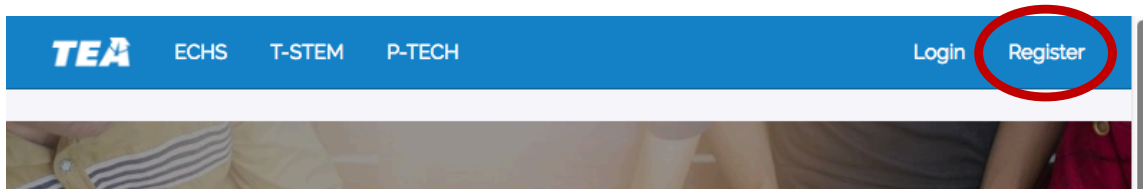


Registration

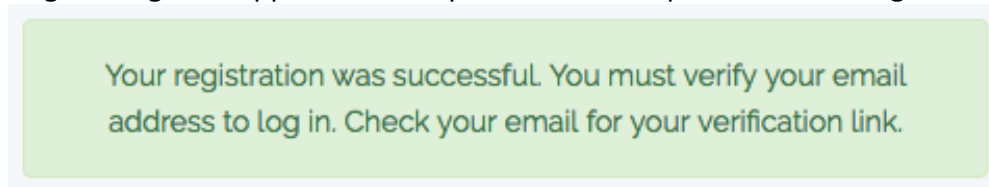
Select “Register” in the top right-hand corner if you haven’t registered yet.



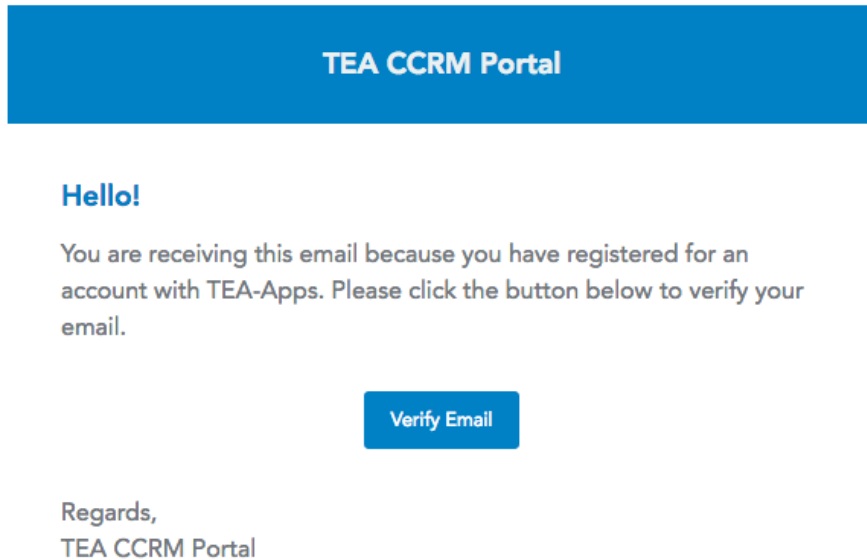
Make sure to register with your district email address. Some site functions will be blocked until the TEA approves your email if you sign up with a non-district email. Your account will be verified via the email you sign up with and you cannot sign in to the portal until your account is verified.

A screenshot of the registration form. The form is titled 'Register' and contains the following fields: 'First Name', 'Last Name', 'E-Mail Address', 'Password', 'Confirm Password', and a dropdown menu for 'What school district do you want to associate your user account with?'. The dropdown menu is currently set to 'Select a district'. A blue 'Register' button is located at the bottom of the form.

The following message will appear at the top of the screen upon successful registration:



You will then receive a verification email from the TEA CCRM Portal. You must click the Verify Email button to log in.



Once verified, you can log in.

The image shows a login page with a green banner at the top that says "Your email has been verified. Please log in." Below the banner is a white box with the title "Login". Inside the box, there are two input fields: "E-Mail Address" and "Password". Below the "Password" field is a checkbox labeled "Remember Me". At the bottom of the box, there is a blue "Login" button and a link that says "Forgot Your Password?".

