

TEEX Online TCOLE Licensing Registration – eToken

TCOLE licensing courses offered online by TEEX currently include:

- Basic County Corrections ([LET305](#))
- Basic Jail Certification for Texas Peace Officers ([LET309](#))
- Public Safety Telecommunicator ([LET543](#))
- Texas Supplemental Peace Officer ([TPA102](#))

Item 1: Course Access Point

Utilize the registration button on the course webpage or the direct link provided for a course retake as sent by the TEEX LAW customer care team.

A sample screenshot of the Basic County Corrections (LET305) course webpage is provided below. Click on the Register button.

Basic County Corrections

LET305 – 96.00 Hours

LS LET305 [Register](#)

This schedule is subject to change without notice. If you have not received confirmation of the class prior to the class start, please contact the division at (800) 423-8433 or law@teex.tamu.edu to get the latest schedule.

Course Description



After this blended-learning course, participants will begin a new career path using the knowledge and skills necessary to operate effectively within a county jail environment. This course is designed to meet training and licensing requirements set by the Texas Commission on Law Enforcement (TCOLE) necessary to prepare participants to receive their TCOLE Basic Jailer License.

This online course consists of twelve learning modules. Prior to accessing the course, the participant is provided with an opportunity to download a study guide in an effort to enhance the retention of important course information. After all modules have been completed, the participant will receive a comprehensive final exam. All examinations must be passed with a minimum score of 80%. Participants have three attempts to pass each module exam and one attempt to pass the final examination. Module quizzes and the final examination are timed events that can only be done in a single seating. Module quizzes and the final examination should not be started while on duty and/or if the participant may be called away from the computer for any reason.

After completing the LET305 Basic County Corrections online course, participants are required to complete the 24 hour [Basic County Corrections \(BCC\) Physical Skills](#) course in order to meet all requirements to receive a Basic Jailer License. A list and location of those scheduled courses available in your area will be provided upon successful completion of the online portion of the BCC course. Participants will be eligible to sit for the TCOLE Basic Jailer Licensing Examination at a TCOLE approved testing site upon successful completion of the online course. Refer to your agency point of contact regarding when to schedule your TCOLE Basic Jailer Licensing Examination.

Contact Information

Law Enforcement and Protective Services
Phone: (979) 845-6677 | Toll-Free: (800) 423-8433
Email: law@teex.tamu.edu

Resources

[How do I register for Basic County Corrections?](#)
[TCOLE Licensing Practice Exams](#)

Related Courses

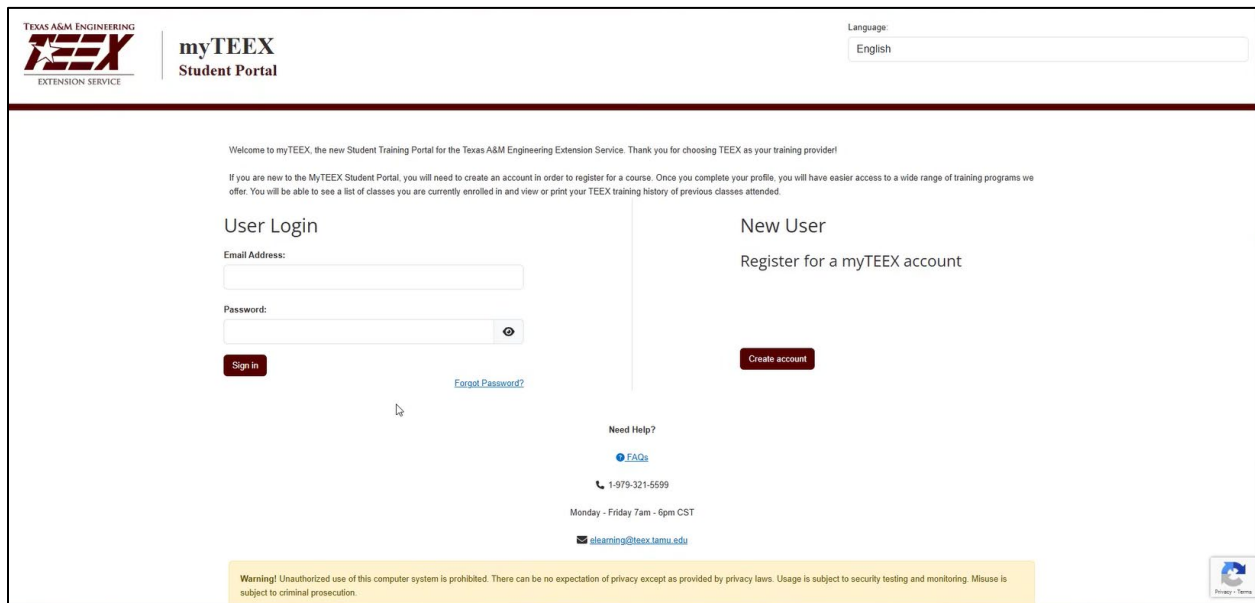
- [Basic County Corrections Physical Skills](#)
- [Basic County Corrections Physical Skills TIT](#)
- [Basic Jail Certification for Texas Peace Officers](#)
- [Municipal Jailer Course](#)

