

Quality Educator Loan Assistance User Guide

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Important Dates and Mailing Information

The Quality Educator Loan Assistance application is found online in [MSEIS, the Montana educator licensure system](#). While MSEIS is always available, the application will only be open from February 1st 2021 to March 21st 2021, and all supporting documents to complete the application must be postmarked by March 21st to:

Office of Public Instruction
Attn: Loan Assistance Program
PO Box 202501
Helena, MT 59620-2501

If you find any errors in your application after March 21st, contact the OPI at OPILoanAssistance@mt.gov.

More information about the Quality Educator Loan Assistance Program can be found on the [Quality Educator Loan Assistance FAQs page](#).

Logging in to MSEIS

MSEIS contains basic information for all educators and all employees at Montana accredited schools in order for each person to have a unique school employee ID, called the SEID. The basic information needed to create the SEID is the name, date of birth and social security number. So, although this system is primarily used for licensing educators, it also contains information on professionally licensed and non-licensed school employees. This same information is used to (1) create a new account and tie the existing information to the login; and (2) secure existing accounts. The following sections explain how to log in to MSEIS.

If you have any problems logging in to MSEIS, contact Educator Licensure at (406) 444-3150.

Never Used MSEIS?

If you are not an educator, you will need to create a new account to access MSEIS and the loan assistance application. On the login screen, find and click on the button that says "Create New User Account".

MSEIS/TEAMS Login
Montana Office of Public Instruction
Elsie Arntzen, Superintendent

Help <ul style="list-style-type: none">MSEIS User ManualContact MSEIS SupportContact TEAMS SupportOPI Home	Already Have A User Account? Login Here: User Name: <input type="text"/> Password: <input type="password"/> <input type="button" value="Login To System"/>	New User? Create User Account Here: Click the Create New User Account button to create a MSEIS User Account. <input type="button" value="Create New User Account"/> 
	Forgot Login Information? Login Here: If you do not remember your password, you can click on the button "Forgot Your Password?" below to access the system by verifying some basic information about your account. <input type="button" value="Forgot Your Password?"/>	Guest Login Provides access to the Montana Educator Credential Lookup through the MSEIS System. Provides access to Accreditation Reports through the TEAMS System. <input type="button" value="Guest Login"/>

This system is the property of the Office of Public Instruction. Unauthorized use is a violation of Montana Code Annotated § 45-6-311. Any and all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized personnel. By using this system, the user consents to such. Unauthorized or improper use of this system may result in civil and criminal penalties. By using this system, you indicate your awareness of and consent to these terms and conditions of use. Do not log in if you do not agree to the conditions stated in this warning.

Select the second option, "I have never held a Montana Educator License and would like to apply for an Educator License in the State of Montana." You will not be applying for an educator license, but you will be accessing the system. Then click Next.

Create User Name Wizard

You are completing the Create User Name Wizard.

This process will create a new username and password to login to the MSEIS (Montana State Educator Information System).

To create a new user account for TEAMS, users must have the school district's Authorized Representative (AR) request their access rights by submitting the [TEAMS System Security Assignments Security Form](#) to the Office of Public Instruction. See instructions on the form.

Once you have made your choice click the Next button.

- I am or have been a Montana Licensed Educator. Use this option to manage and RENEW your Montana Licenses.
- I have never held a Montana Educator License and would like to apply for an Educator License in the State of Montana.
- Cancel - Please cancel the wizard.

Next

Enter your information, fields with an asterisk are required. Then click Next.

Create User Name Wizard

You are completing the Create User Name Wizard.

Please enter and confirm your Montana SSN, name and date of birth below so we can begin creating your educator record.

Once you have entered and confirmed the data click on the Next button.

Social Security Number: (Ex: 999999999)

Confirm Social Security Number:

First Name:

Middle Initial:

Last Name:

Date of Birth: MM/DD/YYYY

Gender: Female Male *

Hispanic: *

Race:

- American Indian/Alaskan Native
- Black or African American
- Unknown
- Asian
- Native Hawaiian or Pacific Islander
- White, Non-Hispanic

Once you have entered the required information click the Next button.

- Continue - Please continue the wizard
- Cancel - Please cancel the wizard

Previous **Next**

The screen will now show a message letting you know that your records were found in the system, click Next to link your login to your existing records.

Create User Name Wizard

You are completing the Create User Name Wizard.

Please enter and confirm your Montana SSN, name and date of birth below so we can begin creating your educator record.

Once you have entered and confirmed the data click on the Next button.

Social Security Number: [.....] (Ex: 999999999)
Confirm Social Security Number: [.....]

Last Name: [Case]

Date of Birth: [01/01/1980] MM/DD/YYYY

Gender: Female Male *

Hispanic: [Non-Hispanic] *

Race: American Indian/Alaskan Native Asian
 Black or African American Native Hawaiian or Pacific Islander
 Unknown White, Non-Hispanic

.....

Once you have entered the required information click the Next button

The entered SSN was found in our records. You have been redirected to the account creation wizard that allows existing records to be linked to your newly created account.

Continue - Please continue the wizard
 Cancel - Please cancel the wizard

Previous [Next]

Enter a current email address, this will be used if you ever forget your password. Then click Next.

Create User Name Wizard

You are completing the Create User Name Wizard.

