Quick Reference to TSDS PEIMS

1. Obtain Teal access and request access to appropriate roles for PEIMS.
	1. Complete the form and click submit at the bottom of the page. <https://pryor.tea.state.tx.us/TSP/TEASecurePortal/jsp/manage_profile.jsp>
	2. Once the role is requested, Superintendents have 3 days to approve. If they miss this window, you’ll need to re-submit your request for access. Once submitted it will take 10 actual days to receive the access.
	3. You will receive an email showing that it has been approved. They will send a password with this email. It’s best to copy and paste the password. Your **Username**. will be

First Name. (Period) Last Name. Ex: Jane.doe

It will prompt you to change the Password. It will ask for 3 security questions. Be sure and complete these in case you forget your password. It will give you 3 tries and then it will ask for your security answer. If you did not enter the Security Questions you will have to notify Karen Turner at 325-675-8639 to unlock you.

* 1. Once you have logged in, click on **Add /Modify Access,** located to the right of the screen, to request the Business PEIMS interchanges. We recommend users submitting Business PEIMS interchanges request the following:
		1. ODS Data Loader
		2. PEIMS Data Submitter
		3. PEIMS Data Completer if you have had the authority in the past to hit the Complete button to finalize PEIMS
		4. Unique ID LEA
		5. TIMS LEA Support

Once Completed you will go to the bottom of the screen and select ‘Done’ and then you will go to the top of the screen and select ‘Save’.

1. Obtain Unique IDs on all regular staff members and Contracted Instructional Staff
2. Complete the Business Extract in TxEIS
3. Review all reports available in PEIMS.
	1. Check Program Intent Codes against funds
	2. Compare Population Served against Program Intent Codes
	3. Check number of days employed and percent of day employed
	4. Verify you have current year staff only. If “old” employees pulled to PEIMS, you probably didn’t put termination dates and reasons in their Employment Info screen
	5. Make sure every administrator, district wide professional, teacher, and instructional aide has a staff responsibility record.
	6. All aides should show 0 students.
4. Create Interchange files.
5. Login to TEAL and choose Texas Student Data Portal.
6. Choose the **eDM Data Loads** and then choose the **Manage Data Loads** option.
7. Choose the selection **Interchange Uploads** on the Left of the screen.
8. Dropdown and change **\*\*Interchange Collection to 2019 FALL\*\*. Upload** the zip file containing Interchange file for that Submission.
9. Once you choose **Upload**, you are now in the **File Manager** area of the system. Once uploaded, the interchange files automatically go through **another validation**. Click the blue arrows in the right area of the screen to refresh the screen.
10. Check the status of each interchange file once the files are all processed. You should get a **green check** for Validation OK. Once they all have a green check you can move on. If not, you will need to stop and correct these files.
11. Again, use the **spyglass** to view any errors and correct in TxEIS. Once you see the files have passed, Add to Batch.
12. **View the batch** and if all interchanges passed validation, **Process Batch**. This will write the information to the Education Data Warehouse where you’ll be ready to promote to the **PEIMS Data Mart**.
13. Choose the **Promote Loaded Data** button. This process pulls your information from ODS into the PEIMS Data Mart. It wipes the PEIMS information clean and replaces it with the new data that is in the ODS for the category chosen. Click **Next than Submit**.
14. Under **Monitor Data Promotions** check the file you are submitting for any errors in promotion by clicking the blue **‘View’** under Error Report or the **LEA Promotion Errors** button. All reports should say **No Records to Display** if there are no problems. If there are errors, you will need to stop and fix your data at the source before moving on.
15. Next **Validate** (Edit) the PEIMS data by choosing **Validate Submission Data**. Choose **All Categories or any Subcategory** you want to validate. **Type the Validation Name** or leave the name blank.
16. Confirm the Data Validation and press **Submit.**
17. Under **Monitor Data Validations** once your data has been submitted for validation, the system will return a status of in Progress, Completed or Completed with Errors.
18. Check the file you are submitting for any PEIMS errors found during the Validation by clicking the blue **View button under the LEA Validation Errors Button.** This will give you a list of ALL errors that processed for that particular job**.**  After correcting these errors, proceed to the Quality Assurance Reports and review for accuracy
19. After the PEIMS Data Completer marks the submission as complete, the ESC will review the data.
20. Superintendent clicks on the **Approve button** and also they will check the box to acknowledge and choose **Confirm** to finish the process.
21. ESC accepts the submission