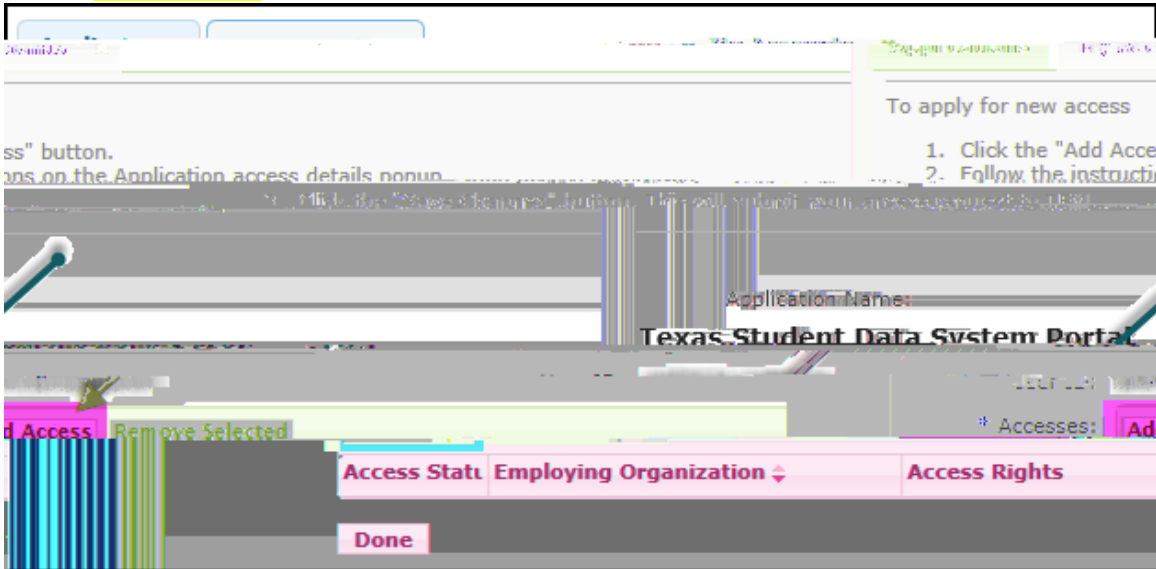


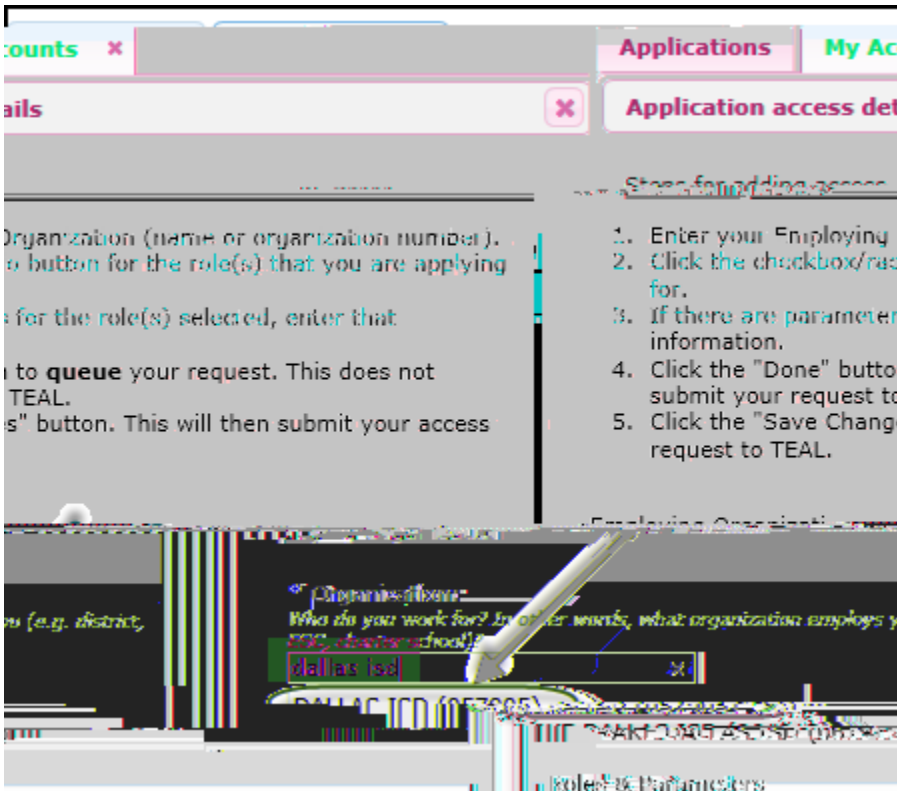
## **TEXAS STUDENT DATA SYSTEM: UNIQUE ID APPLICATION** **Applying for Access**

The Texas Student Data System (TSDS) Unique ID (UID) application is the source for viewing all student demographic data and enrollment history. Access is required for all secondary registrars