Test Case

Email Address: [testcase@test.opi]
Confirm Email Address: [testcase@test.opi]

.....

Once you have entered the required information click the Next button.

Continue - Please continue the wizard
 Cancel - Please cancel the wizard

Previous [Next]

Enter an easy-to-remember user name. Then click Next.

Create User Name Wizard

You are completing the Create User Name Wizard.

Please enter and confirm the User Name you would like to use to access the system.

Your User Name must be between 4 and 20 characters long.

Once you have entered and confirmed the data click on the Next button.

When creating a new account please use your first initial and last name (Example: John Doe would have a user name of JDoe). If that user name is already in use, it is recommended you use a number appended to the end (Example: JDoe1).

User Name:

Confirm User Name:

Once you have entered the required information click the Next button.

Continue - Please continue the wizard

Cancel - Please cancel the wizard

Enter a password that meets the following conditions: must be between 12 and 20 characters and consist of at least 3 types of characters (lower case, upper case, numeric and/or special, such as !@#). Then click Next.

Create User Name Wizard

You are completing the Create User Name Wizard.

Please enter and confirm the password you would like to use to access the system.

Your password must be between 12 and 20 characters long and consist of 3 types of characters.

Once you have entered and confirmed the data click on the Next button.

Password:

Confirm Password:

Once you have entered the required information click the Next button.

Continue - Please continue the wizard

Cancel - Please cancel the wizard

Select a secret question, this will be used if you ever forget your password. Then click Next.

Create User Name Wizard

You are completing the Create User Name Wizard.

Please select a secret question and answer to use for accessing the system. This question will be asked any time you reset your User Name. It will be verified every 25 logins to ensure that it is current.

Once you have selected the question and entered the answer click on the Next button.

Secret Question:

- What is the name of your first pet?
- What is your father's middle name?
- What is your mother's maiden name?
- What town were you born in?

Secret Question Answer:

Oscar

Once you have entered the required information click the Next button.

Continue - Please continue the wizard

Cancel - Please cancel the wizard

Previous Next

Enter your town of birth, this may be used if you ever need to contact the help desk. Then click Next.

Create User Name Wizard

You are completing the Create User Name Wizard.

Please enter your town of birth below so we can further distinguish your identity.

Once you have entered and confirmed the data click on the Next button.

Town of Birth: Kalamazoo

Once you have entered the required information click the Next button.

Continue - Please continue the wizard

Cancel - Please cancel the wizard

Previous Next

Confirm your user name, if this is not correct, click Previous, otherwise click Submit.

Create User Name Wizard

You are completing the Create User Name Wizard.

You are almost finished!

Your new MSEIS/TEAMS Login account will NOT be created until you click on the Submit button.

Your new User Name is listed below.

When finished reviewing click on the Enter button.

User Name: TestCase

Please click on the Submit button to continue.

Continue - Please continue the wizard

Cancel - Please cancel the wizard

Previous Submit

If you see this page, you have successfully created a login. Click on Educator to access MSEIS.

Test Case Frequently Asked Questions Test Case

Systems My Profile Help

Please Click the System You Would Like to Access

Montana State Educator Information System (MSEIS)
Educator

Location

- Systems

Help

- MSEIS User Manual
- Contact MSEIS Support
- Contact TEAMS Support
- OPI Home

Logout

- Logout

If you have any problems logging in to MSEIS, contact Educator Licensure at (406) 444-3150.

Already a MSEIS User?

If you are an educator or have used MSEIS in the past, you simply enter your user name and password to access the system. Then click Login To System.

MSEIS/TEAMS Login
Montana Office of Public Instruction
Elsie Arntzen, Superintendent

Help <ul style="list-style-type: none">MSEIS User ManualContact MSEIS SupportContact TEAMS SupportOPI Home	Already Have A User Account? Login Here: User Name: <input type="text" value="TestCase"/> Password: <input type="password" value="....."/> <input type="button" value="Login To System"/>	New User? Create User Account Here: Click the Create New User Account button to create a MSEIS User Account. <input type="button" value="Create New User Account"/>
	Forgot Login Information? Login Here: If you do not remember your password, you can click on the button "Forgot Your Password?" below to access the system by verifying some basic information about your account. <input type="button" value="Forgot Your Password?"/>	Guest Login Provides access to the Montana Educator Credential Lookup through the MSEIS System. Provides access to Accreditation Reports through the TEAMS System. <input type="button" value="Guest Login"/>

This system is the property of the Office of Public Instruction. Unauthorized use is a violation of Montana Code Annotated § 45-6-311. Any and all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized personnel. By using this system, the user consents to such. Unauthorized or improper use of this system may result in civil and criminal penalties. By using this system, you indicate your awareness of and consent to these terms and conditions of use. Do not log in if you do not agree to the conditions stated in this warning.

If you see this page, you have successfully logged in. Click on Educator to access MSEIS.

TestCase Frequently Asked Questions Test Case

[Home](#) [Systems](#) [My Profile](#) [Help](#)

Location <ul style="list-style-type: none">Systems	Help <ul style="list-style-type: none">MSEIS User ManualContact MSEIS SupportContact TEAMS SupportOPI Home	Logout <ul style="list-style-type: none">Logout	Please Click the System You Would Like to Access  Montana State Educator Information System (MSEIS) Educator
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Should you forget your password, click Forgot Your Password and follow the prompts. After you enter all the requested information and are back at the login screen, an email will be sent to your address with a link that will allow you to update your password.

