



tsdsuniqueidbutton

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- Click **TSDS Unique ID**. The Texas Unique Staff ID pop-up window is displayed.
- In the **User ID** and **Password** fields, type the user ID and password provided by TEAL for the service account to use the Unique ID Web Service.
 - Click **Search** to search through the TSDS Unique ID database. If the employee has never been assigned a TX Unique ID, a message is displayed indicating that the Unique ID cannot be found with the provided credentials.
 - Click **Assign New ID**. If the employee record contains the necessary demographic information (**Staff ID, Last Name, First Name, SSN, and DOB**), the employee's information is displayed and a Unique ID is generated.
 - **Staff ID**
 - **Tx Unique Staff ID** - Displays the Unique ID.
 - **Last Name**
 - **First Name**
 - **SSN**
 - **DOB**
 - **Status** - Displays the status of the employee's Unique ID record from the Unique ID Web Service. This status varies based on the individual employee's record.
 - Select the radio button for the employee row and click **Assign New ID**. The Unique ID is populated in the **Texas Unique Staff ID** field on the Demographic Information tab.
 - Click X to close the Texas Unique Staff ID pop-up window and return to the Demographic Information tab.
 - Click **Cancel** to cancel the process. The pop-up window is closed and the Unique ID is not populated on the Demographic Information tab.

Note: If you click **Cancel**, the Unique ID that was generated for the employee will still exist in the Unique ID Web Services and will be available for assignment if you revisit this employee record.

- Click **Save** to assign and save the Texas Unique Staff ID to the employee's record in Personnel.