

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
Distance Learning AZTEC	400	Abilene ISD	Alta Vista	9/1/2016	6	6	3	25	0
AV ABE/ASE Afternoon	100	Abilene ISD	Alta Vista	7/26/2016	15	15	279.5	0	0
AV ABE/ASE PM	101	Abilene ISD	Alta Vista	7/26/2016	28	28	631.5	0	0
Brownwood	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

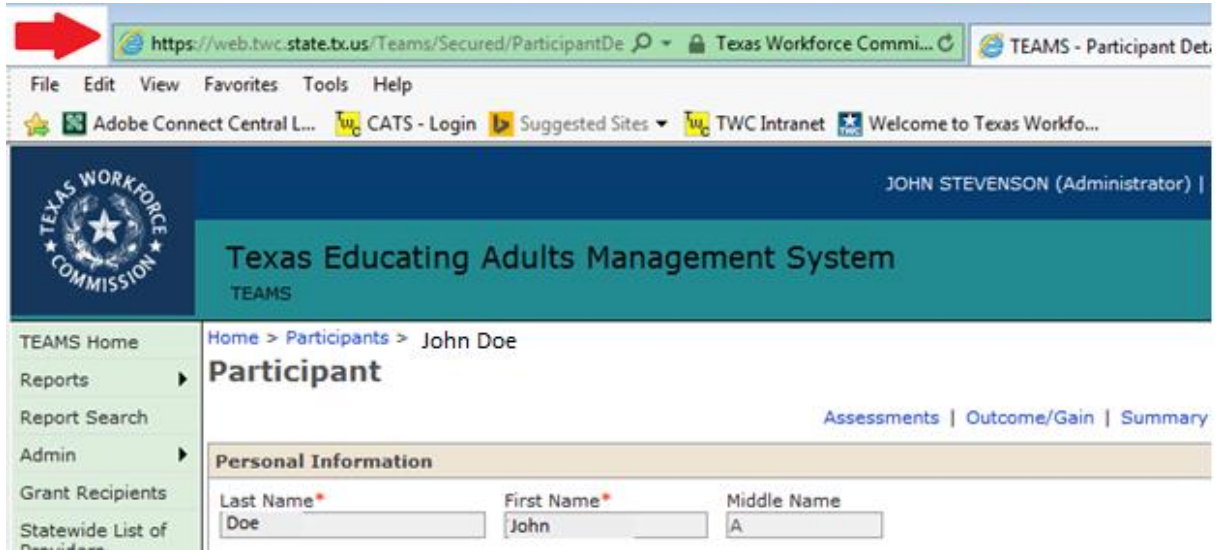
[Add Participant](#) [Achievements](#) Participant Status:

SSN	Document Type	Document Number	Participant Name	Direct Hours	Proxy Hours	Status
XXX-XX			John Doe	0.00	8.75	Active
(None)	Locally Assigned	01ABIBRW-061084	Harry Doe	0.00	2.25	Active
XXX-XX			Mary Doe	0.00	11.75	Active
XXX-XX			Pat Doe	3.00	0.00	Active
XXX-XX			Sydney Doe	0.00	0.50	Active
XXX-XX			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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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.

