

# How to Locate the TEAMS Record Number for your AEL Student

## Step 1. Select your class.

From the TEAMS home page, select **Classes** on the left main menu



Select the class that you want to open.

\*Click on column header to sort by ascending or descending. All - All Participants, Active - Active Participants.

Class Name	Class Number	Provider	Site	Begin Date	All	Active	Direct Hours	Proxy Hours	Training Hours
<a href="#">Distance Learning AZTEC</a>	400	Abilene ISD	Alta Vista	9/1/2016	6	6	3	25	0
<a href="#">AV ABE/ASE Afternoon</a>	100	Abilene ISD	Alta Vista	7/26/2016	15	15	279.5	0	0
<a href="#">AV ABE/ASE PM</a>	101	Abilene ISD	Alta Vista	7/26/2016	28	28	631.5	0	0
<a href="#">Brownwood</a>	200	Abilene	Family	8/15/2016	21	21	455	0	0

## Step 2. Open the participant record.

Scroll to the bottom of the class page to see the list of registered participants. Click on the appropriate blue link in the first column to open the TEAMS Participant Record.

### Registered Participants

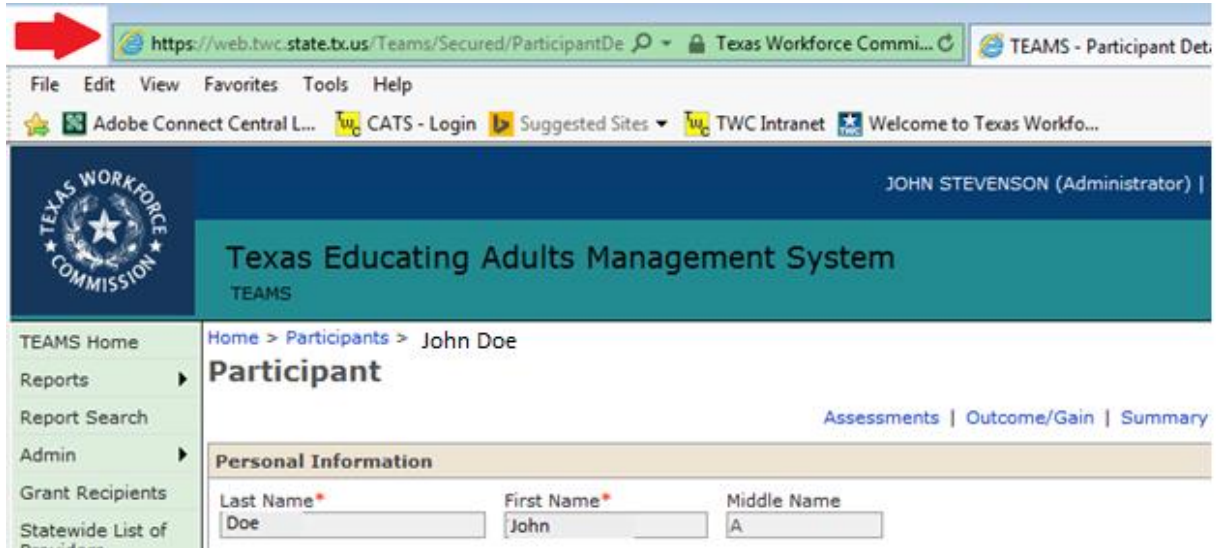
[Add Participant](#) [Achievements](#) Participant Status:

SSN	Document Type	Document Number	Participant Name	Direct Hours	Proxy Hours	Status
<a href="#">XXX-XX</a>			John Doe	0.00	8.75	Active
(None)	Locally Assigned	01ABIBRW-061084	Harry Doe	0.00	2.25	Active
<a href="#">XXX-XX</a>			Mary Doe	0.00	11.75	Active
<a href="#">XXX-XX</a>			Pat Doe	3.00	0.00	Active
<a href="#">XXX-XX</a>			Sydney Doe	0.00	0.50	Active
<a href="#">XXX-XX</a>			Kelly Doe	0.00	1.75	Active

## Step 3. Locate the URL for the Participant Record.

Look for the URL at the top of the TEAM Participant Record.

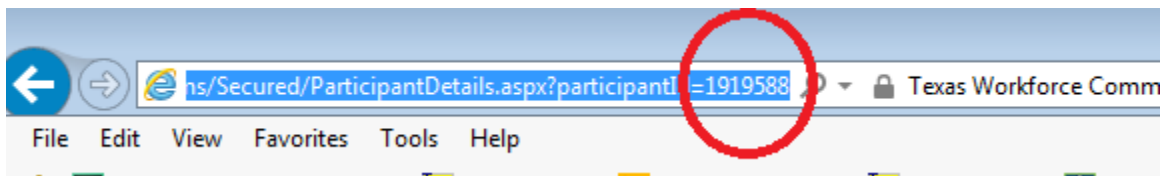
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The screenshot shows a web browser window displaying the TEAMS Participant Details page. A red arrow points to the URL in the address bar: <https://web.twc.state.tx.us/Teams/Secured/ParticipantDe>. The page header includes the Texas Workforce Commission logo and the text "Texas Educating Adults Management System TEAMS". The user is identified as JOHN STEVENSON (Administrator). The page content shows a breadcrumb trail: Home > Participants > John Doe. The main heading is "Participant". Below this, there are tabs for "Assessments", "Outcome/Gain", and "Summary". A section titled "Personal Information" contains three input fields: "Last Name\*" with the value "Doe", "First Name\*" with the value "John", and "Middle Name" with the value "A".

### Step 4. Locate the TEAMS Record Number.

Click on the URL to see the TEAMS Record Number, which is always located on the far right side. This is the number that you will give to your student.



This is a close-up screenshot of the browser address bar. The URL is <https://web.twc.state.tx.us/Teams/Secured/ParticipantDetails.aspx?participantId=1919588>. The number "1919588" is circled in red, indicating it is the TEAMS Record Number.