Payment Info

- Credit Card – Complete the 3 documents listed

Item 2: Login to myTEEX Student Portal

After clicking the registration button, the myTEEX Student Portal login page will appear. Login with your credentials.



The screenshot shows the myTEEX Student Portal login page. At the top left is the TEEX logo (Texas A&M Engineering Extension Service) and the myTEEX Student Portal title. At the top right is a language dropdown menu set to English. The main content area has a welcome message and instructions for new users. It is divided into two sections: 'User Login' on the left and 'New User' on the right. The 'User Login' section has fields for 'Email Address' and 'Password', a 'Sign in' button, and a 'Forgot Password?' link. The 'New User' section has a 'Create account' button. Below these sections is a 'Need Help?' section with links to 'FAQs', a phone number '1-879-321-6599', and operating hours 'Monday - Friday 7am - 6pm CST'. At the bottom is a yellow warning banner and a small 'Privacy Policy' icon.

Language
English

Welcome to myTEEX, the new Student Training Portal for the Texas A&M Engineering Extension Service. Thank you for choosing TEEX as your training provider!

If you are new to the MyTEEX Student Portal, you will need to create an account in order to register for a course. Once you complete your profile, you will have easier access to a wide range of training programs we offer. You will be able to see a list of classes you are currently enrolled in and view or print your TEEX training history of previous classes attended.

User Login

Email Address:

Password:

[Forgot Password?](#)

Sign in

New User

Register for a myTEEX account

Create account

Need Help?

[FAQs](#)

1-879-321-6599

Monday - Friday 7am - 6pm CST

telearning@teex.tamu.edu

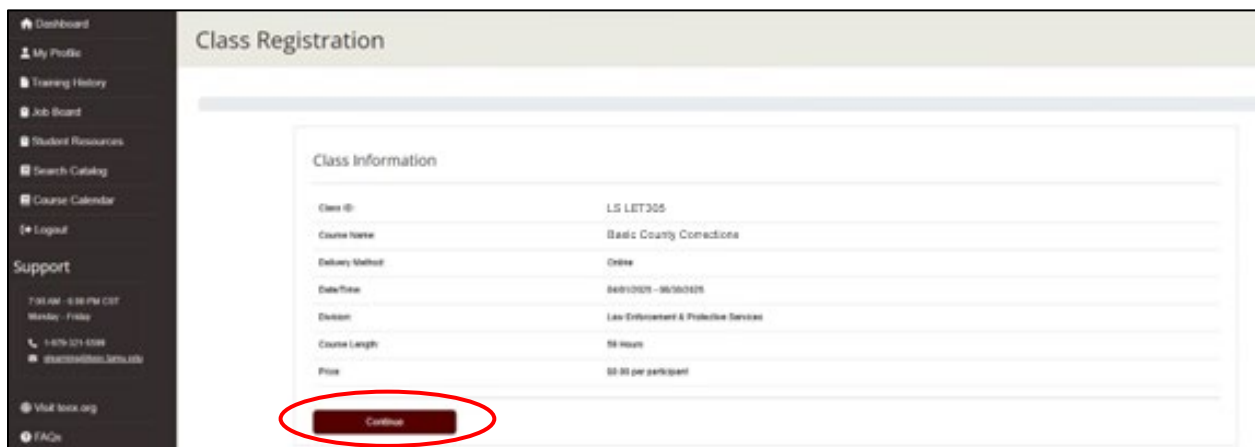
Warning! Unauthorized use of this computer system is prohibited. There can be no expectation of privacy except as provided by privacy laws. Usage is subject to security testing and monitoring. Misuse is subject to criminal prosecution.