If you try to log in without verifying, you will get the following error message.

Your submission could not be processed because there are errors in your submission. Please fix the errors below and re-submit.

- Your email is not yet verified. Please check your email for the verification link sent by the system.

If you registered with a non district email, the following message will appear,

You've registered with a blacklisted email address. Some site functions will be barred until your email address is either approved or changed to a whitelisted domain.

and you will not be able to create new applications.

Start a New Application

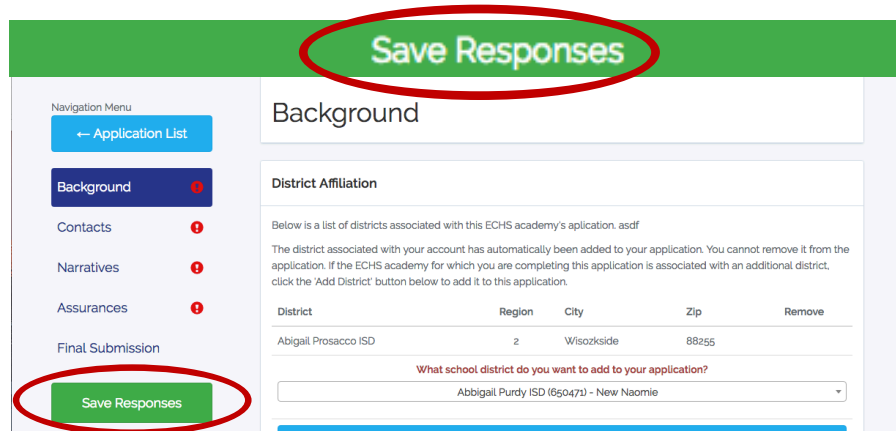
You do not have permission to create new applications.
Please wait for your account to be approved by the TEA.

Once you have completed the registration process, you can start an application.

Overview

Saving: On each page inside of your application, there are save buttons labeled 'Save Responses'.

There is one below the navigation menu and one that appears as a banner at the top once changes are made. Clicking either will save the responses entered so far and reload the page. See below if you get an error message.



The screenshot shows a web application interface. At the top, a green banner contains the text "Save Responses" in white, which is circled in red. Below this is a navigation menu on the left with a blue button labeled "← Application List" and a dark blue button labeled "Background" with a red error icon. Below these are links for "Contacts", "Narratives", "Assurances", and "Final Submission", each with a red error icon. At the bottom of the navigation menu is a green button labeled "Save Responses", also circled in red. The main content area is titled "Background" and contains a "District Affiliation" section. Below this section is a table with columns for "District", "Region", "City", "Zip", and "Remove". The table contains one row: "Abigail Prossacco ISD", "2", "Wisozkside", "88255". Below the table is a dropdown menu with the text "What school district do you want to add to your application?" and the selected option "Abbigail Purdy ISD (850471) - New Naomie".

Invalid responses: If the form finds an invalid response while trying to save, a red error message will display at the top of the screen, indicating which field contains the error. It will tell you what it is about the data entered that is incorrect, such as:

In Narratives, for Dual Credit, if you select Not Applicable, but also select any other option, when you save the form, an error message will appear.

Dual Credit

Identify the type of advanced courses (dual credit/AP/IB) currently implemented on the campus. If this is a brand new campus, identify the type of advanced courses currently implemented at any school in the district. If the district does not currently offer any of the advanced courses below, select "Not Applicable".

- Dual Credit
- Advanced Placement
- International Baccalaureate
- Not Applicable

Your submission could not be processed because there are errors in your submission. Please fix the errors below and re-submit.

- You cannot select "Not Applicable" and also select another option for the type of dual credit courses currently implemented on campus.

