



TERMS OF
EMPLOYMENT,
ACCREDITATION, AND
MASTER
SCHEDULE

CTE User Manual and Reference Guide
Spring 2015

FAQ's

Security FAQ's

[How do I get access to TEAMS?](#) (page 14)

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TEAMS Access

Use the [TEAMS Security Form](#) found on the Office of Public Instruction (OPI) School Staffing website to request TEAMS user names, assign users roles, or to make any changes.

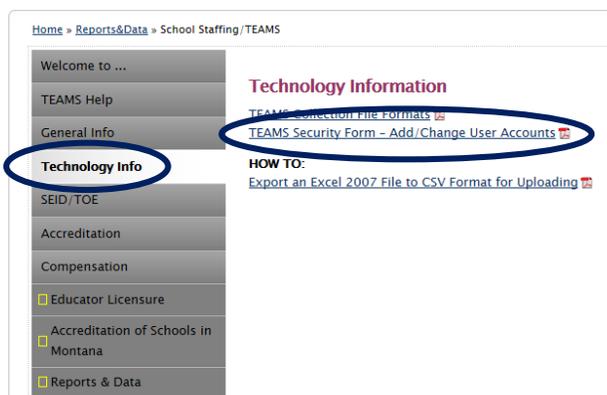
Only requests with the Authorized Representative's (AR's) signature are processed by the OPI. The "Authorized Representative" is the official designation that indicates the person is responsible for submitting official educational program documents and reports to the OPI. The OPI maintains a record of the official AR designations and can identify the AR for the educational program, if needed.

Submit only one TEAMS Security Form per *educational program (i.e., district)*.

The form is found under the "Technology Info" link at

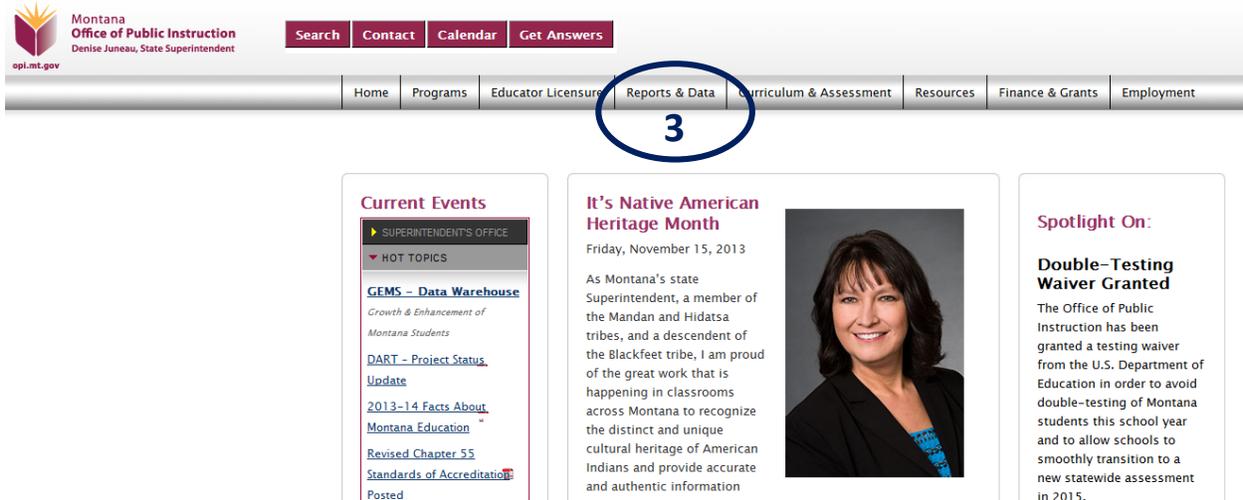
http://www.opi.mt.gov/Reports&Data/Index.html?gpm=1_11, as shown below:

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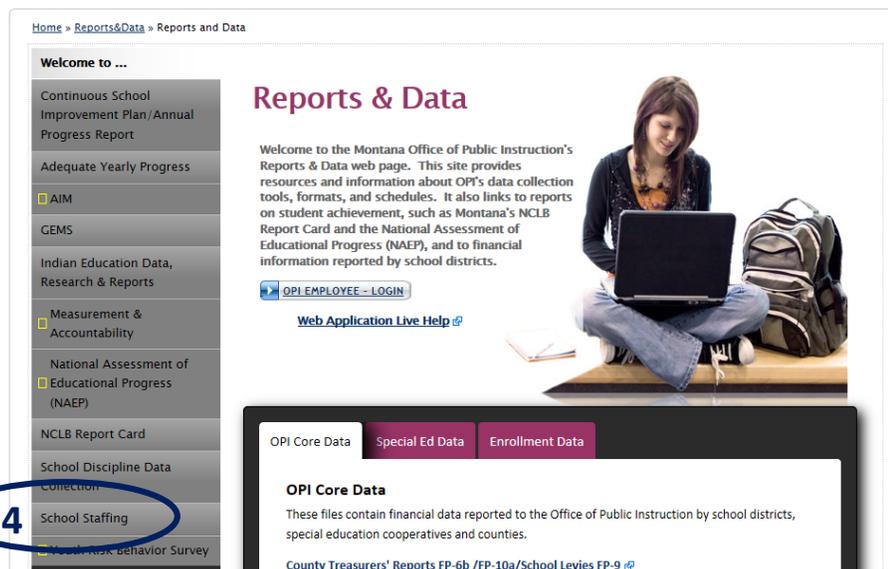


Log into TEAMS

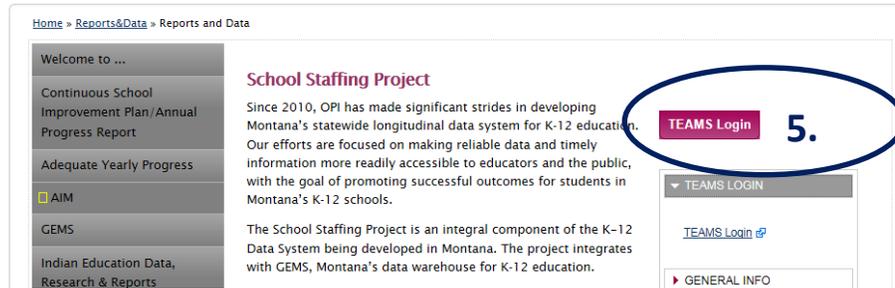
1. Open the Internet browser on the local computer.
2. Navigate to the OPI website at www.opi.mt.gov.



3. Click on the “Reports and Data” tab.



4. Click on the “School Staffing” link.



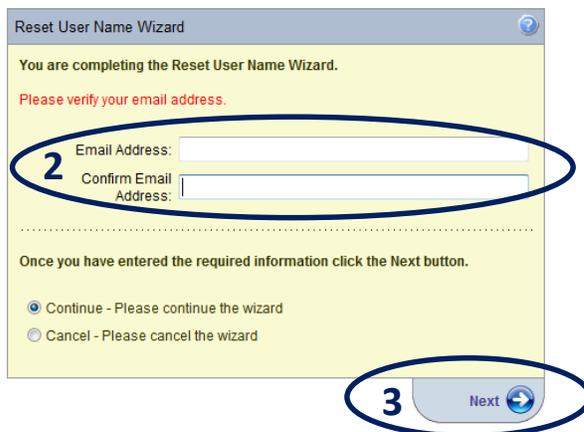
5. Click on the “Teams Login” button.
6. Once the application is open, add the URL to the computer’s favorites to speed the navigation process in the future.

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Change TEAMS Password



1. On the TEAMS login page, click the “Forgot Your Password?” button.



2. Enter the email address associated with the TEAMS user name and then confirm the email address.
3. Click “Next.”
 - a. An email is immediately sent with directions on how to reset the password.

Greetings from Montana Office of Public Instruction!

We received a request to reset the TEAMS/MSEIS account associated with this e-mail address. If you made this request, please follow the instructions below.

If you did not request to have your account reset, you can safely ignore this email. Rest assured your user name and password are safe.