If you have any problems logging in to MSEIS, contact Educator Licensure at (406) 444-3150.

How to Find the Loan Assistance Application Page

Once you have logged in and clicked on Educator, you will land on your Home Screen. The options you see here will depend on the activities available to you.

Montana State Educator Information System
State of Montana Office of Public Instruction
Mail all required documents to: OPI-Licensure, PO Box 202501, Helena, MT 59620
Elsie Arntzen, Montana State Superintendent

TestCase Test Case (Educator)

Home My Licenses Reports

Location
Home

Help
Screen Help
Contact Support
OPI Home

Logout
Logout of MSEIS

Home Page

Welcome Educator Test Case
Welcome to the new Montana State Educator Information System (MSEIS).
We will be bringing new features and updates to you on a regular basis so be sure to read your summary screen.

Apply for Loan Assistance Here
Click here to apply for loan assistance.

Apply for a Montana Educator License Here
Click here to apply for a Montana Educator License. The online application will help determine your eligibility and guide you through the process. Click on this link to start the application process.

Mail all required documents to: OPI-Licensure, PO Box 202501 Helena, MT 59620

From the Home Screen

To access the loan assistance application from the Home Screen, click on the Apply for Loan Assistance Here option.

Montana State Educator Information System
State of Montana Office of Public Instruction
Mail all required documents to: OPI-Licensure, PO Box 202501, Helena, MT 59620
Elsie Arntzen, Montana State Superintendent

TestCase Test Case (Educator)

Home My Licenses Reports

Location
Home

Help
Screen Help
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Logout
Logout of MSEIS

Home Page

Welcome Educator Test Case
Welcome to the new Montana State Educator Information System (MSEIS).
We will be bringing new features and updates to you on a regular basis so be sure to read your summary screen.

Apply for Loan Assistance Here
Click here to apply for loan assistance.

Apply for a Montana Educator License Here
Click here to apply for a Montana Educator License. The online application will help determine your eligibility and guide you through the process. Click on this link to start the application process.

Mail all required documents to: OPI-Licensure, PO Box 202501 Helena, MT 59620

Using the Menu

Once the Loan Assistance application closes for the year, the only way you will be able to access your application is using the menu. Click on My Licenses to be directed to the Educator Licenses Summary page.

Montana State Educator Information System
State of Montana Office of Public Instruction
Mail all required documents to: OPI-Licensure, PO Box 202501, Helena, MT 59620
Elsie Arnzen, Montana State Superintendent

Test Case (Educator)

Home My Licenses Reports

Location: Home

Help: Screen Help, Contact Support, OPI Home

Logout: Logout of MSEIS

Welcome Educator Test Case
Welcome to the new Montana State Educator Information System (MSEIS).
We will be bringing new features and updates to you on a regular basis so be sure to read your summary screen.

Apply for Loan Assistance Here
Click here to apply for loan assistance.

Apply for a Montana Educator License Here
Click here to apply for a Montana Educator License. The online application will help determine your eligibility and guide you through the process. Click on this link to start the application process.

Mail all required documents to: OPI-Licensure, PO Box 202501 Helena, MT 59620

This screen contains the recent history of an educator's license. Non-educators will see the screen shown, below. From here, click the Loan Assistance Application in the side menu.

Home My Licenses Reports

There is no degree on file for this educator.

Primary Information	Contact Information	Miscellaneous Information
Full Name: Test Case	Address:	Race:
SEID: 213502	City State, Zip:	Hispanic: Unknown
SSN: ***.**-1234	Email:	Status: SEID Generated
DOB: 1/1/1980	Home Phone:	Print Name: (Test Case)
Gender: Female	Work Phone:	
Maiden:	Alt Phone:	

Click here to edit your contact information

Print License History

Show All Applications

View	ID	Document	Description	Status	Background	Source	Received	Pay Info	Balance	Evaluator	Created	Updated
No Records Found												

Show All Licenses

To review endorsements associated with each of the licenses listed below, click on "Select".

View	Select	Duplicate	Cert ID	Class	Description	Status	Recommend	App Date	Issued	Effective	Expires	Printed?
No Records Found												

Endorsements For Selected License

Endorsement	Description	Status	Recommend	App Date	Issued	Effective	Expires
-------------	-------------	--------	-----------	----------	--------	-----------	---------

Deficiencies For Selected License

Code	Statement	Def	Removal Reason	Group	Removed	Created
------	-----------	-----	----------------	-------	---------	---------

Loan Assistance Application

The Loan Assistance Application Page

The Loan Assistance Application screen is made up of three sections: (1) Contact and Demographic Information; (2) Side Menu; and (3) Summary Information. We will cover sections (1) and (3) later. Section (2) shows your location in MSEIS by highlighting it in yellow. This menu allows you to quickly navigate to other sections of MSEIS, such as Notes and Professional Development.

Test Case Test Case (Educator)

Home My Licenses Reports

Location

Home

Educator Options

Licenses

Images

Degrees

Background

Fees

Notes

Professional Development

Print History

License History

Personal History

NBPTS

Tests

Loan Assistance Application

Help

Screen Help

Contact Support

OPI Home

Logout

Logout of MSEIS

There is no degree on file for this educator.

