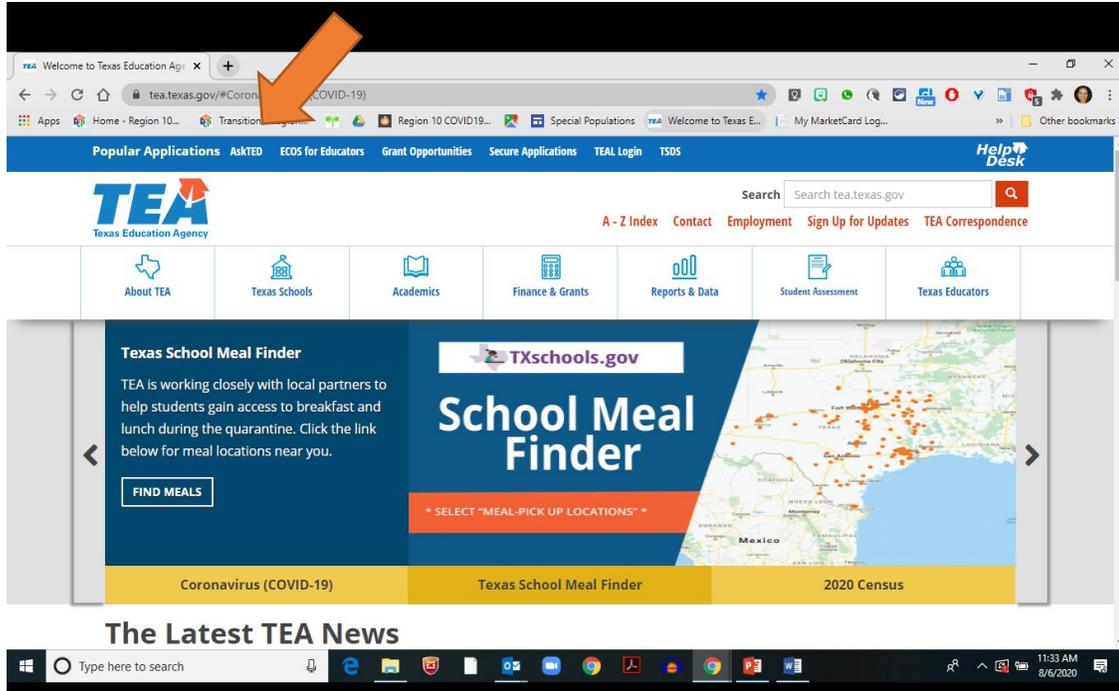
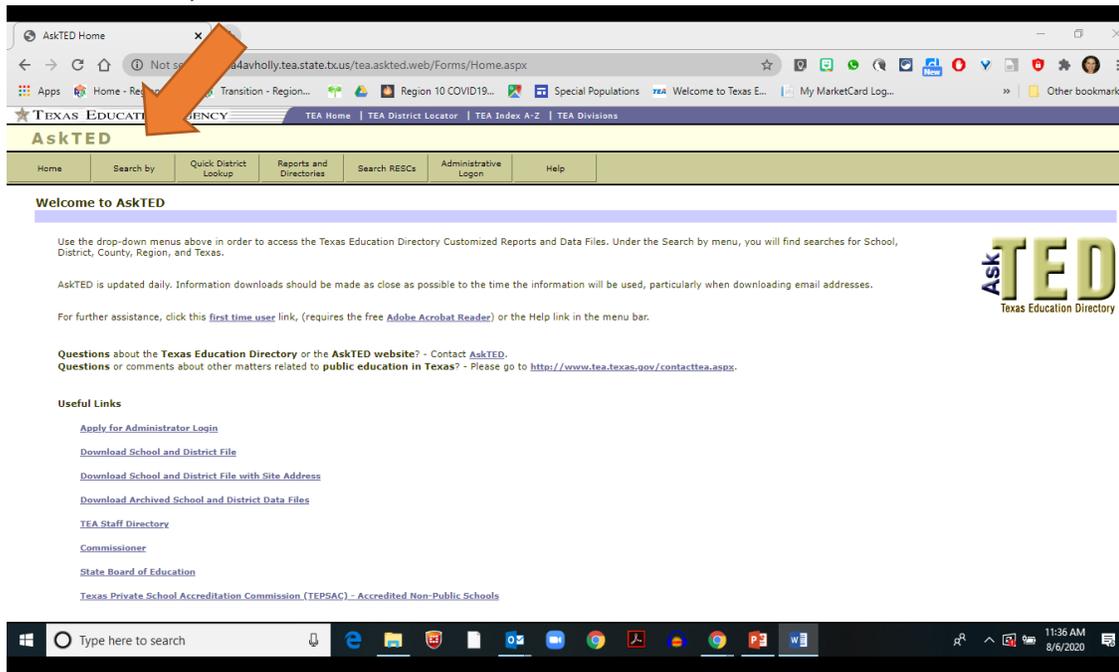


## How to Find All the TEDs in your ESC

1. [Go to TEA Website](#)
2. Find the AskTED tab



3. Go to Search by tab



#### 4. Search by Region and Select

The screenshot shows the AskTED Search Screen in a web browser. The URL is [tea4avholly.tea.state.tx.us/TEA.AskTED.Web/Forms/SearchScreen.aspx?orgType=Region](http://tea4avholly.tea.state.tx.us/TEA.AskTED.Web/Forms/SearchScreen.aspx?orgType=Region). The page has a navigation bar with links for Home, Search by, Quick District Lookup, Reports and Directories, Search by, Administrative Login, and Help. The main content area is titled "Search by Region" and contains the following search criteria:

- Regions:** A dropdown menu with options REGION 1, REGION 2, REGION 3, REGION 4, and REGION 5. An orange arrow points to this dropdown.
- Information Type:** Radio buttons for Organization and Personnel. The Personnel option is selected.
- Include School Principal(s):**
- Include District Superintendent(s):**
- Include Other District Roles:** . Next to it is a "Select Roles:" dropdown menu with the following options: SCHOLARSHIP WORKER, SECRETARY TO SUPERINTENDENT, SPECIAL EDUCATION DIRECTOR, TECHNOLOGY COORDINATOR, TED ADMINISTRATOR, TEST COORDINATOR, TRANSITION & EMPLOYMENT DESIGNER (highlighted in blue), and TRANSPORTATION.
- Advanced Search:** . A note below it says: "Note: Click 'Advanced Search' to select options such as District Type, School Type, Instruction Type, Magnet Status, Residential Facility Status, Registered for Alternative Education Accountability, and Grade / Grade Level."

A "Search" button is located at the bottom left of the form area. The footer of the page contains the copyright notice: "© 2008 - 2014 Texas Education Agency Software Development Division. All rights reserved." The Windows taskbar at the bottom shows the time as 3:32 PM on 8/6/2020.

5. Change Information Type to Personnel
6. Click Include Other District Roles
7. Scroll down and select Transition & Employment Designee
8. Hit Search in bottom left hand corner