

Instructions for Finding Your Unique ID

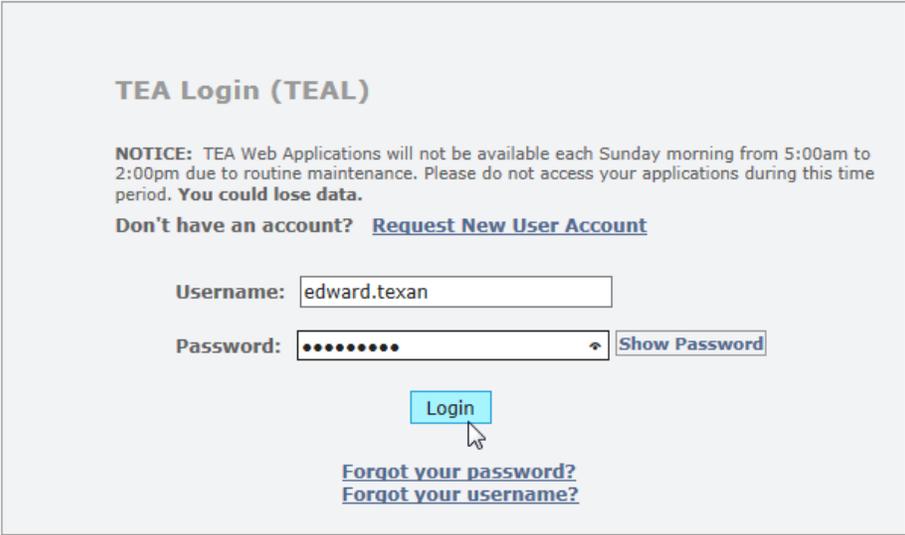
Your district or charter school obtains your Unique ID number through TEA’s Texas Student Data System (TSDS) Unique ID system and uses it for internal and state reporting purposes so that your identity is not confused with that of another educator. Using the Unique ID lessens the reliance on social security numbers and helps to protect your information. (Note that it is *not* the same number as your TEA ID, used for educator certification testing.)

To view your Unique ID, you will need to have a Texas Education Agency Login (TEAL) user account. This is the same user account you use for maintaining your certification records. The login screen looks like the image shown below, and the user name is usually in the format firstname.lastname.

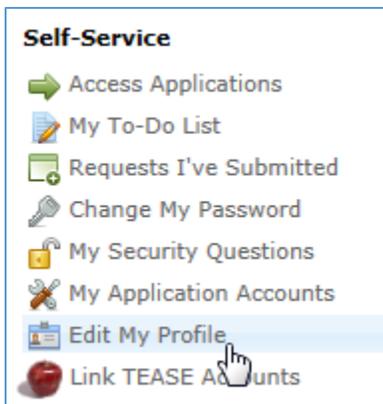
If you have not logged in to view your certification records in the past three years, you may need to create a TEAL user account. If you do need to create one, do that before following the steps below to find your Unique ID. Find instructions for creating a TEAL user account at https://secure.sbec.state.tx.us/SBECOnline/TEAL_End_User_Training_ECOS.pdf.)

To find your Unique ID:

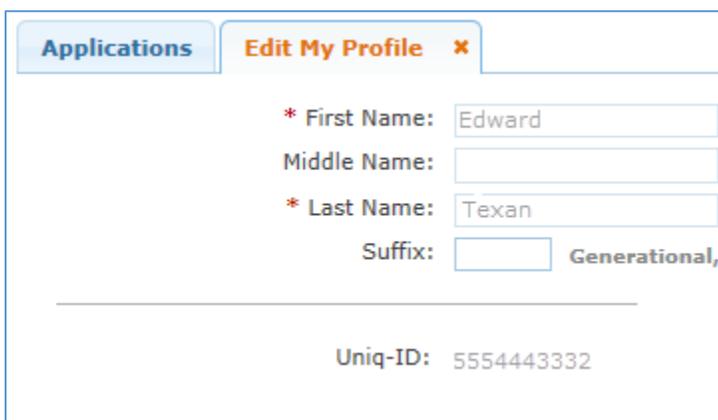
1. Log in to TEAL at <https://pryor.tea.state.tx.us/> with your TEAL user name and password.



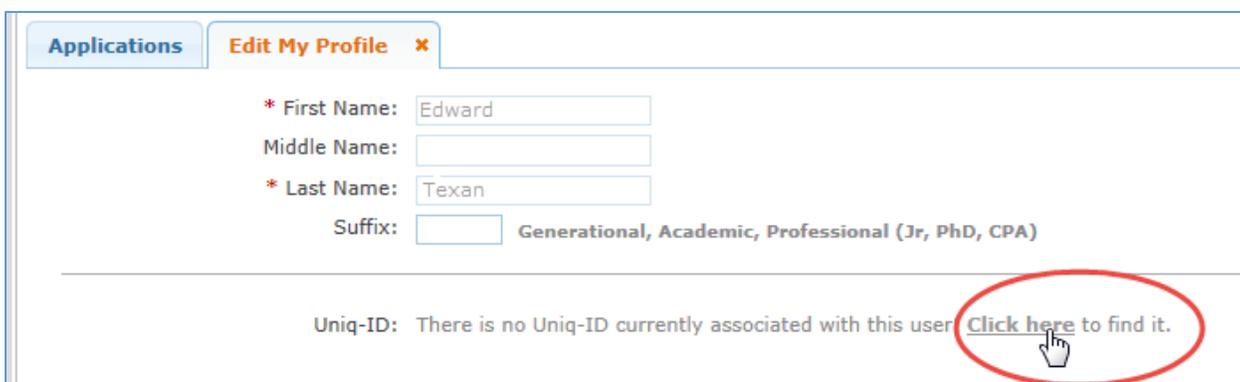
2. Click **Edit My Profile** in the Self-Service menu on the left.



3. Look for the Uniq-ID label and ten-digit number under your name information.



4. If there is no Uniq-ID, click on the **Click Here** link.



5. Then fill in the SSN and other information required to match your profile to your Uniq-ID.

The screenshot shows a web form titled "Get Unique ID". It contains the following fields and controls:

- * Social Security Number: A text input field with nine dots, followed by the text "(xxxxxxxxx)".
- * Year of Birth: A dropdown menu with "1970" selected.
- * Gender: A dropdown menu with "M" selected.
- Uniq-ID (if known): An empty text input field.
- Submit and Cancel buttons at the bottom right.

The system will match you with your Unique ID and display it on your TEAL profile.

Please note that your district, charter school, or employing organization also has your Unique ID number. If you receive an error message like the one below, you will need to contact your organization for the number:

The screenshot shows the same "Get Unique ID" form as above, but with an error message displayed in red text:

There was no Uniq-ID found with the given information. Please contact your District for support.

The form fields and buttons are identical to the previous screenshot.

If you need assistance with any of the steps to set up a TEAL user account or locate the Unique ID, please contact us at the TEA Help Desk at <https://txeduagency.zendesk.com>.