Primary Information	Contact Information	Miscellaneous Information
Full Name: Test Case	Address:	Race:
SEID: 213502	City State, Zip:	Hispanic: Unknown
SSN: ***-**-1234	Email:	Status: SEID Generated
DOB: 1/1/1980	Home Phone:	Print Name: (Test Case)
Gender: Female	Work Phone:	
Maiden:	Alt Phone:	

Click here to edit your contact information

Use this screen to apply for quality educator loan assistance. The eligibility requirements can be found on the Quality Educator Loan Assistance Program website. To start the application:

- (1) Confirm your contact information is current and check the box.
- (2) Click on the Click Here to Add a Loan Assistance Application link in the Quality Loan Assistance Application section.
- (3) Follow the prompts through the wizards.
- (4) Mail a copy of your most recent loan statement to the Office of Public Instruction, Attn: Loan Assistance Program, PO Box 202501, Helena, MT 59620-2501.

To edit any previously entered information, click on the Edit link next to the financial or employment information. To add new information click on the Click Here to Add Financial/Employment Information links.

Incomplete applications will not be considered; to complete the application, mail a copy of your most recent loan statement, postmarked no later than March 31, to the Office of Public Instruction, Attn: Loan Assistance Program, PO Box 202501, Helena, MT 59620-2501. This allows us to confirm the loan holder information, account number, balance and status. If you have any questions relating to the Quality Educator Loan Assistance program, contact the OPI at OPILoanAssistance@mt.gov.

Contact information is missing. Please provide a current address, email, and phone number(s).

Mail all required documents to: OPI-Licensure, PO Box 202501 Helena, MT 59620

Creating a Loan Assistance Application

Once on the Loan Assistance Application screen, it is critical that your MSEIS record contains current contact information. We need this information to contact you with questions and updates relating to your loan assistance application. This information is so important, the system will not allow you to create an application until your contact information is entered and confirmed to be current.

Primary Information	Contact Information	Miscellaneous Information
Full Name: Test Case	Address:	Race:
SEID: 213502	City State, Zip:	Hispanic: Unknown
SSN: ***-**-1234	Email:	Status: SEID Generated
DOB: 1/1/1980	Home Phone:	Print Name: (Test Case)
Gender: Female	Work Phone:	
Maiden:	Alt Phone:	

Click here to edit your contact information

Use this screen to apply for quality educator loan assistance. The eligibility requirements can be found on the Quality Educator Loan Assistance Program website. To start the application:

- (1) Confirm your contact information is current and check the box.
- (2) Click on the Click Here to Add a Loan Assistance Application link in the Quality Loan Assistance Application section.
- (3) Follow the prompts through the wizards.
- (4) Mail a copy of your most recent loan statement to the Office of Public Instruction, Attn: Loan Assistance Program, PO Box 202501, Helena, MT 59620-2501.

To edit any previously entered information, click on the Edit link next to the financial or employment information. To add new information click on the Click Here to Add Financial/Employment Information links.

Incomplete applications will not be considered; to complete the application, mail a copy of your most recent loan statement, postmarked no later than March 31, to the Office of Public Instruction, Attn: Loan Assistance Program, PO Box 202501, Helena, MT 59620-2501. This allows us to confirm the loan holder information, account number, balance and status. If you have any questions relating to the Quality Educator Loan Assistance program, contact the OPI at OPILoanAssistance@mt.gov.

Contact information is missing. Please provide a current address, email, and phone number(s).

Updating Contact Information

If your contact information is missing or incorrect, click on the button “Click here to edit your contact information” to begin the update wizard.

Primary Information	Contact Information	Miscellaneous Information
Full Name: Test Case SEID: 213502 SSN: ***-**-1234 DOB: 1/1/1980 Gender: Female Maiden:	Address: City State, Zip: Email: Home Phone: Work Phone: Alt Phone:	Race: Hispanic: Unknown Status: SEID Generated Print Name: (Test Case)
Click here to edit your contact information		

Use this screen to apply for quality educator loan assistance. The eligibility requirements can be found on the [Quality Educator Loan Assistance Program website](#). To start the application:
(1) Confirm your contact information is current and check the box.

Confirm or correct all information on the first screen. If your Last Name or Birth Date are incorrect, contact Educator Licensure at (406) 444-3150 for help. All fields marked with a red asterisk are required. Click Next to continue.

Edit Educator - Step 1 of 3

Please edit the profile information and click the Next button.

To edit your TIN/GST, Last Name, or Birth Date, contact the OPI-Licensure at cert@mt.gov.

TIN / GST: Enter your TIN or GST only if you did not provide a SSN. *

Prefix:

First Name: *

Middle Name:

Last Name: *

Maiden Name:

Print Name:

Suffix:

Gender: *

Birth Date: MM/DD/YYYY *

Hispanic: *

Race:

<input type="checkbox"/> American Indian/Alaskan Native	<input type="checkbox"/> Asian
<input type="checkbox"/> Black or African American	<input type="checkbox"/> Native Hawaiian or Pacific Islander
<input type="checkbox"/> Unknown	<input checked="" type="checkbox"/> White, Non-Hispanic

Once you have entered the required data click on the Next button.

