



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:

SAM	Service Account Manager status in TEAL that provides one access to manage TSDS service accounts for the LEA.
Service Account	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.
TEA	Texas Education Agency
TEAL	Texas Education Agency Login
TSDS Unique ID/TX Unique Staff ID/Unique ID	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.
Web Service	The web service references the specific TEA application to which the service account has access. For the purpose of this guide, the Application is <i>Uniq-ID Web Services</i> .

Helpful Links:

TEA	https://tea.texas.gov/
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TEAL <https://tealprod.tea.state.tx.us/>

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:

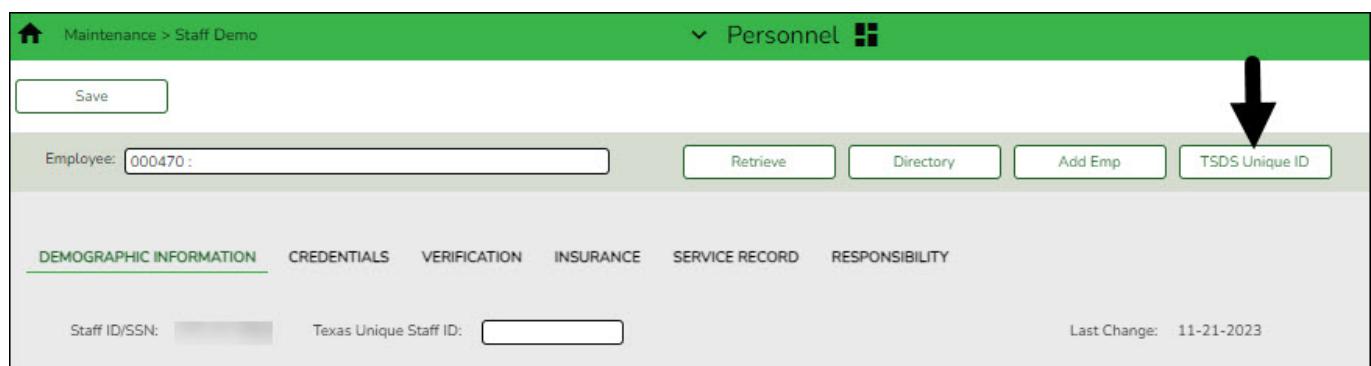
- [How to Create and Manage TSDS Web Service Accounts in TEAL](#)
- [TEAL Quick Reference for Creating and Managing TSDS Web Service Accounts](#)

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](#)

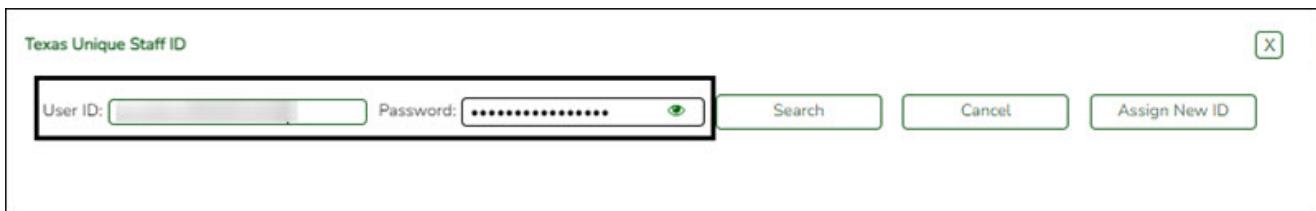
Retrieve an existing employee record or use the [New Employee Setup](#) guide to create a new employee record. A new employee record must be saved prior to assigning a Unique ID. This allows the employee's demographic information to be validated in the TSDS Unique ID application.



The screenshot shows the ASCENDER software interface. The top navigation bar includes 'Maintenance > Staff Demo' and 'Personnel'. The toolbar contains buttons for 'Save', 'Employee' (with a dropdown menu), 'Retrieve', 'Directory', 'Add Emp', and 'TSDS Unique ID'. Below the toolbar, there are tabs for 'DEMOGRAPHIC INFORMATION', 'CREDENTIALS', 'VERIFICATION', 'INSURANCE', 'SERVICE RECORD', and 'RESPONSIBILITY'. The 'DEMOGRAPHIC INFORMATION' tab is selected. At the bottom of the screen, there are fields for 'Staff ID/SSN' and 'Texas Unique Staff ID', along with a timestamp 'Last Change: 11-21-2023'.