Click the link below to reset your user name using our secure server:

4

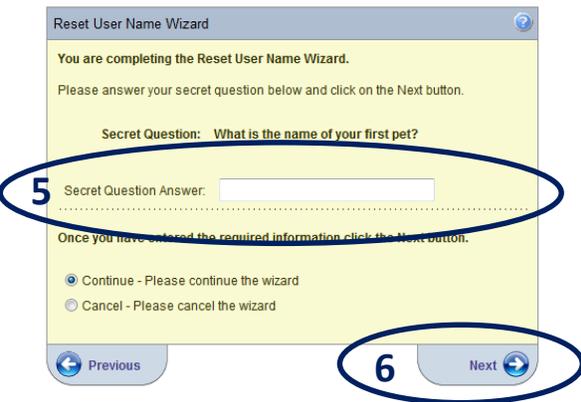
<https://appstest.opi.mt.gov/SSO/UtilityPages/Utility.aspx?Source=USERNAMERESET&Token=B66DA767-20B9-4262-BC27-E447F5986F59>

If clicking the link above does not seem to work, you can copy and paste the link into your browser's address window, or retype it there.

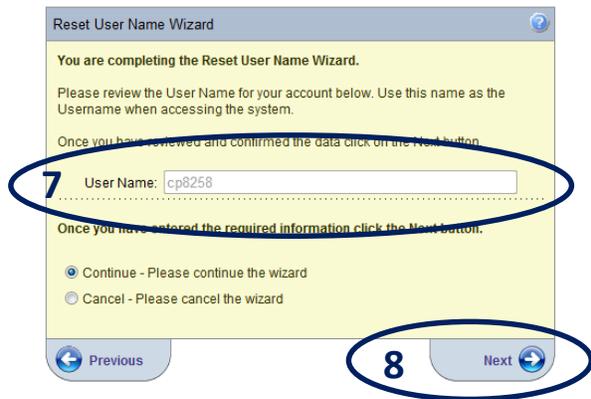
Montana Office of Public Instruction will never e-mail you and ask you to disclose or verify your TEAMS/MSEIS user name or password, credit card or banking account number. If you receive a suspicious e-mail with a link to update your account information, do not click on the link--instead, report the e-mail to the OPI for investigation.

Thank you for visiting Montana Office of Public Instruction.

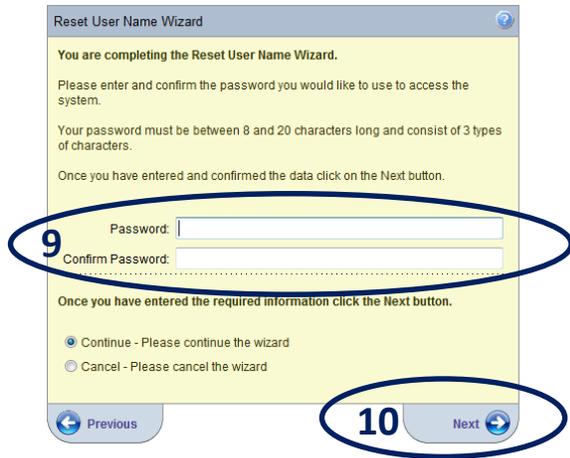
4. Click the link in the email.



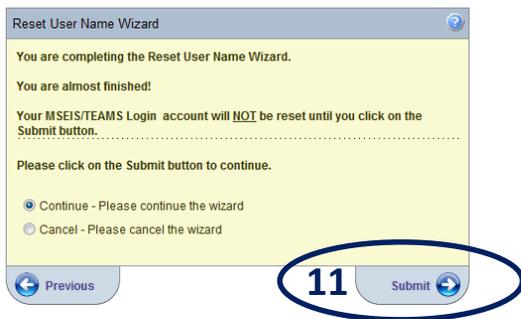
- 5. Answer the secret question.
 - a. The OPI does not maintain secret question answers.
- 6. Click "Next."



- 7. Confirm the user name.
- 8. Click "Next."