Continue - Please continue the wizard.
 Cancel - Please cancel the wizard.

Next 

Confirm or correct all information on the second screen. All fields marked with a red asterisk are required. NOTE: After entering the Zip Code and tabbing to the next field, the City will populate. Click Next to continue.

Edit Educator - Step 2 of 3

Please enter the address information and click the Next button.

Mailing Address: *

Zip Code: *

Zip Plus4:

City: *

Country Code: *

State Code: *

Once you have entered the required data click on the Next button.

Continue - Please continue the wizard.

Cancel - Please cancel the wizard.

Confirm or correct all information on the third screen. All fields marked with a red asterisk are required. Click Submit to continue.

Edit Educator - Step 3 of 3

Please enter the contact information and click the Submit button.

Work Phone: () - ext.

Personal Phone: () - *

Email Address: *

Please enter the contact information and click the Submit button.

Save - Please save the profile information.

Cancel - Please cancel the wizard

Adding a Loan Assistance Application

Once all contact information is entered, the application appears on the Loan Assistance Application screen. Follow the instructions on the screen to complete the application. First step, confirm your contact information is current and check the box. If you do not check the box, you will see the warning, circled below.

Use this screen to apply for quality educator loan assistance. The eligibility requirements can be found on the [Quality Educator Loan Assistance Program website](#). To start the application:

- (1) Confirm your contact information is current and check the box.
- (2) Click on the Click Here to Add a Loan Assistance Application link in the Quality Loan Assistance Application section.
- (3) Follow the prompts through the wizards.
- (4) Mail a copy of your most recent loan statement to the Office of Public Instruction, Attn: Loan Assistance Program, PO Box 202501, Helena, MT 59620-2501.

To edit any previously entered information, click on the Edit link next to the financial or employment information. To add new information click on the Click Here to Add Financial/Employment Information links.

Incomplete applications will not be considered; to complete the application, mail a copy of your most recent loan statement, postmarked no later than March 31, to the Office of Public Instruction, Attn: Loan Assistance Program, PO Box 202501, Helena, MT 59620-2501. This allows you to confirm the loan holder information, account number, balance and status. If you have any questions relating to the Quality Educator Loan Assistance program, contact the OPI at OPILoanAssistance@mt.gov.

Check here to confirm all contact information is current. This is how the OPI will contact you if there are any questions regarding your application or eligibility.

Quality Loan Assistance Application			
View	Year Applied For	Loan Assistance Participant Prior to 2017	Updated
No Records Found			
Click Here to Add a Loan Assistance Application			
Verify all contact information is current. If it is current, check the box.			

Loan Assistance Application Financial Information
Deleting all financial information will create an incomplete application. To complete your application, enter at least one financial record.
Click Here to Add Financial Information

Loan Assistance Application Employment Information
Deleting all employment information will create an incomplete application. To complete your application, enter at least one employment record.
Click Here to Add Employment Information

Once the box is checked appropriately and you've clicked to add a new application, follow the prompts through the wizards. The application will prepopulate the Year Applied For. Check the box if you **did not** apply for the quality educator loan assistance program when it was active before (prior to 2017). Click Next to continue.

Add a loan assistance application - Step 1 of 3

Quality Loan Assistance Application

Loan assistance applications can only be submitted for the current school year. To add an application for the year shown, ensure the Continue radio button is selected and click the Submit button.

Year Applied For: (YYYY)

I have NOT participated in the quality educator loan assistance program prior to 2017.

Once you have entered the required data click on the Submit button.

Continue - Please continue the wizard

Cancel - Please cancel the wizard

[Next](#) 

This step allows you to enter information for one or more loans. Select your Loan Holder from the drop down, there is an "Other" to select if you do not see yours listed. Provide your Loan Account Number (numbers and letters are valid), Loan Balance (based on your most current statement), check the box if your loan status is current, and enter the name of your Loan Holder, if you selected "Other".

If you have more than one loan to enter, select "Save and Stay" then click Next to continue and this page will refresh with blank fields for you to enter more. Once you complete the information for all your loans, select "Continue" and click Next.

Add a loan assistance application - Step 2 of 3

Loan Assistance Application - Financial Information

Loan assistance Financial information can only be submitted for the current school year. To add a Financial record for the year shown, ensure the Continue or Save and Stay radio button is selected and click the Submit button. If you have multiple loans, select the Save and Stay radio button to enter information about each loan, then select Continue and click the Next button.

Financial Information:

Loan Holder:

Loan Account Number:

Loan Balance: (99999.99)

Loan is current:

Other Loan Holder Name

.....

Once you have entered the required data click on the Submit button.

Continue - Please continue the wizard

Save and Stay - I have additional Financial information to enter

Cancel - Please cancel the wizard

This step is similar to the loan screen, as it allows you to enter information for one or more employing districts/schools. As you make selections from the drop downs, the other drop down lists in the screen will update. Some positions cover an entire district, such as Superintendents or School Nurse, so a school does not need to be selected. Other positions are school specific, thus requiring a school to be selected, such as a Teacher or School Counselor. A list of each position with their district/school requirement is at the end of this document. Provide your current employing district, school (if needed), position, and initial hire date for the district.

