



# ASCENDER - Assign a TSDS Unique ID



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The purpose of this document is to guide you through the process of assigning a Unique ID using the **TSDS Unique ID** button in Personnel. This functionality works in conjunction with the Texas Student Data System (TSDS). TSDS uses web services for Unique ID and for the Data Transmission Utility (DTU) allowing ASCENDER to interact directly with their Unique ID application to assign Unique IDs.

Prior to using the **TSDS Unique ID** button in ASCENDER, the LEA's designated TEAL user must obtain web service access. See **Obtain Web Service Access** in the **Before You Begin** section of this document.

This document assumes you are familiar with the basic features of the ASCENDER Business system and have reviewed the [ASCENDER Business Overview guide](#).



Some of the images and/or examples provided in this document are for informational purposes only and may not completely represent your LEA's process.

## Before You Begin

Review the following:

### Terms:

<b>SAM</b>	Service Account Manager status in TEAL that provides one access to manage TSDS service accounts for the LEA.
<b>Service Account</b>	An account managed through TEAL allowing an LEA to use a specific web service. A service account must be set up by the Service Account Manager. The service account provides user name and password credentials that can be entered into a web application via an administrative interface to enable the application to use the web service.
<b>TEA</b>	Texas Education Agency
<b>TEAL</b>	Texas Education Agency Login
<b>TSDS Unique ID/TX Unique Staff ID/Unique ID</b>	The unique number assigned to a staff member by TEA's Texas Student Data System (TSDS) Unique ID system. This ID is used for internal and state reporting purposes.

<b>Web Service</b>	The web service references the specific TEA application to which the service account has access. For the purpose of this guide, the <b>Application</b> is <i>Uniq-ID Web Services</i> .
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**Helpful Links:**

<b>TEA</b>	<a href="https://tea.texas.gov/">https://tea.texas.gov/</a>
<b>TEAL</b>	<a href="https://tealprod.tea.state.tx.us/">https://tealprod.tea.state.tx.us/</a>

**Obtain Web Service Access**

The TSDS Unique ID Web Services allows the transfer of information using an approved service account and valid credentials to authenticate access. These credentials are acquired by request using Texas Education Agency Login (TEAL). TEAL serves as the secure link between entities and provides access to various TEA web services such as Unique ID. This access must be requested by the individual at the LEA with TEAL access. This TEAL user must ensure the following steps are accomplished in order to create a web services account.

- Each LEA that will be using the Unique ID Web Service must designate at least one Service Account Manager (SAM), whose access must first be approved by the TEAL Approver.
- The designated Service Account Manager (SAM) is responsible for creating and managing service accounts, which are also approved by the TEAL Approver, for each web service used.

For detailed information about requesting Service Account Manager status and creating and managing service accounts in TEAL, reference the following documents:

- [How to Create and Manage TSDS Web Service Accounts in TEAL](#)
- [TEAL Quick Reference for Creating and Managing TSDS Web Service Accounts](#)

After a Service Account Manager (SAM) is designated and approved, and has requested a new service account, identified the Unique ID Web Service will use the new service account, and received the web service user name and password from TEAL, the LEA can begin using the **TSDS Unique ID** button in ASCENDER to assign Texas Unique Staff IDs.

**Assign a TSDS Unique ID Process**

[Personnel > Maintenance > Staff Demo > Demographic Information](#)

Retrieve an existing employee record or use the [New Employee Setup](#) guide to create a new employee record. A new employee record must be saved prior to assigning a Unique ID. This allows the employee's demographic information to be validated in the TSDS Unique ID application.

☐ 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 for the service account using the Unique ID Web Service. This is the user ID and password provided by TEAL.

- Click **Search** to submit the employee's information through the TSDS Unique ID Web Service to verify whether or not the employee has already been assigned a Unique ID. The following Demographic fields are required for a successful search:
  - **First Name**
  - **Last Name**
  - **Staff ID/SSN** (Nine-digit SSN)
  - **DOB** (Date of Birth)
  - **Sex** (Gender)
  - **Race** (At least one)
- If the search returns a match or near match record in the Unique ID web service, the **Match Probability** column is displayed with a percentage indicating how closely the submitted record matches the existing record in the web service. This helps to determine if the record is for the same employee.

**Note:** Per TSDS, records should not be considered matches if they are not higher than the Upper Near Match Threshold configured in the system.

Select	Staff ID	Tx Unique Staff ID	Last Name	First Name	Middle Name	Generation	SSN	DOB	Gender	Ethnicity	Race	Match Probability	Status
<input type="radio"/>									F	Non-Hispanic/Latino	White	88.0	SUCCESS_SINGLE_MATCH_RECORD

- If the search returns no matches, the following message is displayed: “TX Unique Staff ID cannot be found with provided credentials.” This indicates that the employee has not been

previously assigned a TX Unique ID.

The screenshot shows the 'Texas Unique Staff ID' pop-up window. At the top, there are fields for 'User ID' and 'Password', followed by 'Search', 'Cancel', and 'Assign New ID' buttons. Below this is a table with columns: Select, Staff ID, Tx Unique Staff ID, Last Name, First Name, Middle Name, Generation, SSN, DOB, Gender, Ethnicity, Race, Match Probability, and Status. A yellow message bar at the bottom of the table reads: 'TX Unique Staff ID cannot be found with provided credentials.'

- Click **Assign New ID**. If the employee record contains the required information, the employee's information is displayed and a new Unique ID is either generated or if already existing, is displayed in the **Tx Unique Staff ID** field. If the employee has multiple records, a list of records is displayed.

The screenshot shows the 'Texas Unique Staff ID' pop-up window with the same search fields and buttons. The table below has columns: Select, Staff ID, Tx Unique Staff ID, Last Name, First Name, SSN, DOB, and Status. The 'Select' column contains a radio button, which is highlighted with a black box. The 'Tx Unique Staff ID' column is highlighted in yellow. The status for the record is 'NEW\_ID\_ASSIGNED - NO\_EXACT\_MATCH'.

- **Staff ID**
- **Tx Unique Staff 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.
- Review the row(s) of employee data, select the radio button for the correct row. The Unique ID is populated in the **Texas Unique Staff ID** field on the Demographic Information tab. Click **Assign New ID**.

This screenshot is identical to the previous one, showing the 'Texas Unique Staff ID' pop-up window with the 'Select' column highlighted by a black box and the 'Tx Unique Staff ID' column highlighted in yellow.

- 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 remain assigned in the Unique ID Web Service. This allows you to revisit the employee's record at a later time and assign the Unique ID in ASCENDER.

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

The screenshot shows a web application interface for personnel management. At the top, there is a green header bar with a home icon, the text "Maintenance > Staff Demo", and a dropdown menu labeled "Personnel" with a grid icon. Below the header, there is a "Save" button. A light green horizontal bar contains an "Employee:" label followed by a text input field, and four buttons: "Retrieve", "Directory", "Add Emp", and "TSDS Unique ID". Below this bar is a navigation menu with tabs: "DEMOGRAPHIC INFORMATION" (underlined), "CREDENTIALS", "VERIFICATION", "INSURANCE", "SERVICE RECORD", and "RESPONSIBILITY". The main content area shows "Staff ID/SSN:" followed by a text input field, "Texas Unique Staff ID:" followed by a text input field (highlighted with a black border), and "Last Change: 11-21-2023".



## Back Cover