

## What Can I Expect?

As part of the overall OPI Data Modernization effort, the new Educator Licensure System core features include a highly integrated application with enhanced professional development options, a user-friendly interface/workflow, and end-to-end automated processes for new and existing educators. Workflow or system changes can be supported by a robust administrative managed module which is controlled at the OPI level. Additional core functionality enhancements include:

- Self-guided application submissions
- Easy document identification and alignment
- Interoperable data exchanges
- Streamlined evaluation workflows
- Guided license approvals
- Advanced dashboards and metrics



## We Are Here to Help!

Putting Montana Students First **A+**

### Educator Licensure Unit

#### Licensure Webpage:

[opi.mt.gov/Educators/Licensure/](http://opi.mt.gov/Educators/Licensure/) Educator-Licensure

#### TMT Webpage:

[www.teachmontana.com](http://www.teachmontana.com)

### Contact Us

#### OPI Licensure Specialists:

Phone: (406) 444-3150 M-TH 12:00-4:30

#### TMT Tech Support:

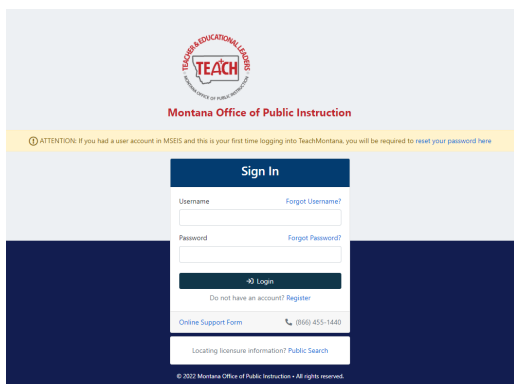
Phone: (866) 455-1440



**Office of Public  
Instruction**  
Helena, MT 59620  
[opi.mt.gov](http://opi.mt.gov)

# TeachMontana (TMT)

*Montana's New  
Licensing System for  
Educators*



TeachMontana Sign-In Screen

## How do I sign in?

### The first time you sign in...

If you had an account in the old system (MSEIS), you will need to reset your password. Use the link in the beige banner at the top of the sign in page. Your username is the email that you used in MSEIS.

If you need to reset your password, you will receive an email from support@teachmontana.com. Be sure to check your spam or junk mail and make sure that your network has the address whitelisted.

Passwords need to be 8 characters long with at least one upper case, lower case, and special character.

### New to Montana or Teaching?

If you are a new user, you will need to create an account. Use the link in the middle of the sign in page titled "Register."

## I am in... Now what?

### Dashboard

You will see your user dashboard. Here you will see messages, notifications, any licenses that you currently hold, and any activity.

### Profile

You can change your personal information in your profile. Under account settings you will be able to change your email or password.

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*"I really like the new system, it is much easier to navigate, and it looks cleaner, too."*

*"I just renewed my license in 5 minutes, and it was super-fast and easy!"*

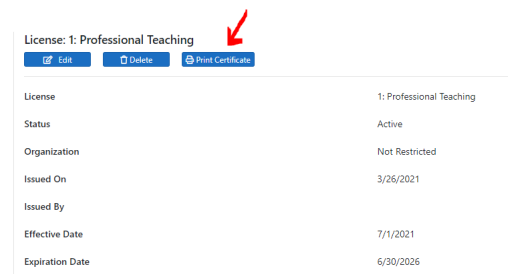
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### Applications

Under the applications tab, use the "New" button to start an application. This is where you will renew your license, add an endorsement, upgrade your license, reinstate your license, or apply for a new license. Built-in wizards will guide you through the application process.

### Licenses

You will be able to see all your licenses under the license tab. The OPI will no longer be mailing your license! You can print your current license(s) here. Click on the license you want to print. Then click "Print Certificate." You can also print a license history.



Print Certificate Screen

### General

Under the general tab, you will see payments that have been made and documents that have been uploaded to the system. Along with experience and Praxis test results (if applicable).

### Education

You will see your degrees, enrollment, and out-of-state license(s) (if applicable) in this section.

Professional development (PD) can also be found under the education tab. Any PD that is done on the Teacher Learning Hub will automatically be entered into TMT.

## What if I Need Help?

TMT has IT Support, call (866) 455-1440 or fill out the online support form found on the sign in page.