



Montana
Office of Public Instruction
Elsie Arntzen, Superintendent

TEAMS System Security Assignments

Terms of Employment,
Accreditation, and Master Schedule

Instructions: The LEA Authorized Representative (AR) must submit this form to the Office of Public Instruction (OPI) to:

- Set up initial user accounts on TEAMS;
- Assign/reassign role(s) to individuals who will access the TEAMS system on behalf of the LEA; and/or
- Inactivate a user's account on TEAMS.

The LEA Authorized Representative (AR) is responsible for authorizing security access and roles to users of the TEAMS system. The AR **may submit this form by email to OPITEAMS@mt.gov**.

Page 3 provides a complete description of the TEAMS roles.

Enter the full name, email address, and phone number for any individuals who need security access to TEAMS. Indicate whether the request is for a new account, a change to an existing account, or the closure of an existing account.

After processing this form, the OPI will email each new account user a TEAMS User ID and password. As much as possible, the OPI will use existing User IDs and passwords already assigned under the OPI GEMs system when assigning TEAMS access. These security assignments will remain in effect until the OPI receives notice of a change on a subsequent submission of this form.

OPI Contacts:

TEAMS Project Manager
TEAMS Help

Patty Muir

(406) 444-4317
(406) 444-9444

pmuir@mt.gov
OPITEAMS@mt.gov

LEA / Organization Name: _____

LE Number(s): _____

Enter the name and LE number of the Elementary district, the high school district, or both. Any people listed on this form will be given access based on the entity or entities you list here. If the people listed on this form will cover the assigned role for both the Elem and HS districts in a combined school system, enter BOTH district names and BOTH LE numbers.

Authorized Representative's Certification

The Authorized Representative of the school system or organization must sign below to approve any additions or changes of TEAMS user accounts.

NOTE: "Authorized Representative (AR)" is an official designation that indicates the person is responsible for submitting official district documents and reports to the OPI. The OPI maintains a record of the official AR designations and can identify the AR for your district, if needed.

With my signature below, I certify the accuracy of the information submitted on this form and authorize the individuals listed here to have access to the TEAMS system.

Printed Name of Authorized Representative: _____

Signature of Authorized Representative

Date

TEAMS Authorized Representative User Role

Use this section to close the previous AR user account and add/open a new AR user account. These assignments remain on the OPI's security system as active users until the AR submits a subsequent form to the OPI to authorize changes.

Add a new AR user account for:

Name

Email

Phone

Inactivate previous AR's account - Name:

(It is very important to close old user accounts ASAP to appropriately restrict access to your organization's data.)

Other TEAMS User Roles

Use this section to add/open a new user account, inactivate/close a user's account to disable TEAMS access, or change the roles assigned to a user. If no change is needed for a user's account, do not list the person on this form.

Name

Email

Phone

- ☐ Close this user's account.
- ☐ Add/open a new user account with role(s) shown below.
- ☐ Change this current user's role for our organization as shown below.

Assign these TEAMS roles: (check all that apply)

- ☐ TEAMS Human Resources Role (SEID Generator & Terms of Employment)
- ☐ TEAMS District Data Entry Role (All schools - Teacher-Class & Accreditation data – aka "TEAMS ADC")
- ☐ TEAMS School Data Entry Role (Selected school(s) -Teacher-Class & Accreditation data – aka "TEAMS ADC")

Name of school(s) to assign:

- ☐ TEAMS District Read-Only Role (All schools -Teacher-Class & Accreditation data – aka "TEAMS ADC")
- ☐ TEAMS School Read-Only Role (Selected schools -Teacher-Class & Accreditation data – aka "TEAMS ADC")

Name of school(s) to assign:

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Name of school(s) to assign:

About TEAMS Roles

TEAMS Authorized Representative (AR) Role

- Only the official Authorized Representative will be granted the AR role on TEAMS. *“Authorized Representative (AR)” is an official designation that indicates the person is responsible for submitting official district documents and reports to the OPI. The OPI maintains a record of the AR designations and can identify the AR for your district, if needed.*
- The AR Role can enter and submit all data within TEAMS, including the SEID Generator (establishing school employee ID numbers for school district employees), Terms of Employment (reporting contract information, position codes, and FTE by school), teacher assignments and courses, district and school schedules and calendars, and all data collected for use in determining accreditation of schools.
- Notify the OPI when the organization hires a new administrator or otherwise changes ARs, because the previous AR's account must be inactivated and a new AR account must be added to maintain continued data security.

TEAMS Human Resources Role

- The HR role can enter, upload, submit, and amend data for the SEID Generator and Terms of Employment. This role can run consistency checks related to the SEID Generator (establishing school employee ID numbers for school district employees) and Terms of Employment (reporting contract information, position codes, and FTE by school) and can submit those data modules to OPI.
- This role is typically assigned to the District Clerk/Business Manager and/or the District Human Resources Manager, at the AR's discretion.
- The TEAMS AR Role can also do these tasks, if needed.
- Notify the OPI as soon as possible when user accounts should be inactivated, to maintain continued data security.

TEAMS District Data Entry Role

- This role can enter, upload, and amend the Teacher-Class data and all district level and school level Accreditation data for all schools of the district. This role cannot submit the data to OPI.
- The TEAMS AR Role can also do these tasks, if needed.
- Notify OPI as soon as possible when user accounts should be inactivated, to maintain continued data security

TEAMS School Data Entry Role

- This role can enter, upload, and amend the Teacher-Class data and all school level Accreditation data for one or more assigned schools of the district. This role cannot submit the data to OPI.
- The TEAMS AR Role and TEAMS District Data Entry Role can also do these tasks, if needed.
- Notify OPI as soon as possible when user accounts should be inactivated, to maintain continued data security

TEAMS District Read-Only Role & TEAMS School Read-Only Role

- This role can view the Teacher-Class data and school level Accreditation data for one or more assigned schools of the district. This role cannot enter or change data and has limited rights to view data and reports.

TEAMS County Supt Role

- This role can view the TEAMS reporting being submitted by the special education cooperatives, districts and all schools of the districts located in the county.
- After the districts' and special education cooperatives' TEAMS AR Roles submit the TEAMS reports to the County, the TEAMS County Supt Role submits the reports to OPI.
- A County Supt acting as an AR for a district must have TEAMS AR Role rights for that district as well as TEAMS County Supt Role rights for the county duties.