Or, if you go over the word count of 500 in the Opening Statement, you get the following error message:

Opening Statement

Describe how the decision to apply for a planning year was made. Include the types of individuals that were involved in the decision process.

one two three four five six seven eight nine ten one two three four five
six seven eight nine ten one two three four five six seven eight nine
ten one two three four five six seven eight nine ten one two three four
five six seven eight nine ten one two three four five six seven eight
nine ten one two three four five six seven eight nine ten one two three
four five six seven eight nine ten one two three four five six seven
eight nine ten one two three four five six seven eight nine ten one two
three four five six seven eight nine ten one two three four five six
seven eight nine ten one two three four five six seven eight nine ten
one two three four five six seven eight nine ten one two three four five

Your submission could not be processed because there are errors in your submission. Please fix the errors below and re-submit.

- The decision to apply response exceeded the maximum word count of 500 words.

Checkmarks and Exclamation points: Next to each section of the navigation menu, there will be either a red exclamation point, indicating that the section is incomplete, or a green check mark indicating that the section is complete.

When all the required information has been entered and saved, the red exclamation will change to a green check.

Background ❗

Contacts ❗

Narratives ❗

Assurances ❗

Final Submission

Background ✓

Contacts ❗

Narratives ❗

Assurances ❗

Final Submission

Incompleteness: A field that is incomplete will be red. It will change color when it has successfully been filled out and saved.

Academy Information

ECHS Academy Name

What grade level range will your academy serve in the 2018-2019 school year?

6-12
 9-12

What is the number of students this academy expects to serve in the 2018-2019 school year by grade level?
 Click the add grade level button below to input the number of students by grade. Add a grade level and projected enrollment number for each grade this ECHS academy will serve.

Grade Level	# of Students Expected to Serve	Remove
Add Another Grade Level		
<input type="text" value="9"/>	<input type="text" value="100"/>	
<input type="text" value="10"/>	<input type="text" value="100"/>	
<input type="text" value="11"/>	<input type="text" value="100"/>	
<input type="text" value="12"/>	<input type="text" value="100"/>	

Red text and red boxes indicate a field that hasn't been filled out and saved.

Academy Information

ECHS Academy Name

Example Academy

What grade level range will your academy serve in the 2018-2019 school year?

6-12

9-12

What is the number of students this academy expects to serve in the 2018-2019 school year by grade level?

Click the add grade level button below to input the number of students by grade. Add a grade level and projected enrollment number for each grade this ECHS academy will serve.

Grade Level	# of Students Expected to Serve	Remove
9	100	Remove
10	100	Remove
11	100	Remove
12	100	Remove

Add Grade Level

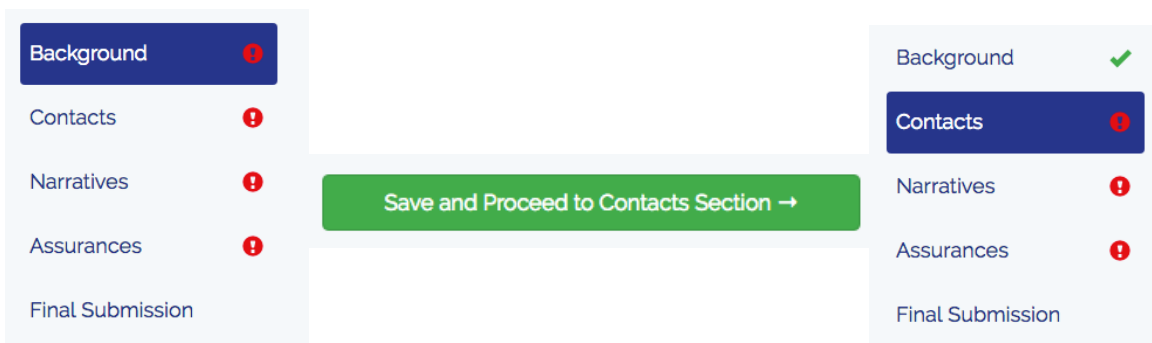
When the field is complete, and the page is saved and reloaded, the text becomes black.

