Elsie Arntzen, Superintendent
PO Box 202501
Helena, MT 59620-2501
406-444-3680
www.opi.mt.gov

OFFICE OF PUBLIC INSTRUCTION
STATE OF MONTANA

Putting Montana Students First A⁺

The <u>Teacher Learning Hub</u> is now integrated with the <u>TeachMT (TMT) Licensure System</u>. What does this mean for you? Now, when licensed Montana educators complete a Hub course, the Professional Development Units (formerly called Renewal Units, or RUs) earned will automatically transfer to TMT. Licensed Montana educators will no longer have to manually submit units earned on the Hub to renew their license but may download and maintain copies of certificates for personal records.

We've loaded your SEID numbers into your Hub profile, so your information connects with licensure. If you are not a licensed MT educator, we've loaded the email associated with your Hub account instead of an SEID number.

We require your help to verify that your information is correct. Please note that if your SEID was entered incorrectly or is missing entirely, this integration will not work, so it is essential that you check your personal information for accuracy. **Please verify your information by November 18, 2022.**

Follow the steps below to verify your information depending on if you are a licensed Montana educator or not.

Step 1
- Go to https://learninghub.mrooms.net/.
- Log in to the Teacher Learning Hub.
- **Open your user profile** by clicking on your name in the upper right-hand corner of the homepage.
- A drop-down menu will appear, and you will click on **Profile**.

Step 2
- If you <u>are</u> a licensed Montana educator, **verify that your SEID number is correct**.
  - If the information is <u>correct</u>, you are done!
  - If the information is <u>incorrect</u>, move on to Step 3.
- If you <u>are not</u> a licensed Montana educator, **verify that your user email matches the email associated with your Hub account.**
  - If the information is <u>correct</u>, you are done!
  - If the information is <u>incorrect</u>, move on to Step 3.

Step 3
- Click on **Edit Profile**.
- Scroll to the bottom of the page until you see **Profile Fields**.
  - If you <u>are</u> a licensed Montana educator, **enter your correct SEID number.**
  - If you <u>are not</u> a licensed Montana educator, **enter the email that is associated with your Hub account.**
- Click **Update Profile** to save.
- **If you receive an error and are unable to save your account information, click Cancel, and immediately submit a Help Ticket by clicking the red "HELP" button, or by emailing OPILearningHub@mt.gov.** In your message, be sure to include your first and last name, your

WHOLE CHILD APPROACH
HOPE
MONTANA OFFICE OF PUBLIC INSTRUCTION

TEACHER & EDUCATIONAL LEADERS
TEACH
MONTANA OFFICE OF PUBLIC INSTRUCTION

ACADEMIC ACHIEVEMENT
LEARN
MONTANA OFFICE OF PUBLIC INSTRUCTION

COMMUNITY, COLLEGE & CAREER
READY
MONTANA OFFICE OF PUBLIC INSTRUCTION

account username, and the email address associated with your Hub account. Also, please indicate if you are a licensed Montana educator or not.

We've also prepared a <u>presentation with step-by-step instructions</u> and a <u>demonstration video</u> to walk you through the process of verifying your profile information.

Thank you!
The Hub Team