Privacy Policy

Note: If you do not have existing credentials and need assistance concerning the myTEEX Student Portal, you can refer to this resource: <https://teex.org/resources/student-portal>.

Item 3: Class Registration

The system will display the class registration details for the course you selected. Click Continue.



The screenshot shows the 'Class Registration' page. On the left is a dark sidebar with navigation links: Dashboard, My Profile, Training History, Job Board, Student Resources, Search Catalog, Course Calendar, Logout, and Support. The main content area has a title 'Class Registration' and a 'Class Information' table. The table lists details for class LS LET305: Basic County Corrections, Online delivery method, dates 06/01/2025 - 06/30/2025, Division: Law Enforcement & Protective Services, 88 hours course length, and a price of \$5.00 per participant. At the bottom of the table is a 'Continue' button, which is circled in red.

Class Registration

Class Information

Class ID:	LS LET305
Course Name:	Basic County Corrections
Delivery Method:	Online
Date/Time:	06/01/2025 - 06/30/2025
Division:	Law Enforcement & Protective Services
Course Length:	88 Hours
Price:	\$5.00 per participant

Continue

Item 4: Review Participant Information

Review your TCOLE PID to ensure that it is correct.

The screenshot shows the 'Class Registration' form with three steps: 1. Class Information Completed, 2. Participant Information (current), and 3. Payment and Billing Information. The form asks if the user is licensed or certified by the Texas Commission on Law Enforcement (TCOLE), Texas Commission on Fire Protection (TCFP), Texas Commission on Environmental Quality (TCEQ), or Texas Department of Public Safety - Regulatory Services Division, Private Security Program (TxDPS PSP). Below this, there are input fields for TCOLE PID (540404), FIDO, TCEQ Lic No, and Tx-DPS PSP.

Continue reviewing your participant information. TEEX is only authorized to email you at the email address provided on your participant record. Ensure that your complete/full legal name is included with proper capitalization. This name must match your TCOLE Declaration of Licensing Course Enrollment Eligibility (DOLCEE) Form and TCOLE Law Enforcement Agency Audit Checklist, or a TEEX LAW customer care representative will contact you for a resolution. Ensure that all required fields are properly entered.

The screenshot shows the 'Participant Information' form. It includes fields for TEEX Student ID (123456), Email (jane.doe@tees.law.edu), Full Legal Name (Jane A. Doe), Gender, Ethnicity, Race, Date of Birth, Position Title, Name of Company/Organization/School, and employment status (Unemployed, Self-Employed, Retired). It also has checkboxes for 'Are you a U.S. Citizen?' (Yes) and 'Are you a veteran, active duty service member, spouse of a veteran, or child of a veteran?' (Yes). A dropdown menu for 'How did you hear about us?' is also present. Below these is the 'Contact Information' section, which includes a 'Mailing Address' field with pre-filled text: 'TEEX Participant ID: 2007789', 'Ruth Silva (ruth.silva@tees.law.edu)', '216 Harris St', 'Bryan TX 77803 United States', and 'US 77803'. A red circle highlights the 'Continue' button at the bottom of the form.

In the Contact Information heading, confirm your mailing address. TEEX LAW customer care recommends that you enter your personal mailing address; however, if you prefer to include your employer address that is permissible. TEEX is only authorized to mail items to your official address on file on your participant record. Click Continue.

Item 5: Process Order Details

The order details page will appear. You must check the box and agree to the payment options terms before being able to advance. Click Finish.

The screenshot shows the 'Class Registration' page. On the left is a sidebar with navigation links: Dashboard, My Profile, Training History, Job Board, Student Resources, Search Catalog, Course Calendar, Logout, Support, and contact information. The main content area has a progress bar with three steps: 1. Class Information Completed, 2. Participant Information Completed, and 3. Payment and Billing Information (current step). Below the progress bar is the 'Order Details' section with a table:

Description	Quantity	Total (each)
Basic County Corrections	1	\$1.00 (1.00)
Total:		\$1.00
Total due now:		\$0.00

Below the table is the 'Payment Options' section. It contains a checkbox labeled 'By Checking this, I have read and accept the [Participant Policy](#), [Participant Handbook](#), and an acknowledgment of [course prerequisites and/or completion requirements](#)'. The checkbox is checked, and a red circle highlights the 'Finish' button below it.