9. Enter a new password and confirm the password.
10. Click "Next."



11. Click "Submit."

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TEAMS Roles

County Superintendent Role

Users with the County Superintendent Role can view the TEAMS data of all public school districts and special education cooperatives located in his or her county. A county superintendent acting as an Authorized Representative (AR) for a district must have an AR Role for that district *in addition to* the County Superintendent Role.

A TEAMS Security Form is not required for the County Superintendent Role. All county superintendents automatically have a TEAMS user name.

Authorized Representative (AR) Role

Only the **official** AR is granted an AR Role in TEAMS. The AR is the designation that indicates that the person is responsible for submitting official educational program documents and reports to the OPI. The OPI maintains a record of the AR designations and can identify the AR for the educational program, if needed.

The AR Role can enter and submit all data within TEAMS.

Notify the OPI at OPITEAMS@mt.gov when the entity changes the AR. The previous AR's account is inactivated before a new AR account is created.



ONLY the AR role can submit the TEAMS data to the OPI.

Human Resources (HR) Role

The HR Role can enter, upload, and amend data for the SEID Generator, the Terms of Employment (TOE) and the Professional Licensure information. This role is typically assigned to the district clerk, district business manager, and/or the district human resources manager, at the AR's discretion.

Notify the OPI as soon as possible when user accounts are to be inactivated to maintain continued data security.

District Data Entry Role

The District Data Entry Role can enter, upload, and amend the Teacher-Class data and all district and school level accreditation screens for all schools of the district. This role is typically assigned to a county superintendent, the district superintendent and/or the district clerk/district business manager, at the AR's discretion.

Notify the OPI as soon as possible when user accounts are to be inactivated to maintain continued data security.

School Data Entry Role

The School Data Entry Role can enter, upload, and amend the Teacher-Class data and all school level accreditation screens for one or more assigned schools of the educational program. This role is typically assigned to school principals and school secretaries, at the AR's discretion.

Notify the OPI as soon as possible when user accounts are to be inactivated to maintain continued data security.

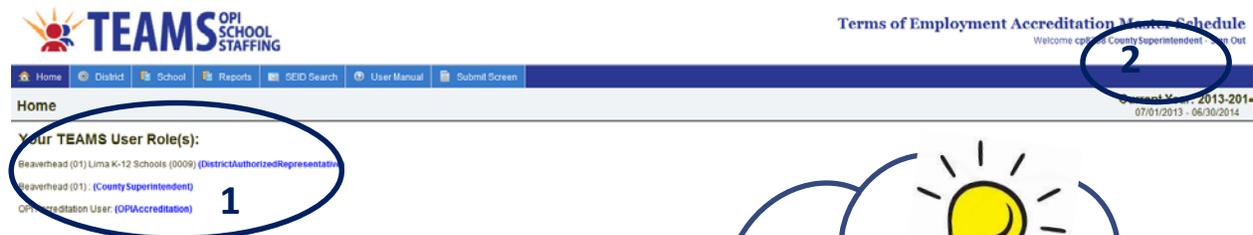
District/School Read-Only Role

The Read-Only roles allow a user to *view* the same data as the Data Entry role. This role *cannot* enter or change data and has limited rights to view data and reports. This role can be assigned to any employee of the educational program.

Notify the OPI as soon as possible when user accounts are to be inactivated to maintain continued data security.

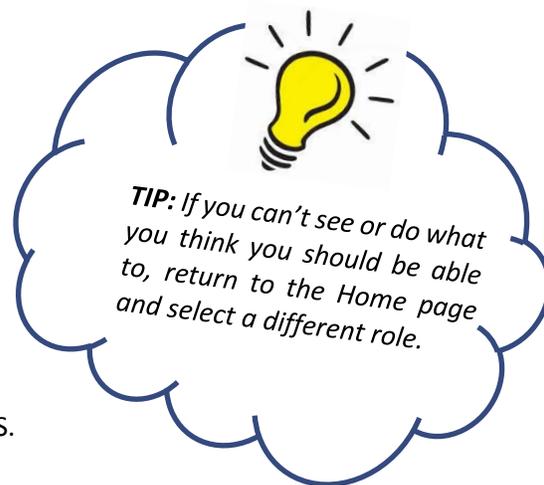
[\(return to FAQ's\)](#)

Working With Multiple TEAMS Roles



Many TEAMS users have multiple roles. Since each role has different access in TEAMS, users may have to change the role to complete the work in the TEAMS system.

