

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. If the employee has multiple records, a list of records is displayed.
    - **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 **TX Unique Staff ID** field on the Non-Employee page.
- Click X to close the Texas Unique Staff ID pop-up window and return to the Non-Employee page.
- Click **Cancel** to cancel the process. The pop-up window is closed and the Unique ID is not populated on the Non-Employee page.

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 the employee record.

❑ Click **Save** to assign and save the Texas Unique Staff ID to the employee's non-employee record in District Administration.


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