Note: The page will show that no fees are due at this time as TEEX will be vetting your enrollment registration details and the documents that you upload. Once you are vetted later in the process you will be prompted for payment.

Item 6: Initial Registration Gateway Complete

A new screen will appear with your registration confirmation details. You will receive an automated email with the details reflected on screen.

The screenshot shows the 'Confirmation' page. It has a sidebar on the left with navigation links: Dashboard, My Profile, Training History, Job Board, Student Resources, Search Catalog, Course Calendar, Logout, Support, and contact information. The main content area displays registration details:

Print

Date: 04/09/2025
Trace Number: TC13479804043

Participant Information

Action Required:
There are additional requirements that must be completed prior to your enrollment in this class. You are not enrolled until you have uploaded the required documentation and/or been verified/accepted by a TEEX employee. You will be notified by TEEX once your registration application has been approved and you are able to complete your registration.
If you have questions, please review the [Course Registration FAQs](#) or contact the TEEX representative listed on the course description.

Class Name / Class ID: Basic County Corrections/LET325
04/06/2025 - 06/23/2025 12:01 AM (Class Fee = \$1.00)
Online

TEEX ID: Jane A. Doe (123456)
No Fee Class, Receipt #: 50756198240661 \$0.00

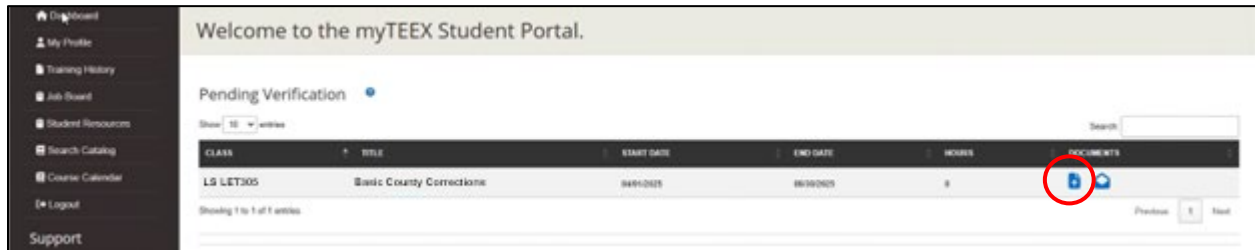
Total Payment: \$0.00
Balance Due: \$1.00

If you have questions regarding this registration, please call (579) 645-0577 or email LAV@teex.texas.edu.
In the event TEEX cancels a class, all participants will be notified.

[Participant Policies](#) including, but not limited to, Transfer, Cancellation, and Release of Liability.

Item 7: Courses Pending Verification Dashboard

Please return to your myTEEX Student Portal dashboard by clicking the Dashboard icon in the upper left corner of the gray bar. On your dashboard, you will see a Pending Verification heading and your class will be listed in your available options. Click on the upload icon.



Item 8: Participant File Upload

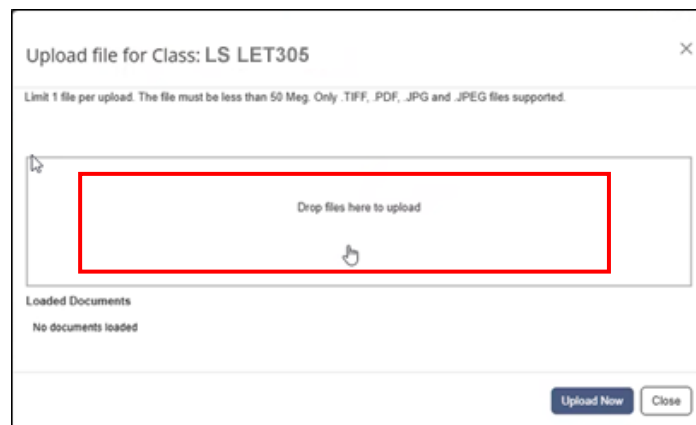
****Documents must be uploaded to your myTEEX Student Portal account within 48 hours.****

A pop-up will appear to prompt you to upload your file(s). Ensure your required forms are properly filled out, signed, and ready for upload.