1. View the roles that have been assigned to a user on the TEAMS Home page.
2. View the current role that is being used in the upper right hand corner on all screens of TEAMS.



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SPECIAL SCREEN

Career and Technical Education (CTE) Screen ★

The CTE information collected in TEAMS is used for Carl Perkins accountability reporting and factors that determine the State CTE (State VoEd) allocation. Therefore, it is imperative that the information submitted is complete and accurate. Any high school district planning to apply for Carl Perkins and/or State CTE (State VoEd) funding for next year (2015-2016) should submit the additional data in TEAMS for all current CTE programs at their high school.

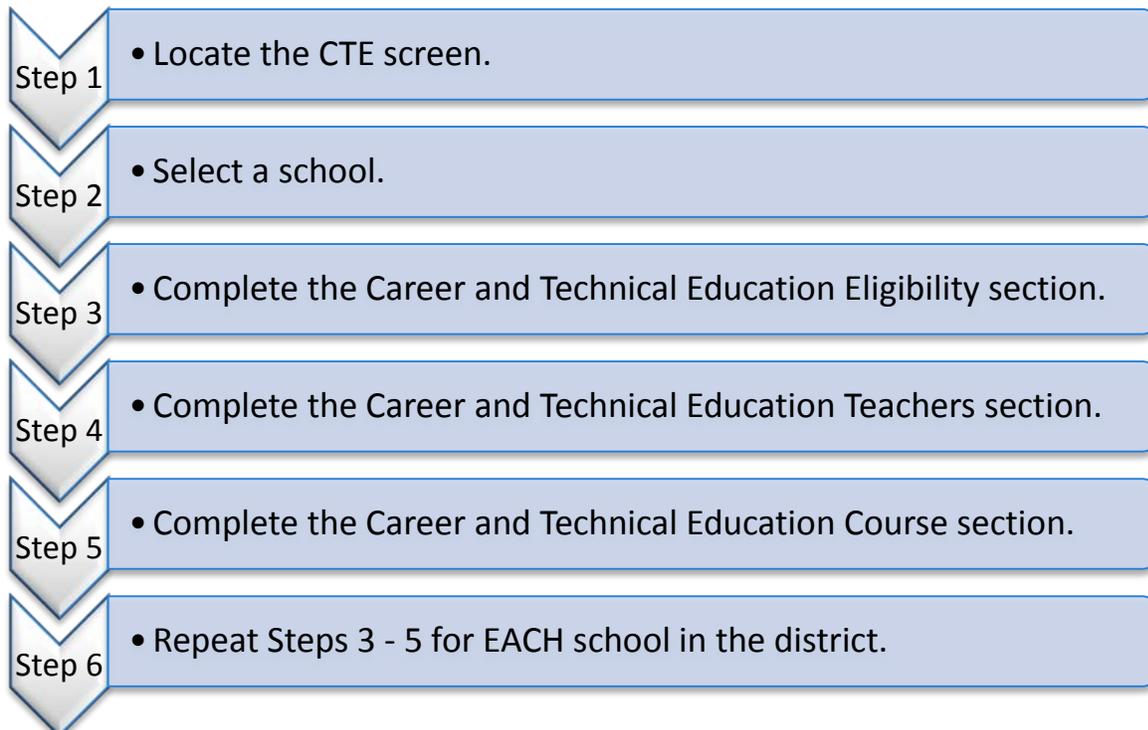
Roles That Have Access to the CTE Screen

