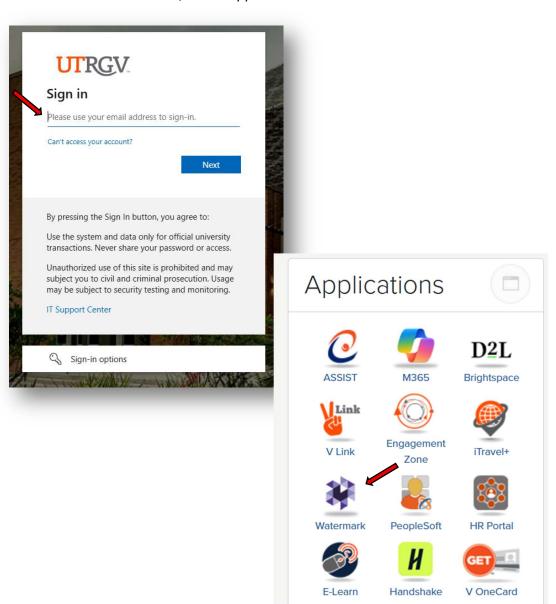


Student Learning & Licensure (SL&L) – Guide to Submit Application Admission to Teacher Education Program

The University of Texas Rio Grande Valley

- 1. Using the latest version of *Firefox, Chrome* or *Safari* browser, access your myutrgv.edu account to the following URL: https://my.utrgv.edu/
- 2. Enter your UTRGV credentials.
- 3. Click on the watermark icon, in the Applications section

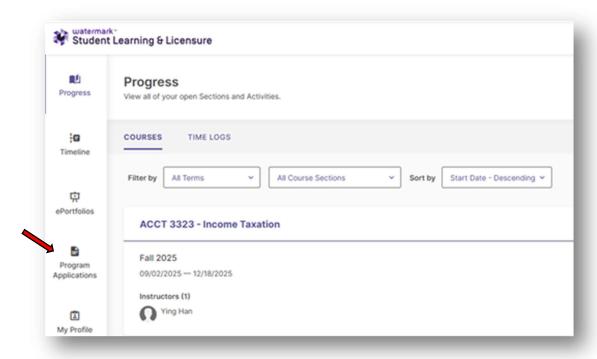


• First time users will need to <u>Accept</u>
the End-User Agreement



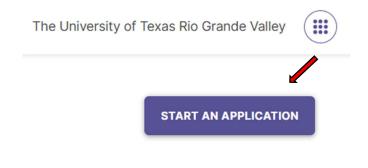
How to Access and Complete Program Application:

After logging in to Watermark SL&L, from the side menu click on the <u>Program</u>
 <u>Applications tab</u>



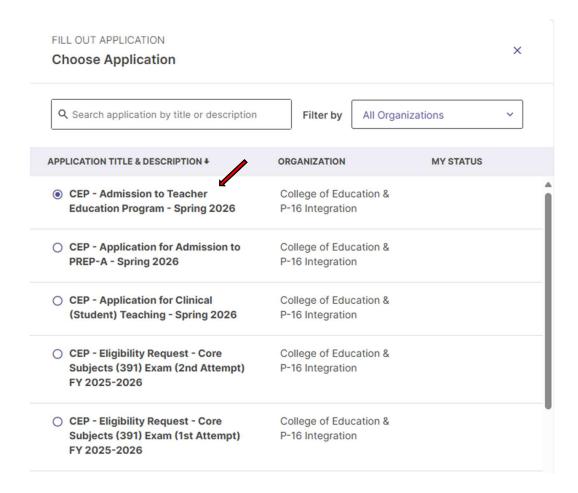
How to Start Application:

• Click on "Start an Application" button



Under Choose Application:

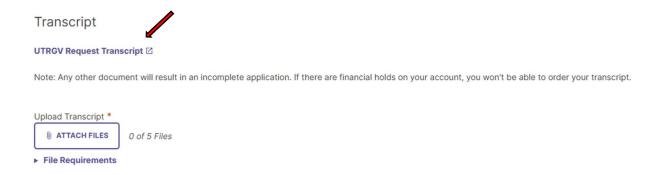
Select "Admission to Teacher Education Program"



Fill Out All Required Sections and Upload Documents:

- Make sure to attach all required files. If you need to request any, click the provided hyperlinks.
 - <u>UTRGV Request Transcript</u> (Financial holds may prevent you from accessing or receiving your official transcript.)
 - <u>Complete Criminal Background check request (Please select College of Education</u>

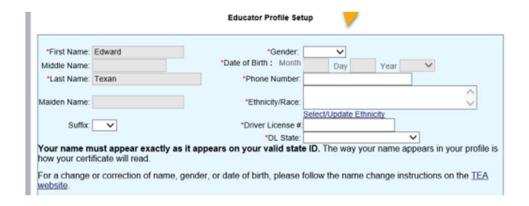
 <u>Students)</u> (A copy of the CBC application or a receipt showing payment for the CBC will be accepted as proof.)
- Forms (FERPA, Code of Ethics, Professional Dispositions)



TEA ID REQUEST:

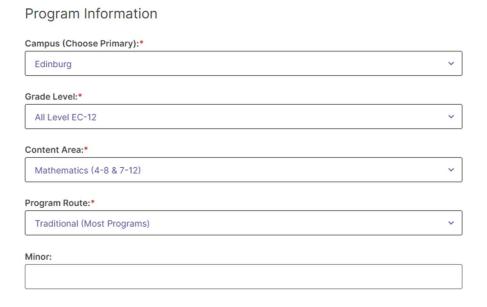
- HOW TO REQUEST TEA ID# or P-NUMBER: (Use pages 1-6)
- Must have valid Social Security Number to request TEA ID number. Use the link above to request or click the one provided on watermark application.
- When creating a new TEAL account, enter your name exactly as it appears on your stateissued ID.
- Follow the instructions on pages 5 and 6 to update your TEA profile. You'll need to enter your Driver's License or State ID number, the issuing state, and your ethnicity.
- If you <u>DO NOT</u> have a Social Security number, stop and <u>submit a request through the online</u> <u>help desk</u> with the subject line "Request a temporary file and TEA ID number," and include a daytime phone number along with a copy of your state-issued ID and passport.





IMPORTANT:

 Please make sure your program's grade level and content area match your declared major in Degree Works. If you're unsure which to select, contact OEPA for help before submitting application.



Complete the Application and the click **SUBMIT**

- Ensure you read all the Acknowledgements carefully.
- Once you have reviewed your application select Submit.