Upload the TCOLE Declaration of Licensing Course Enrollment Eligibility (DOLCEE) Form and TCOLE Law Enforcement Agency Audit Checklist as separate items with the file naming convention of “Last name, First name File Name.” Example file names are as follows:

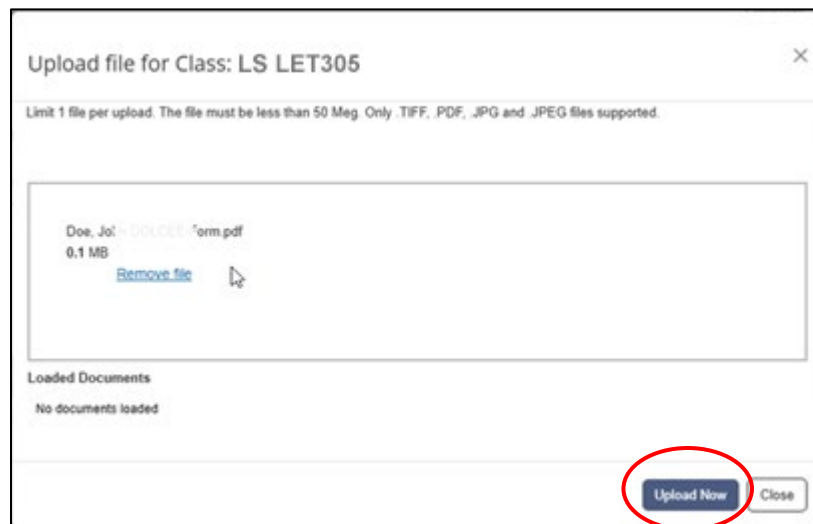
- Doe, Jane DOLCEE Form
- Doe, Jane TCOLE Audit Checklist

To upload your file, click and drag the item into the upload options box.

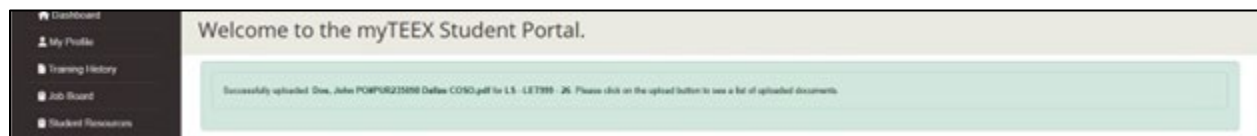


Note: Only one (1) file can be attached at a time.

The file will appear in the upload options box and can be removed and reloaded if needed before the upload occurs. Click Upload Now and the file will process.



You will briefly see a message on the screen if the upload is successful.



You will need to repeat the drag and drop process to upload each document individually so that the documents can properly attach to your participant record.

Note: For enrollments in LET543 Public Safety Telecommunicator, a copy of the CPR certificate/card should also be uploaded with the file naming convention of “Last name, First name File Name” with an example file name of “Doe, Jane CPR Card.” Additional details concerning the CPR card can be found on the course webpage.

If you encounter any issues, please refer to the “Have Questions or Issues?” heading at the end of this document.

Item 9: Participant File Upload Confirmation

You should confirm that all files are uploaded successfully by reviewing the upload repository within the pop-up to ensure all documents appear in the Loaded Documents listing.

Upload file for Class: LS LET305

Limit 1 file per upload. The file must be less than 50 Meg. Only .TIFF, .PDF, .JPG and .JPEG files supported.

Drop files here to upload

Loaded Documents

Doe, John DOLCEE-Form.pdf	04/09/2025
Doe, John TCOLE Audit Checklist.pdf	04/09/2025

Upload Now Close

Item 10: TEEX Participant Vetting

Following the submission of all of your documents, a TEEX LAW customer care team member will review your participant record and all documents submitted. There are two status options that will occur:

- **Documents Approved:** The participant record and documents are approved, and the student can proceed with payment and final registration.
- **Additional Information Required:** The TEEX customer care team has questions or issues with your documents and/or your enrollment request.
- **Not Eligible for Enrollment:** Enrollment actions will be terminated, and the student will not be able to register or proceed further in the process.