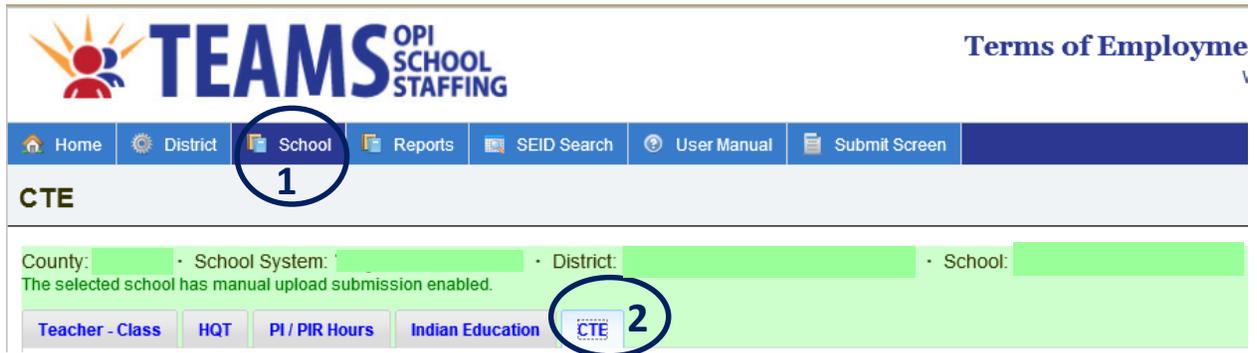
- ❖ County Superintendent (*read-only*)
- ❖ AR (Authorized Representative)
- ❖ District Data Entry
- ❖ School Data Entry
- ❖ District Read-Only
- ❖ School Read-Only

CTE Data Link

The CTE screen pulls information from the Teacher-Class data.

CTE Process

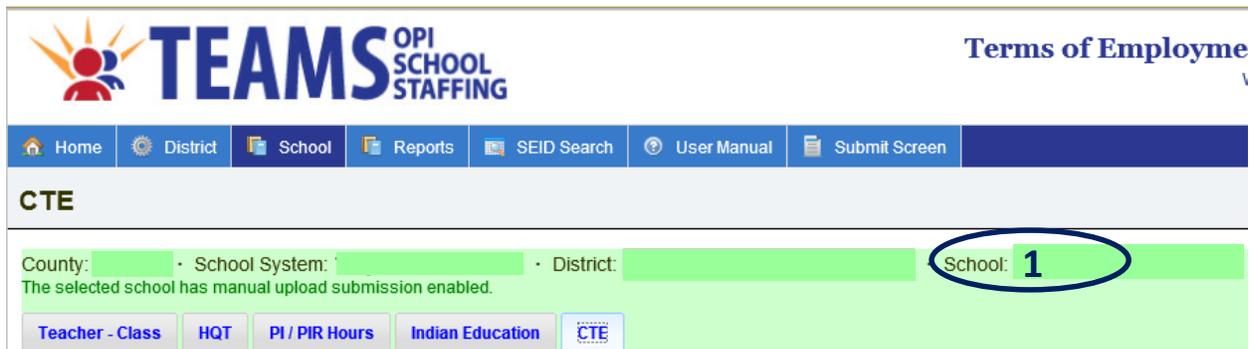


Step 1: Locate the CTE screen.

The screenshot shows the TEAMS OPI School Staffing interface. At the top left is the logo and text "TEAMS OPI SCHOOL STAFFING". At the top right is "Terms of Employment". Below this is a navigation bar with tabs: Home, District, School, Reports, SEID Search, User Manual, and Submit Screen. The "School" tab is circled with a blue circle and the number "1". Below the navigation bar is a "CTE" subtab. The main content area has a green background and contains dropdown menus for County, School System, District, and School. Below these is a message: "The selected school has manual upload submission enabled." At the bottom of the main content area are several subtabs: Teacher - Class, HQT, PI / PIR Hours, Indian Education, and CTE. The "CTE" subtab is circled with a blue circle and the number "2".

Note: Disregard the green background, the screen shots are taken from our test system.

1. On the "Home" row, click the "School" tab.
2. Click the "CTE" subtab.

Step 2: Select a school.