Proceed and Go Back buttons: At the bottom of each section, there will be buttons that say “Save and Go Back to ____” and “Save and Proceed to ____”. They will save the data you have entered and take you to the previous section or the following section.

When in the Narratives page, the buttons that appear offer to save and go back to the Contacts page, or to save and go to the next page, Assurances.

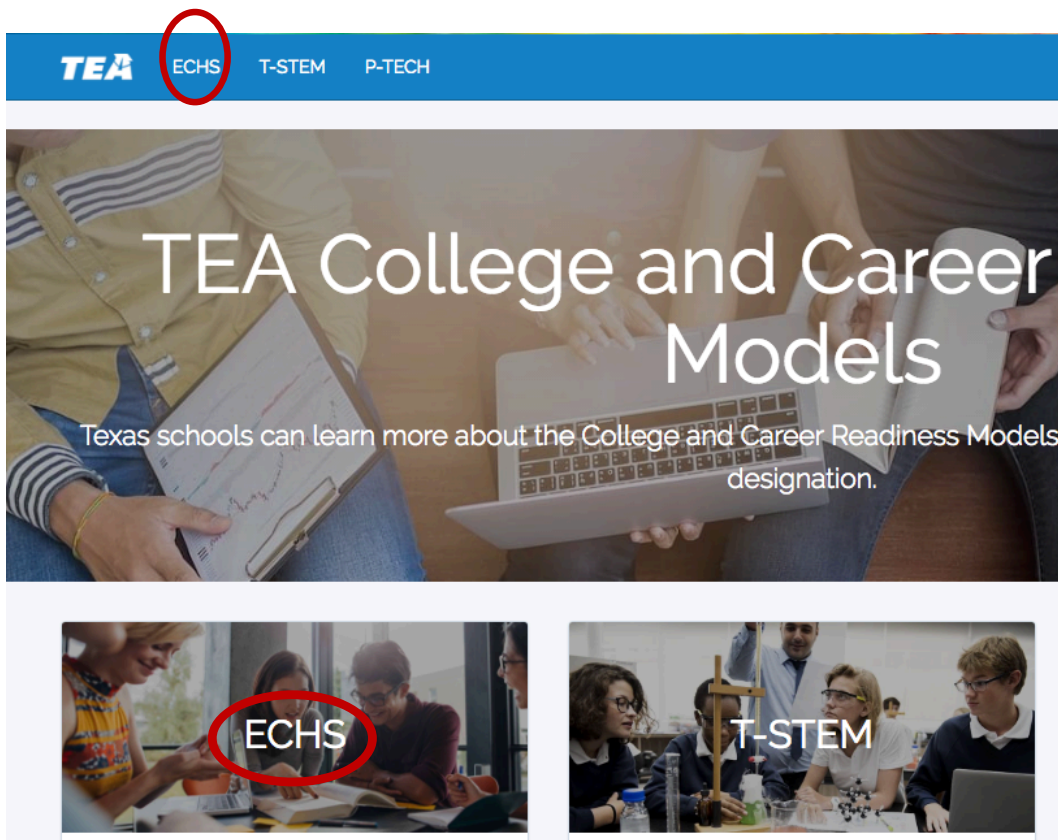


For example, in the Background section, you can enter the required information, then click Save and Proceed to Contacts Section. You will be taken to the Contacts page, and what you entered for Background will be saved.



Starting an Application

Click on ECHS in either place it appears on the home screen.



Click the 'Start an Application' button

<h3>Designation Information</h3> <p>Need info?</p> <p>In order to operate as a Texas Education Agency (TEA) - approved Early College High School (ECHS), a district or charter and its partnering institution(s) of higher education (IHE) must seek and receive Early College High School designation from the TEA on behalf of the ECHS campus.</p> <p>Download the Designation Information PDF</p>	<h3>Guidelines</h3> <p>Need help?</p> <p>To access the instructions for completing the ECHS planning year application or the annual designation application, visit the ECHS Guidelines page.</p> <p>ECHS Guidelines</p>	<h3>Apply</h3> <p>Ready to apply?</p> <p>Be sure to register for an account if you haven't already.</p> <p>Start an Application</p>
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Select Start a New Application

Start a New Application

[Start a New Application](#)

Select the Planning option and type in the name of the academy.
Click Submit.