Documents Approved

If everything is correct with your record and documentation and you are approved to proceed with the payment and final registration steps, you will receive an automated email notifying you of the approval and the request for payment. A sample email is shown below.

Dear

Congratulations, your application for _____ [COURSE NAME] _____ on [DATE] has been approved. Please log into the TEEX Student Portal my.teex.org to review your enrollment status.

Your spot in the course will only be held for a certain period of time without payment of tuition, when applicable. Please log into the portal and complete the registration process, to include making payment, as soon as possible.

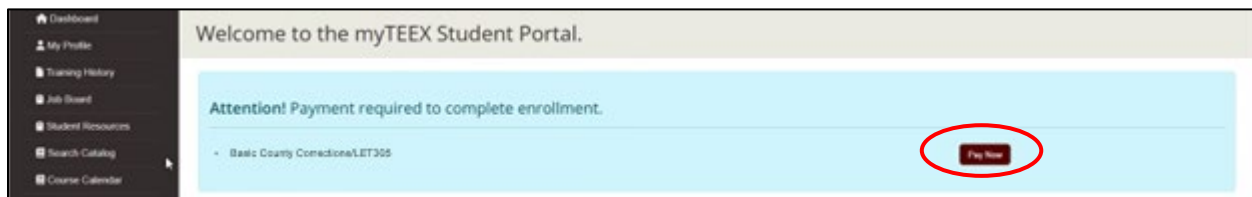
You may contact LAW@teex.tamu.edu, (979) 845-6677 if you have any questions. Thank you for choosing TEEX for your training needs.

Sincerely,

LAW@teex.tamu.edu

****Payment must be completed in your myTEEX Student Portal account within 48 hours.****

Follow the steps outlined in the email and login to the myTEEX Student Portal. The on-screen prompt will guide you to login and pay now.



A new screen will appear to initiate the payment process. You will need to select “EToken” in the “Forms of Payment” field.

Enter the eToken number. **The eToken is generated by TEEX LAW and is provided to you by your agency point of contact. Please contact your agency point of contact for assistance.** A sample eToken formulation is as follows: 9CFEDF2-29D7B40-E001.

Note: You will not enter the eToken number listed here on this document into the eToken field.

Click Process Registration. You will receive a confirmation message on the screen.

Additional Information Required

If TEEX LAW has questions or issues with your documents and/or your enrollment request, a TEEX LAW customer care team will make a notation, and you will receive an automated email notifying you of the status of your registration. A sample email is shown below.

Dear

Unfortunately your application for _____ [COURSE NAME] _____ on [DATE] has not been approved. Please contact LAW@teex.tamu.edu, (979) 845-6677 at your earliest convenience if you would like to discuss the terms of this disapproval.

Sincerely,

LAW@teex.tamu.edu

****You have 48 hours to follow-up with TEEX to clarify any questions or issues.****

The course will disappear from your myTEEX Student Portal dashboard Pending Verification heading. You must contact TEEX LAW to resolve the issue. TEEX LAW customer care will explain any issues concerning your documentation or participant account.

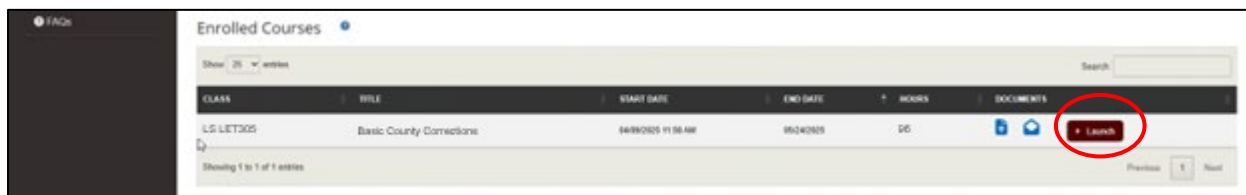
After discussion with the TEEX LAW customer care representative, your enrollment status may be put back into a prospective status and the course will re-appear on the myTEEX Student Portal dashboard Pending Verification heading. This will allow you to upload any additional documents required and/or update your student record. If the TEEX LAW customer care team is unable to adjust your status back to prospective you will either be provided additional guidance or told to re-enroll in another offering.