The screenshot shows the TEAMS OPI School Staffing interface. At the top left is the logo and text "TEAMS OPI SCHOOL STAFFING". At the top right is "Terms of Employment". Below this is a navigation bar with tabs: Home, District, School, Reports, SEID Search, User Manual, and Submit Screen. Below the navigation bar is a "CTE" subtab. The main content area has a green background and contains dropdown menus for County, School System, District, and School. The "School" dropdown menu is circled with a blue circle and the number "1". Below these is a message: "The selected school has manual upload submission enabled." At the bottom of the main content area are several subtabs: Teacher - Class, HQT, PI / PIR Hours, Indian Education, and CTE.

1. Select the school.
 - a. No data will show on the screen until a school is selected.

Step 3: Complete the Career and Technical Education Eligibility section.

Career and Technical Education Eligibility
(Click to view)

Information provided on this screen is used to determine eligibility for state secondary Career and Technical Education appropriation for the next fiscal year and for Carl D. Perkins accountability reporting.

1 ▼

Select all programs your school offers:

Programs Offered	
Agriculture Education	1b Remove

Did your high school or CTE program conduct a scheduled curriculum review during the school year that resulted in a change in your approved Big Sky Pathways?

Yes No **2**

3 Save Cancel

1. Click in the drop down box to select a program at your school.
 - a. If you have more than one program at your school, you will need to select them individually.
 - b. If you need to remove any program from the list, click on the “Remove” button next to the program.
2. Select either “Yes” or “No” that your high school or CTE program conducted a scheduled curriculum review during the school year that resulted in a change in its approved Big Sky Pathways.
3. Click the “Save” button to save the record or click the “Cancel” button to cancel changes.
4. If the Save is successful, you will see the following message.

The Eligibility record has been successfully saved.

Save Cancel



The screens in TEAMS typically refresh quickly between mouse clicks. If you are moving very quickly (faster than the refresh) and it appears nothing occurred after your last click, click again and pause for a second to give the system a chance to catch up with you.

Step 4: Complete the Career and Technical Education Teachers section.

Career and Technical Education Teachers
(Click to view)

The following list of instructors includes every Teacher of Record associated with a CTE course, as listed in the school's Teacher-Class. Any changes to the instructors listed in this table must be corrected on the Teacher-Class screen. The remaining fields must be edited with the following information:

Does instructor have an extended contract (for supervision of CTE students beyond the school year)? Yes No **2**

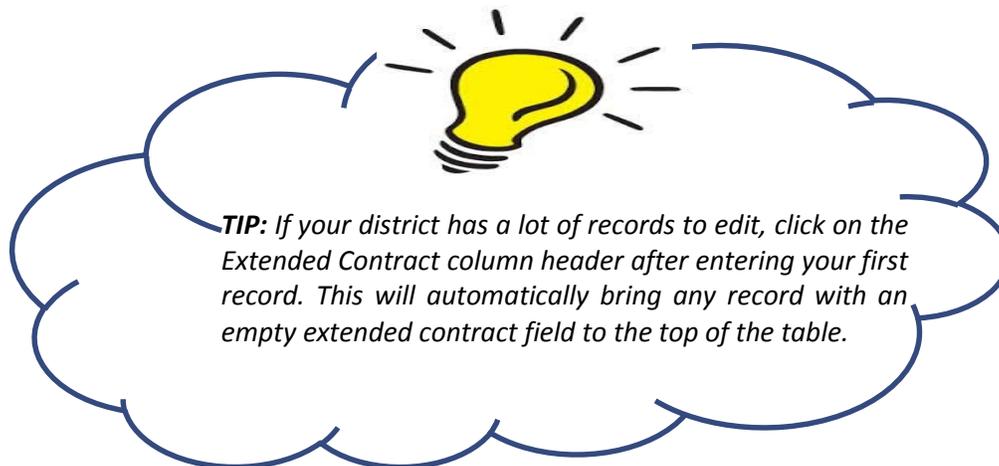
For how many days is the contract extended? **3**

4

Instructor Name	SEID	Endorsement(s) Held	License Expiration Date	Educator Email	Extended Contract	Days Extended	1 <input type="button" value="Select"/>
		Automotive Technology, Building Trades, Welding	6/30/2016				<input type="button" value="Select"/>
		Automotive Technology, Building Trades, Welding	6/30/2018				<input type="button" value="Select"/>

1. Click the "Select" button to add/edit the contract information for the teacher. If you have more than one teacher at your school, you will need to select them individually.
2. Select either "Yes" or "No", whether the instructor has an extended contract (for the supervision of CTE students beyond the school year).
3. If the instructor has an extended contract, enter the number of days the contract is extended. If the instructor does not have an extended contract, this field will remain inactive.
4. Click the "Save" button to save the record or click the "Cancel" button to cancel changes.
5. If the Save is successful, you will see the following message.