Start a New Application

What type of ECHS application do you want to create?

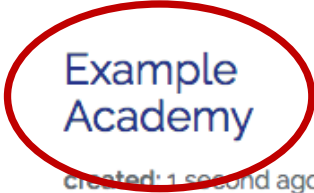


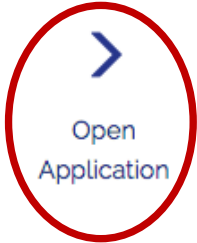
Planning - For a brand new ECHS academy that has never before been ECHS designated.

What is the name of the academy you are creating an ECHS application for?

[Submit](#)

Your academy will now appear under Current Applications.
To start filling out the application, click on the name or Open Application.

Current Applications

 Example Academy created: 1 second ago last modified: 1 second ago	 Incomplete	 Download PDF	 Open Application
--	---	--	---

At any point, you can click Download PDF to generate a PDF of the application and save it to your computer. The button appears as above on the applications page, and also as a link within the application.

[Download Application as PDF](#)

Background: here you will fill out district and school affiliations as well as the number of students the academy expects to serve for each grade level.

District Affiliation: Add one district at a time using the Add District button, which becomes Add Another District with each subsequent district added.

[Add District](#)

Select as many districts as you need.

What school district do you want to add to your application?

Major Reichert ISD (582804) - Howellville

What school district do you want to add to your application?

Prof. Judy McKenzie II ISD (94644) - North Colleenmouth

Click Save Responses to update the application and save all data you have entered.

Save Responses

If you selected the wrong district, you can always remove it using the button on the right. You will not be able to remove the district associated with your user account. All applications you create should be associated with your district.

District	Region	City	Zip	Remove
Georgianna Effertz ISD	17	North Tracybury	90756	
Major Reichert ISD	15	Howellville	60939	Remove
Prof. Judy McKenzie II ISD	2	North Colleenmouth	42360	Remove

School Affiliation:

CDC #	Campus	City	Zip	Remove
Add School		Add School Without CDC #		

Click Add School to add an existing school (with a CDC number). Select the school from the drop down by scrolling through the list or by typing the name or CDC number of the school you want to add.

What school do you want to add to your application?

adipisci quis commodi (832921510) - Port Wilfrid

To add a school without a CDC number, fill out the information as prompted. When complete, click the green Save Responses at the top of the page or on the navigation menu. The list of affiliated schools will update. If any information was mis-entered, the school can be removed and re-entered.

CDC #	Campus	City	Zip	Remove
832921510	adipisci quis commodi	Port Wilfrid	92592	Remove
	School Name	Town	77227	Remove

Academy Information: Select grade level range and enter info about the number of students in each grade level the academy expects to serve in each grade level.

What grade level range will your academy serve in the 2018-2019 school year?

- 6-12
- 9-12

What is the number of students this academy expects to serve in the 2018-2019 school year by grade level?

Click the add grade level button below to input the number of students by grade. Add a grade level and projected enrollment number for each grade this ECHS academy will serve.

After selecting the correct grade level range, click Add Grade Level.

One grade at a time, select the grade level from the drop down and enter the number of expected students for that grade level.

