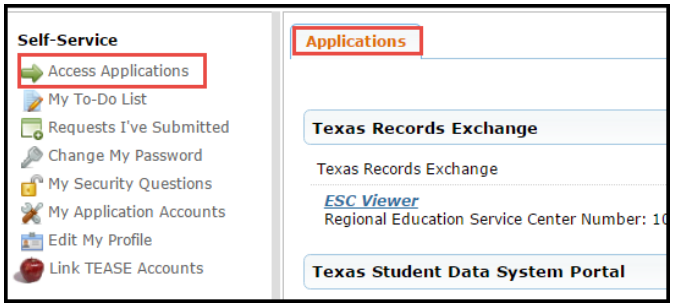
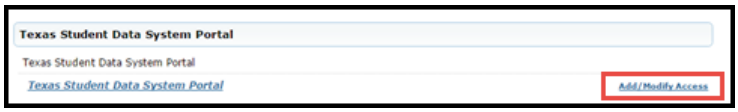
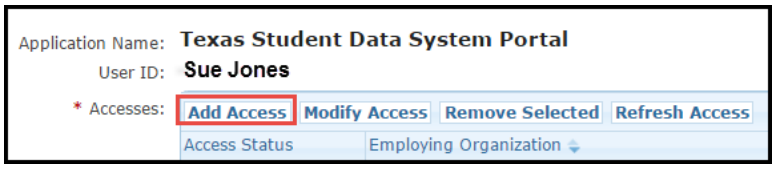
# Adding Access to TSDS for ECDS

| Instructions | Screen Shot |
|---|---|
| **Roles Needed for TSDS PEIMS:** | |
| **LEA PEIMS Coordinators:**<br>ODS Data Loaders<br>ECDS Data Approver | |
| **Requesting Access in the TSDS Application:** | |
| 1. Click **Access Applications** from the **Self-Service** pane,<br>**or**<br>Click the **Applications** tab to view the list of applications to which you have access. |  |
| 2. Click **Add/Modify Access** for the TSDS Application. |  |
| 3. Click **Add Access.** |  |

