TeachMT

https://teachmontana.com

District FAQ's

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Q. Who needs to access the new TeachMT system?

- Anyone who has a license or would like to apply for a license.
- Anyone who needs to act on behalf of an educator such as applying for an emergency authorization or assisting applicants with verification of experience.
- Someone who manages TEAMS/TOES and would need to generate an SEID for an educator.

Q. As a district user, how do I get access to the system?

As a district user, it's likely you already have an SEID within the TeachMT system. Any accounts in the previous system were imported into the TMT. However, you will need to register access to your SEID account, and then may need to be granted permissions to access additional features, depending on your role within the district/school.

Q. How do I get access to complete an emergency authorization?

- If you are a superintendent, be sure you have registered an account in TMT, including your email address, and then contact the licensure team at cert@mt.gov. Include the following information in your email:
  - ✓ Your full legal name as it is in the TMT system.
  - ✓ If County Superintendent, which county you will be working with.
  - ✓ If District Superintendent, which school district(s) you will be working with.

  The licensure team will verify your information and then locate your TeachMT account to staff you with a superintendent role within TMT.
- If you are a district level staff or school staff, please contact your superintendent who can staff you with the correct role within TMT through staff management. (Instructions are available in the Help section within TMT for those who can manage staff.)

Q. How do I apply for an emergency authorization for a vacant position?

- All EAE applications must be submitted through TeachMT (TMT)
- If they haven't already done so, the person you are applying to hire through an EAE must register his/her account in TMT (they will be referred to as the Applicant within the EAE application).
- Superintendents, or their designees, will use their own TMT account to start the EAE application on behalf of the Applicant.
- You will also need to notify your County Superintendent to access the application to complete his/her portion.

Step by step instructions are available within the Help section of TeachMT under District Guides.

Q. I see people staffed within my district/schools and/or I am staffed already. Where did this come from?

TeachMT (TMT) utilized the data available within the TEAMS system to staff as many educators as we could. This will occur each spring in the February/March timeframe. However, you can make corrections to your staff within TMT as needed. Instructions are in the Help section.

Q. An educator contacted me and said his/her experience was not correct. What do I do? Where did this come from?

TeachMT (TMT) utilized the data available within the TEAMS system to create Experience records when possible. This experience would only be used when applying for an administrator's license, or to add an endorsement, and is not intended to be used for any other purpose. Full employment records are kept through TRS, not within TMT.

Q. I need an SEID for a classified employee for the TEAMS/TOES system. How do I get the SEID?

The district superintendent, superintendent designee, or HR director can add a new person through Staff Management within TeachMT (TMT). When creating the person, a social security number will need to be provided.
Step by step instructions are available within the Help section in TMT under District Guides, Create Person.

Q. I have an educator who will be working with the college for an internship. What do I have to do for this?

- The college/university where your educator will complete their internship through will need to start the internship application.
- You will need to ensure the educator is staffed within your district in TeachMT (TMT). *Step by step instructions can be found within the Help section of TMT under District Guides, Staff Assignments, and General User Guides, Internships.*
- Keep in communication with your educator and with the college/university regarding the internship application.