If you have more than one employment record to enter, select "Save and Stay" then click Next to continue and this page will refresh with blank fields for you to enter more. Once you complete the information for all employment, select "Continue" and click Submit.

Add a loan assistance application - Step 3 of 3

Loan Assistance Application - Employment Information

Loan assistance employment information can only be submitted for the current school year. To add an employment record for the year shown, ensure the Continue or Save and Stay radio button is selected and click the Submit button. If you are employed at more than one district/school or in more than one position, select the Save and Stay radio button to enter information about each position, then select Continue and click the Next button.

Employment Information:
Employing District: Augusta Elem (0502) ▼
Employing School: Augusta Elementary School (0676) ▼
Position: Teacher - General Education (TC01) ▼
Initial Hire Date: 8/26/2019 (MM/DD/YYYY)

Once you have entered the required data click on the Submit button.

Continue - Please continue the wizard
 Save and Stay - I have additional Employment information to enter
 Cancel - Please cancel the wizard

Previous Submit

Once all information is complete, you are directed back to the Loan Assistance Application screen, where all the information entered can be reviewed.

Check here to confirm all contact information is current. This is how the OPI will contact you if there are any questions regarding your application or eligibility.

Quality Loan Assistance Application			
View	Year Applied For	Loan Assistance Participant Prior to 2017	Updated
Select	2020	Yes	TestCase - 02/09/2020
A loan application already exists for the current school year.			

Loan Assistance Application Financial Information							
Edit	Institution	Other Institution	Loan Account Number	Loan Balance	Loan Current	Updated	Delete
Edit	Other	Test Loan Holder	1a2b3c	10000.00	Yes	TestCase - 02/09/2020	Delete
Edit	HESC/Edfinancial		TC000007	5124.79	Yes	TestCase - 02/09/2020	Delete
Deleting all financial information will create an incomplete application. To complete your application, enter at least one financial record.							
Click Here to Add Financial Information							

Loan Assistance Application Employment Information						
Edit	District	School	Position	Initial Hire Date	Updated	Delete
Edit	Augusta Elem	Augusta Elementary School	Teacher - General Education	8/26/2019	TestCase - 02/09/2020	Delete
Edit	Absarokee Elem	Absarokee 6-8	Teacher - General Education	8/26/2019	TestCase - 02/09/2020	Delete
Deleting all employment information will create an incomplete application. To complete your application, enter at least one employment record.						
Click Here to Add Employment Information						

Note: In the future, you may have more than one application on record. To see the information for a specific loan, you must click "Select" next to the year you are interested in reviewing.

Quality Loan Assistance Application			
View	Year Applied For	Loan Assistance Participant Prior to 2017	Updated
Select	2020	Yes	TestCase - 02/09/2020
A loan application already exists for the current school year.			

How to Edit or Delete Records

Once all information is entered into the application, if you find an error when reviewing it, the financial and employment information can be edited while the application is open. After the application closes, you will need to contact the OPI at OPILoanAssistance@mt.gov for help.

Financial Information

To edit financial information, click "Edit" next to the record.

Loan Assistance Application Financial Information							
Edit	Institution	Other Institution	Loan Account Number	Loan Balance	Loan Current	Updated	Delete
Edit	Other	Test Loan Holder	1a2b3c	10000.00	Yes	TestCase - 02/09/2020	Delete
Edit	HESC/Edfinancial		TC000007	5124.79	Yes	TestCase - 02/09/2020	Delete
Deleting all financial information will create an incomplete application. To complete your application, enter at least one financial record.							
Click Here to Add Financial Information							

The screen will prepopulate with all the recorded information. Change any field and click Submit to record the changes.

Edit a loan assistance financial record - Step 1 of 1

Loan Assistance Application - Financial Information
Please update the loan assistance financial information and click the Next button.

Financial Information:
 Loan Holder: Other
 Loan Account Number: 1a2b3c
 Loan Balance: 9876.12 (99999.99)
 Loan is current:
 Other Loan Holder Name: Test Loan Holder
 Created By: 52850
 Created Date: 2/9/2020 2:56:04 PM

Once you have entered the required data click on the Submit button.

Continue - Please continue the wizard
 Cancel - Please cancel the wizard

Submit

The information is updated on the Loan Assistance Application screen.

Loan Assistance Application Financial Information							
Edit	Institution	Other Institution	Loan Account Number	Loan Balance	Loan Current	Updated	Delete
Edit	Other	Test Loan Holder	1a2b3c	9876.12	Yes	TestCase - 02/09/2020	Delete
Edit	HESC/Edfinancial		TC000007	5124.79	Yes	TestCase - 02/09/2020	Delete

Deleting all financial information will create an incomplete application. To complete your application, enter at least one financial record.

[Click Here to Add Financial Information](#)

To delete a financial record, click "Delete" next to the record.

Loan Assistance Application Financial Information							
Edit	Institution	Other Institution	Loan Account Number	Loan Balance	Loan Current	Updated	Delete
Edit	Other	Test Loan Holder	1a2b3c	9876.12	Yes	TestCase - 02/09/2020	Delete
Edit	HESC/Edfinancial		TC000007	5124.79	Yes	TestCase - 02/09/2020	Delete

Deleting all financial information will create an incomplete application. To complete your application, enter at least one financial record.