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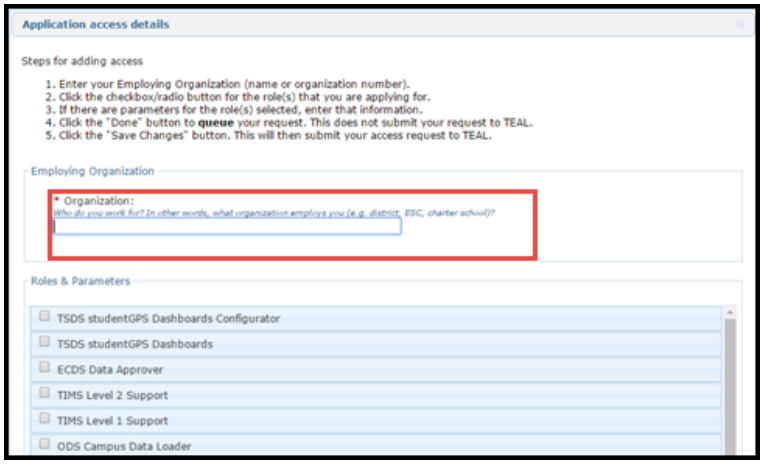
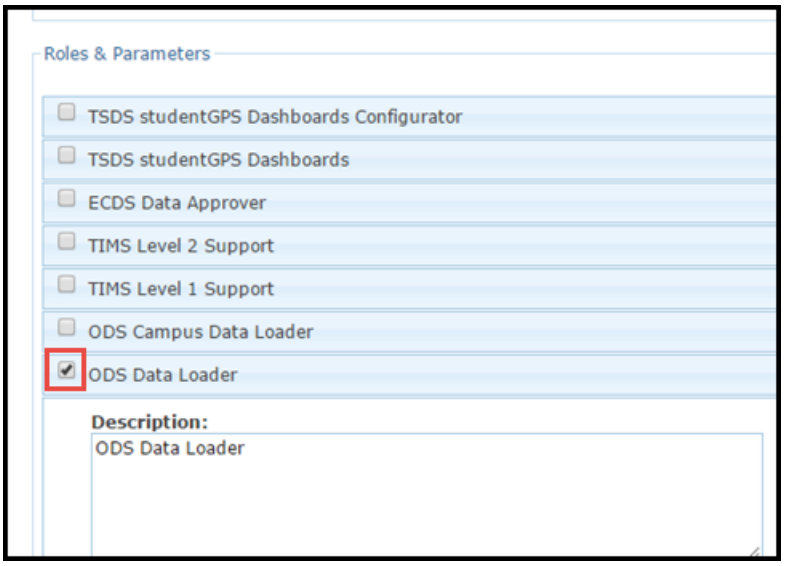
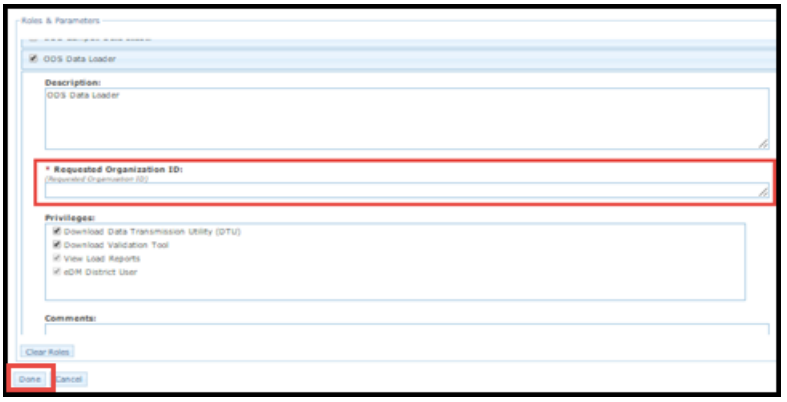
| 4. The dialog box that appears looks different based on the applications you have.<br>a. Add your CCCDDD number in the **Organization** box. Once you begin typing, a list appears. Select your LEA from the list. |  |
| 5. Under **Roles & Parameters** select any new Roles from the list by clicking in the box next to them. |  |
| 6. Add your CCCDDD number in the **Requested Organization ID** box. Once you begin typing, a list appears. Select your LEA from the list.<br>7. Leave the pre-checked boxes under **Privileges** as they are marked<br>8. Add all Roles you need than click **Done**.<br>9. This will take you to the Edit Account tab. |  |

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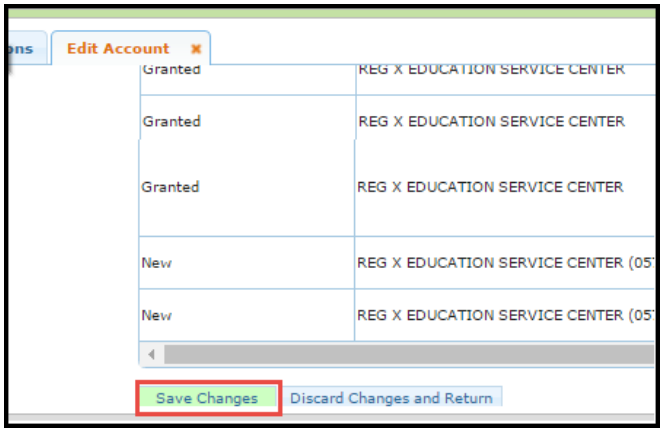
| 10. Scroll down to the bottom of the **Edit Account** Tab and click **Save Changes.** |  |



## The Basic Steps that Occur After a Request are the Following:

1. Approval or denial of the request by your Organization Approver- Usually the Superintendent (If the Approver does not respond to a request for access within five days, the request is cancelled and a notification is sent to the person making the request.)
2. Routing of approved requests to the TEA Application Approver
3. E-mail notification to affected individuals

## Processing Time Considerations:

When you submit an online request for a user account or access to a TEA application, it can take several business days to process your request, depending upon the response to the approvals. While the Web-based technology speeds up the actual creation of user IDs and accounts, the normal day-to-day processing still requires a fair amount of involvement and time from the individuals who must review, verify, and approve the request.