The teacher record has been successfully saved.



Step 5: Complete the Career and Technical Education Course section.

Career and Technical Education Eligibility
(Click to view)

The following list of courses includes every CTE course being taught by an educator with a CTE endorsement, as listed in the school's Teacher-Class. Any changes to the courses listed in this table must be corrected on the Teacher-Class screen. The remaining fields must be edited with the following information:

Total number of males enrolled in the course, as of the October AIM count date.

Course	Instructor Name	Section	Total Enrolled	Males Enrolled	Females Enrolled	Grades	Term	Class Minutes	
10004 Computer Applications		1	11			09-12	SY 1	8100	<input type="button" value="1 Select"/>
10201 Web Page Design		1	7			11-12	SY 1	8100	<input type="button" value="Select"/>
17003 Carpentry		1	5			09-12	SY 1	8100	<input type="button" value="Select"/>
17003 Carpentry		2	13			09-12	SY 1	8100	<input type="button" value="Select"/>
17003 Carpentry		3	8			09-12	SY 1	8100	<input type="button" value="Select"/>
17003 Carpentry		4	7			09-12	SY 1	8100	<input type="button" value="Select"/>
17003 Carpentry		5	7			09-12	SY 1	8100	<input type="button" value="Select"/>

1. Click the "Select" button to add/edit the enrollment information for the course. If you have more than one CTE course at your school, you will need to select them individually.
2. Enter the number of males enrolled in the CTE course, as of the October AIM count date.
3. Click the "Save" button to save the record or click the "Cancel" button to cancel changes.
4. If the Save is successful, you will see the following message.

The course record has been successfully saved.



If your district has a lot of records to edit, click on the Males Enrolled column header after entering your first record. This will automatically bring any record with an empty males enrolled field to the top of the table.

Step 6: Repeat Steps 3 through 5 for EACH high school in the district.



Remember to change the school name.

Terms of Employment

Home
District
School
Reports
SEID Search
User Manual
Submit Screen

CTE

County: • School System: • District: • **School:**

The selected school has manual upload submission enabled.

Teacher - Class
HQT
PI / PIR Hours
Indian Education
CTE

TEAMS NAVIGATION

Do Not Use the “Back” Button

- ❖ **Do not** use the browser’s “back” button. The page will “expire” and the user will have to refresh the Web page, and then click “Retry” to load the page again.
- ❖ **Do use** the TEAMS screen navigation commands (e.g., “Cancel” links or screen tabs) to move around in the application.

Selecting a School System, District, and School



The screenshot shows the TEAMS OPI SCHOOL STAFFING interface. At the top, there is a navigation bar with buttons for Home, District, School, Submit Screen, and SEID Search. Below this is the title 'Annual School Teacher Class Information'. The main content area contains a form with the following fields: County: (empty), School System: **1**, District: **2**, and School: **3** Please Select ---. A blue oval highlights the School System, District, and School fields, with the numbers 1, 2, and 3 placed next to them.

1. Select a school system.
 - a. If reporting for educational programs in more than one system, click on the "School System" box and select the district, cooperative, or other accredited school from the pull-down list.
 - b. The “District” box will open.
2. Select a district.
 - a. If reporting for educational programs in more than one district, click on the "District" box and select the district, cooperative, or other accredited school from the pull-down list.
 - b. The “School” box will open.
3. Select a school.
 - a. When working in the Teacher-Class or any of the school level accreditation screens, a school **must** be selected before data will show on the screen.
 - b. Click on the “School” box and select the accredited school from the pull-down list.