[Click Here to Add Financial Information](#)

The screen will prepopulate with all the recorded information. To confirm you want to delete this record, click Submit. If you do not want to delete the record, select Cancel, then click Submit.

Delete a loan assistance financial record - Step 1 of 1

Loan Assistance Application - Financial Information

Please review the loan assistance financial information and click the Submit button.

Financial Information:

Loan Holder: HESC/Edfinancial

Loan Account Number: TC000007

Loan Balance: 5124.79 (99999.99)

Loan is current:

Created By: 52850
Created Date: 2/9/2020 2:56:51 PM

Once you have reviewed the data click on the Submit button.

Delete - Please delete the loan assistance financial record.

Cancel - Please cancel the wizard

Submit

NOTE: Once a record is deleted, the information will no longer exist in MSEIS, there is no way to get the deleted information back.

Loan Assistance Application Financial Information							
Edit	Institution	Other Institution	Loan Account Number	Loan Balance	Loan Current	Updated	Delete
Edit	Other	Test Loan Holder	1a2b3c	9876.12	Yes	TestCase - 02/09/2020	Delete
Deleting all financial information will create an incomplete application. To complete your application, enter at least one financial record.							
Click Here to Add Financial Information							

If you need to add a new financial record, click on "Click Here to Add Financial Information".

Loan Assistance Application Financial Information							
Edit	Institution	Other Institution	Loan Account Number	Loan Balance	Loan Current	Updated	Delete
Edit	Other	Test Loan Holder	1a2b3c	9876.12	Yes	TestCase - 02/09/2020	Delete
Deleting all financial information will create an incomplete application. To complete your application, enter at least one financial record.							
Click Here to Add Financial Information							

Enter all the required information, entering as many records as necessary, and click Submit.

Add a loan assistance financial record - Step 1 of 1

Loan Assistance Application - Financial Information

Loan assistance Financial information can only be submitted for the current school year. To add a Financial record for the year shown, ensure the Continue or Save and Stay radio button is selected and click the Submit button. If you have multiple loans, select the Save and Stay radio button to enter information about each loan, then select Continue and click the Next button.

Financial Information:

Loan Holder: Granite State - GSMR

Loan Account Number: GS8723470

Loan Balance: 1001.53 (99999.99)

Loan is current:

Once you have entered the required data click on the Submit button.

Continue - Please continue the wizard
 Save and Stay - I have additional Financial information to enter
 Cancel - Please cancel the wizard

Submit

The Financial Information immediately appears in the table.

Loan Assistance Application Financial Information							
Edit	Institution	Other Institution	Loan Account Number	Loan Balance	Loan Current	Updated	Delete
Edit	Other	Test Loan Holder	1a2b3c	9876.12	Yes	TestCase - 02/09/2020	Delete
Edit	Granite State - GSMR		GS8723470	1001.53	Yes	TestCase - 02/09/2020	Delete

Deleting all financial information will create an incomplete application. To complete your application, enter at least one financial record.

[Click Here to Add Financial Information](#)

Employment Information

To edit employment information, click "Edit" next to the record.

Loan Assistance Application Employment Information							
Edit	District	School	Position	Initial Hire Date	Updated	Delete	
Edit	Augusta Elem	Augusta Elementary School	Teacher - General Education	8/26/2019	TestCase - 02/09/2020	Delete	Delete
Edit	Absarokee Elem	Absarokee 6-8	Teacher - General Education	8/26/2019	TestCase - 02/09/2020	Delete	Delete

Deleting all employment information will create an incomplete application. To complete your application, enter at least one employment record.

[Click Here to Add Employment Information](#)

The screen will prepopulate with all the recorded information. Change any field and click Submit to record the changes.

Edit a loan assistance employment record - Step 1 of 1

Loan Assistance Application - Employment Information

Please update the loan assistance employment information and click the Next button.

Employment Information:

Employing District: Augusta Elem (0502) ▼
Employing School: Augusta Elementary School (0676) ▼
Position: Teacher - Title I (TC02) ▼ 

Initial Hire Date: 8/26/2019 (MM/DD/YYYY)
Created By: 52850
Created Date: 2/9/2020 3:11:57 PM

Once you have entered the required data click on the Submit button.

Continue - Please continue the wizard
 Cancel - Please cancel the wizard

 **Submit** 

The information is updated on the Loan Assistance Application screen.

Loan Assistance Application Employment Information						
Edit	District	School	Position	Initial Hire Date	Updated	Delete
Edit	Augusta Elem	Augusta Elementary School	Teacher - Title I	8/26/2019	TestCase - 02/09/2020	Delete
Edit	Absarokee Elem	Absarokee 6-8	Teacher - General Education	8/26/2019	TestCase - 02/09/2020	Delete

Deleting all employment information will create an incomplete application. To complete your application, enter at least one employment record.

[Click Here to Add Employment Information](#)

To delete an employment record, click "Delete" next to the record.

Loan Assistance Application Employment Information						
Edit	District	School	Position	Initial Hire Date	Updated	Delete
Edit	Augusta Elem	Augusta Elementary School	Teacher - Title I	8/26/2019	TestCase - 02/09/2020	Delete
Edit	Absarokee Elem	Absarokee 6-8	Teacher - General Education	8/26/2019	TestCase - 02/09/2020	Delete

Deleting all employment information will create an incomplete application. To complete your application, enter at least one employment record.