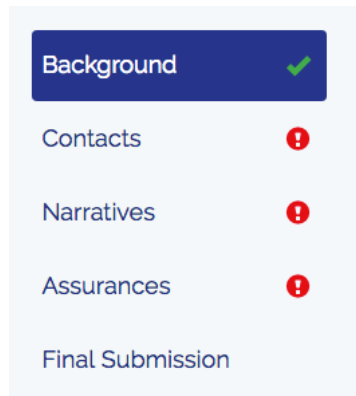
Grade Level	# of Students Expected Serve	Remove
Add Another Grade Level		
<div style="border: 1px solid #ccc; padding: 5px;"> <ul style="list-style-type: none"> 6 7 8 <li style="background-color: #e0e0e0;">✓ 9 10 11 12 </div>		Remove

When all grades have been entered, click Save Responses.

Grade Level	# of Students Expected Serve	Remove
Add Another Grade Level		
9	100	
10	100	
11	100	
12	100	

[Save Responses](#)

In the navigation menu, the Background section will have a green check if all requirements for the section are met. If it still has a red exclamation point, some information is missing. Check each section to make sure everything has been filled out and saved.



Contacts: fill in information about each contact. Make sure each email address is correct.

Fill out the contact info for the superintendent of the ECHS academy.
Fill out your own info under Applicant.

Add one IHE + Liaison contact at a time. Make sure to click Save Responses between each contact.

Add IHE + Liaison

Add an IHE + Liaison

Save Responses

If any information was entered incorrectly for an IHE + Liaison, the contact can be removed.

IHE + Liaison 1

Remove

Once all of your contacts are entered, the navigation menu will have a check next to Contacts.

Background



Contacts



Narratives



Assurances



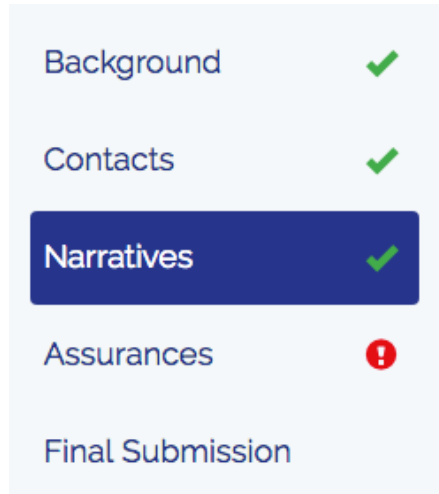
Final Submission

Narratives: Respond to required questions. The maximum word count for each text field is 500.

It is recommended to construct your responses in a word document first, and then paste them into the application. Responses longer than 500 words will be truncated.

Saving a copy of your narrative responses on your computer ensures that work does not get lost.

When every field has been completed and you have clicked Save Responses, the navigation menu will have a green check next to Narratives.



Assurances: Upload the signed assurances signature page.

The Assurances PDF is available to download at the top of the page.

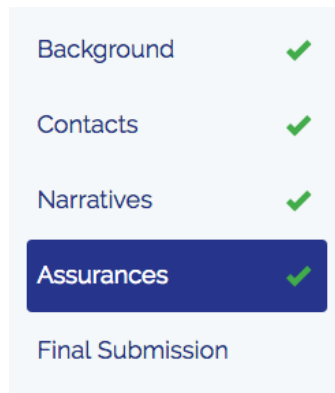


It must be downloaded, signed by the authorized school district or charter, signed by the authorized institution of higher education official, and then uploaded as a PDF.



When you click Upload, the page will refresh and you will see a success message if your document was accepted.

Proceed to the final submission section if each of the sections has a green check mark.





Final Submission: when you are sure no further changes need to be made to your application, submit the application to the TEA for review.

Submit Application

You will be taken back to the My Applications page and see the following message.

Your application for ECHS academy Example Academy was submitted! You will receive a confirmation email shortly.

Under Current Applications your academy will now be marked submitted.

Current Applications		
Example Academy created: 1 hour ago last modified: 1 second ago	 Submitted	 Download PDF

You will receive an email about your submitted application.



Congratulations!

You are receiving this email because you have successfully submitted an ECHS application for Example Academy.

Questions regarding your submitted application should be directed to ECHS@tea.texas.gov.

Regards,
TEA CCRM Portal