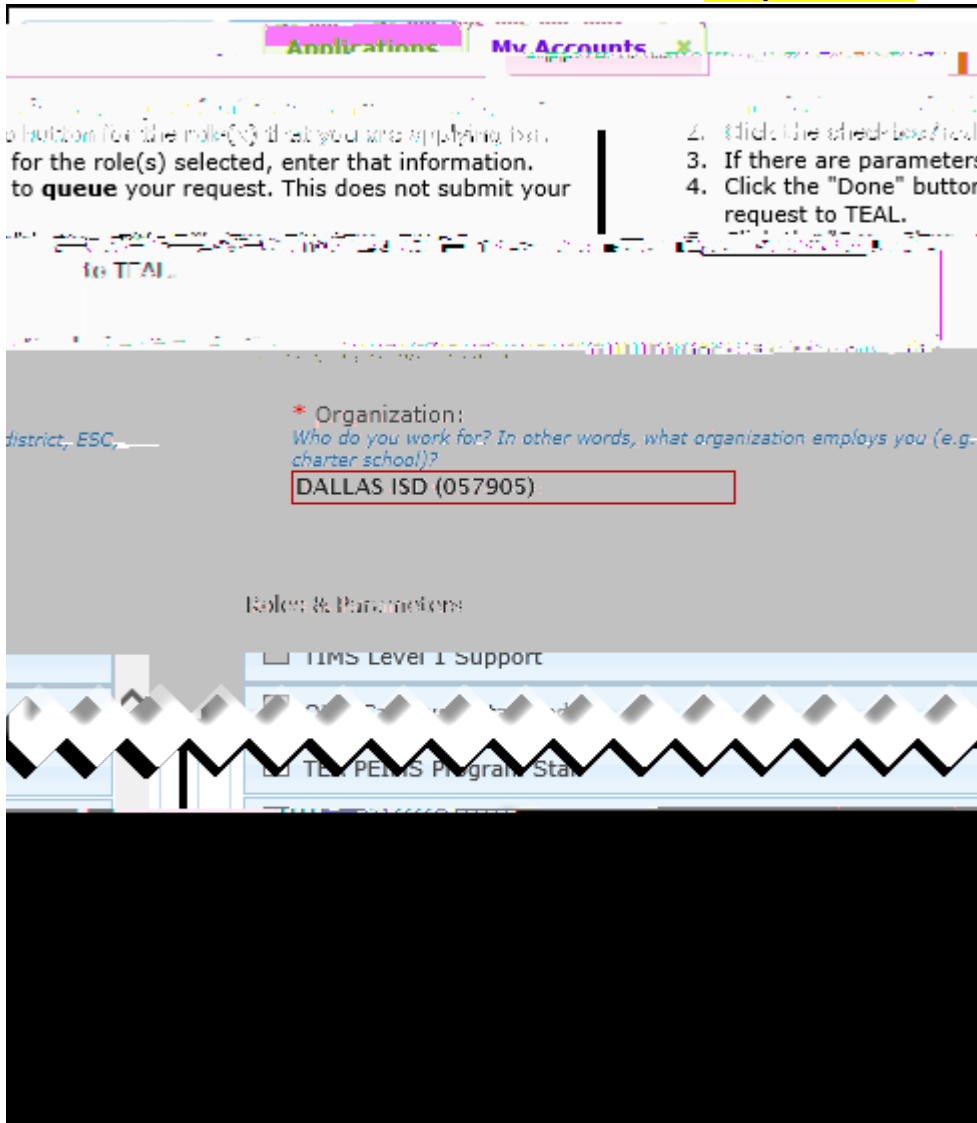
5. Select **Add Access**



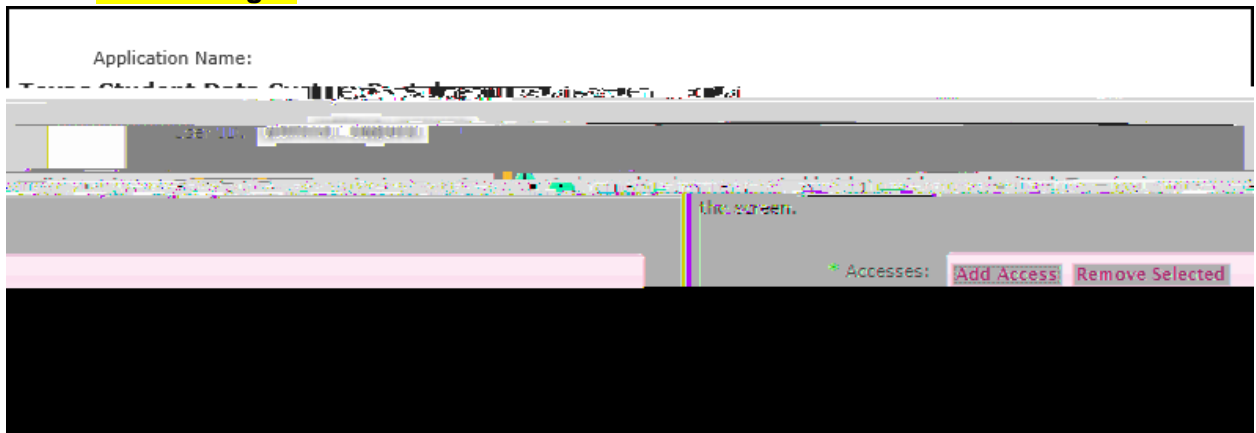
6. Type **Dallas ISD** in the Organization box and DALLAS ISD (057905) will appear in a pop-up list --- select it



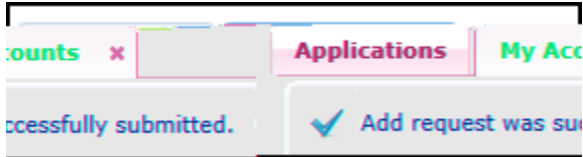
7. Scroll down the list of Roles & Parameters and select **Uniq-ID Search** then select **Done**



8. Select **Save Changes**



9. You should receive the following notification:



Your request will first be routed to district staff for approval then forwarded to TEA for processing. This can take from two hours to two weeks depending on the backlog at TEA. You will receive an email notification when access is granted. **Although the email gives you a link to a TEA Help Desk, do not use that link and instead, submit any questions you have to [PEIMS-Staff@dallasisd.org](mailto:PEIMS-Staff@dallasisd.org).**



The next time you log on you will see Texas Student Data System Portal in your list of Applications.