Note: A student cannot re-enroll in a course within the same calendar month.

This cycle will continue until a resolution is achieved and the student re-enters the process as “Documents Approved” (follow the steps outlined above in the prior section) or the student is determined “Not Eligible for Enrollment.”

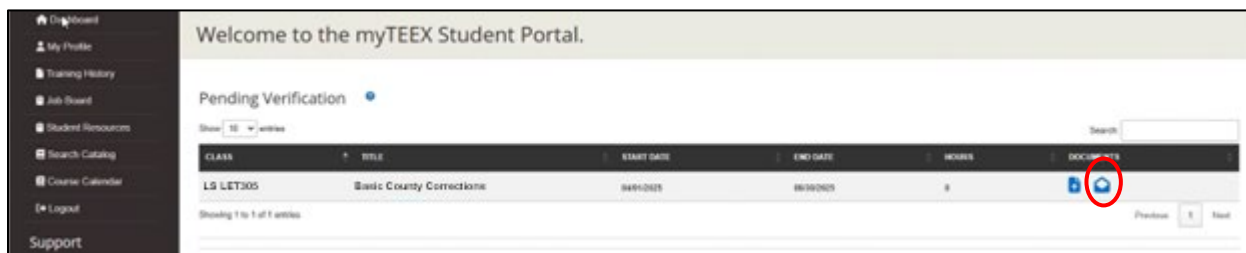
Item 11: Course Launch

Once payment is received, you will be in an enrolled status and the course will move to your myTEEX Student Portal dashboard Enrolled Courses heading. The course will show the start and end date for your enrollment period. Click the Launch button to start the course and access the course materials.



Have Questions or Issues?

If you encounter any issues with uploading your documents or completing the registration process, please contact TEEX LAW by using the email button within your myTEEX Student Portal.



A pop-up will appear.

Contact TEEX

Delivery:

Participant:

Request:

Comments: (required)

LS LET305

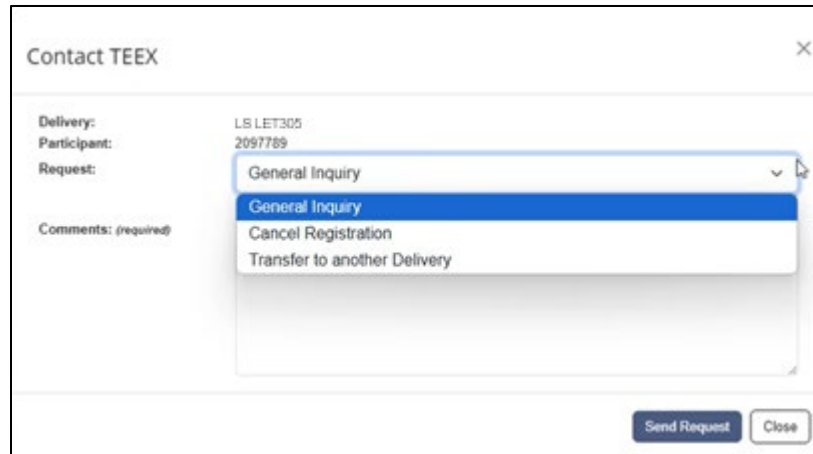
2097789

General Inquiry

Send Request

Close

You have three (3) options to select for contact request reasons.



The screenshot shows a web form titled "Contact TEEX". It has fields for "Delivery:" (LS LET305), "Participant:" (2097789), and "Request:". The "Request:" field has a dropdown menu open, showing four options: "General Inquiry", "General Inquiry", "Cancel Registration", and "Transfer to another Delivery". The first two "General Inquiry" options are highlighted in blue. Below the "Request:" field is a "Comments: (required)" field. At the bottom right of the form are two buttons: "Send Request" and "Close".

Please specify if you are:

- having issues uploading documents,
- waiting, or need clarification on your registration, or
- need general assistance.

Please be as specific as possible in your comments. You will receive a response by email to the email address provided on your participant record.

If you do not have a response within 24 hours, give us a call at (800) 423-8433.

An additional resource that you can refer to concerning the myTEEX Student Portal is:
<https://teex.org/resources/course-registration-faqs>.