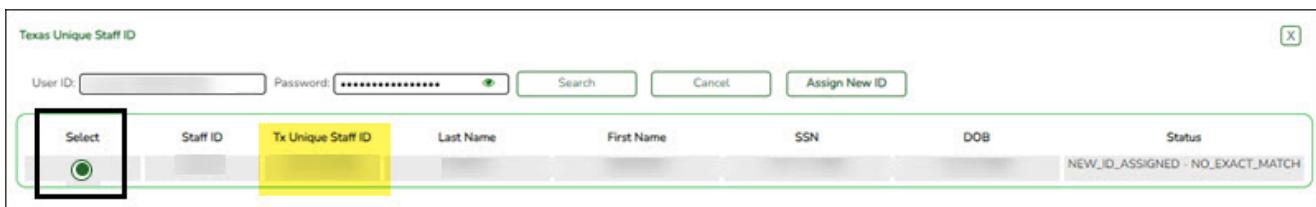
- Click **TSDS Unique ID**. The Texas Unique Staff ID pop-up window is displayed.

- 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.



The screenshot shows a pop-up window titled "Texas Unique Staff ID". It contains two input fields: "User ID" and "Password", both with placeholder text. To the right of the password field is a "Search" button, and below the buttons are "Cancel" and "Assign New ID" buttons. The entire window has a light gray background and a green border.

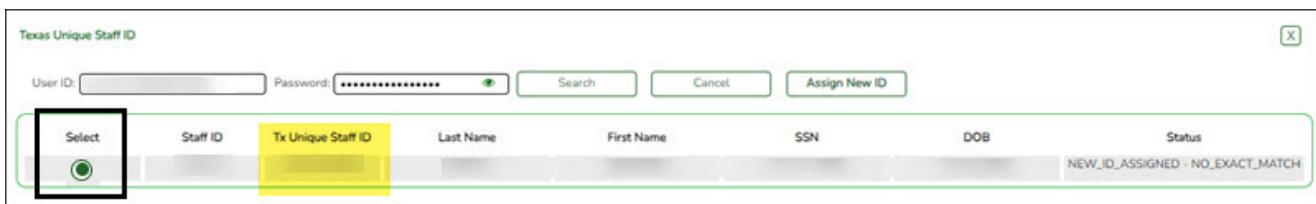
- Click **Search** to search through the TSDS Unique ID database. If the employee has never been assigned a TX Unique ID, a message is displayed indicating that the Unique ID cannot be found with the provided credentials.
- Click **Assign New ID**. If the employee record contains the necessary demographic information (**Staff ID**, **Last Name**, **First Name**, **SSN**, and **DOB**), the employee's information is displayed and a Unique ID is generated. If the employee has multiple records, a list of records is displayed.



The screenshot shows the same "Texas Unique Staff ID" pop-up window. Below the input fields, a table displays employee data. The columns are labeled "Select", "Staff ID", "Tx Unique Staff ID", "Last Name", "First Name", "SSN", "DOB", and "Status". The "Tx Unique Staff ID" column for the first row is highlighted with a yellow background. The "Select" column for the first row is highlighted with a black border and a green circle. The "Status" column for the first row contains the text "NEW_ID_ASSIGNED - NO_EXACT_MATCH".

- 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.

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



The screenshot shows the "Texas Unique Staff ID" pop-up window with the "Select" column of the first row highlighted with a black border and a green circle. The "Tx Unique Staff ID" column for the first row is highlighted with a yellow background. The "Status" column for the first row contains the text "NEW_ID_ASSIGNED - NO_EXACT_MATCH".

- 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 to that employee in the Unique ID Web Services. 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 software interface for personnel management. At the top, a green header bar displays the title 'Maintenance > Staff Demo' and the 'Personnel' module. Below the header, there is a toolbar with a 'Save' button and other buttons for 'Employee', 'Retrieve', 'Directory', 'Add Emp', and 'TSDS Unique ID'. The main content area is divided into several tabs: 'DEMOGRAPHIC INFORMATION' (which is selected and underlined in green), 'CREDENTIALS', 'VERIFICATION', 'INSURANCE', 'SERVICE RECORD', and 'RESPONSIBILITY'. In the 'DEMOGRAPHIC INFORMATION' tab, there are fields for 'Staff ID/SSN' (containing '777-77-7854') and 'Texas Unique Staff ID' (containing '2957292688'). A timestamp 'Last Change: 11-21-2023' is also visible in this section.



Back Cover