:

Your report must include the following information:

- A summary of the factual circumstances underlying the report;
- The name of the individual reported and any aliases;
- The reported individual's certificate number, if any, or social security number and date of birth;
- The reported individual's last known mailing address and home and daytime phone numbers;
- The names and any available contact information of any alleged victims;

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- The names and any available contact information of any relevant witnesses to the circumstances requiring the report;
 - The employment status of the individual, including any information about termination or notice of resignation;
 - The name and contact information of the law enforcement or other agency involved in the review of allegations.

Please remember, this information is **required** by state law and SBEC rule

How to submit a report

- Enter the reported individual's SSN, first name, last name and date of birth.
- Select a file to upload.
- Click 'Upload'.
- After 1 Tf0.003 -3.9 (u3.9 (an)-42 Td(•)Tj/5n(T0 Tc -3.9 (lo)-2 (am Tf0.0(•)Tj/5n(Tw 5.53 mna (a)10 -1.22 Td(•)
(Sr T17.9iure 3.4 f d f d