[Click Here to Add Employment Information](#)

The screen will prepopulate with all the recorded information. To confirm you want to delete this record, click Submit. If you do not want to delete the record, select Cancel, then click Submit.

Delete a loan assistance employment record - Step 1 of 1

Loan Assistance Application - Employment Information

Please review the loan assistance employment information and click the Submit button.

Employment Information:

Employing District: Absarokee Elem (0861)
Employing School: Absarokee 6-8 (1775)
Position: Teacher - General Education (TC01)
Initial Hire Date: 8/26/2019 (MM/DD/YYYY)
Created By: 52850
Created Date: 2/9/2020 3:12:16 PM

Once you have reviewed the data click on the Submit button.

Delete - Please delete the loan assistance employment record.
 Cancel - Please cancel the wizard

Submit

NOTE: Once a record is deleted, the information will no longer exist in MSEIS, there is no way to get the deleted information back.

Loan Assistance Application Employment Information						
Edit	District	School	Position	Initial Hire Date	Updated	Delete
Edit	Augusta Elem	Augusta Elementary School	Teacher - Title I	8/26/2019	TestCase - 02/09/2020	Delete

Deleting all employment information will create an incomplete application. To complete your application, enter at least one employment record.

[Click Here to Add Employment Information](#)

If you need to add a new employment record, click on "Click Here to Add Employment Information".

Loan Assistance Application Employment Information						
Edit	District	School	Position	Initial Hire Date	Updated	Delete
Edit	Augusta Elem	Augusta Elementary School	Teacher - Title I	8/26/2019	TestCase - 02/09/2020	Delete

Deleting all employment information will create an incomplete application. To complete your application, enter at least one employment record.

[Click Here to Add Employment Information](#)

Enter all the required information, entering as many records as necessary, and click Submit.

Add a loan assistance employment record - Step 1 of 1

Loan Assistance Application - Employment Information

Loan assistance employment information can only be submitted for the current school year. To add an employment record for the year shown, ensure the Continue or Save and Stay radio button is selected and click the Submit button. If you are employed at more than one district/school or in more than one position, select the Save and Stay radio button to enter information about each position, then select Continue and click the Next button.

Employment Information:
Employing District: Augusta Elem (0502)
Employing School: Augusta 7-8 (1722)
Position: Teacher - Title I (TC02)
Initial Hire Date: 8/26/2019 (MM/DD/YYYY)

Once you have entered the required data click on the Submit button.

Continue - Please continue the wizard
 Save and Stay - I have additional Employment information to enter
 Cancel - Please cancel the wizard

Submit

The Employment Information immediately appears in the table.

Loan Assistance Application Employment Information						
Edit	District	School	Position	Initial Hire Date	Updated	Delete
Edit	Augusta Elem	Augusta Elementary School	Teacher - Title I	8/26/2019	TestCase - 02/09/2020	Delete
Edit	Augusta Elem	Augusta 7-8	Teacher - Title I	8/26/2019	TestCase - 02/09/2020	Delete

Deleting all employment information will create an incomplete application. To complete your application, enter at least one employment record.

[Click Here to Add Employment Information](#)

Employment Position List

Position	District	School	Special Ed Cooperative
Activities/Athletic Director (Incl. Evaluation Duties) (AD20)	1	1	0
Activities/Athletic Director (No Evaluation Duties - Reqs Lic) (PC20)	1	1	0
Assistant Administrator (Class 3) (AD33)	1	0	0
Assistant Principal (AD35)	0	1	0
Assistant Superintendent (AD32)	1	0	0
Audiologist (SE10)	1	1	1
Curriculum Coordinator (AD39)	1	0	1
Dean of Students (AD36)	1	0	0
Dean of Students (No Evaluation Duties - Reqs Lic) (PC36)	0	1	0
Diagnostic/Eval Staff (SE13)	1	1	1
Instructional Coach (Provides supplemental services to teachers) (PC50)	1	1	0
Librarian/Media Specialist (SP22)	0	1	0
Licensed Addiction Counselor (includes Candidate and Temporary) (SP40)	1	1	0
Licensed Professional Counselor (SP29)	1	1	1
Licensed Psychologist without Educator License (SP32)	1	1	1
Occupational Therapist (SE22)	1	1	1
Occupational Therapy Assistant (SE53)	1	1	1
Physical Therapist (SE28)	1	1	1
Physical Therapy Assistant (SE65)	1	1	1
Principal (AD34)	0	1	0
Program Coordinator (Incl. Evaluation Duties) (AD10)	1	1	0
Program Coordinator (No Evaluation Duties - Reqs Lic) (PC10)	1	1	0
School Counselor, General Education (SP21)	0	1	0
School Counselor, Special Education (SP27)	0	1	1
School Nurse - General Education (SP69)	1	1	0
School Nurse, Special Education (SE69)	1	1	1
School Psychologist, General Education (SP23)	1	1	0
School Psychologist, Special Education (SP24)	1	1	1
Social Worker - General Education (SP35)	1	1	0
Social Worker, Special Education (SP30)	1	1	1
Special Education Cooperative Director (AD42)	0	0	1
Special Education Director (AD40)	1	0	0
Speech-Language Pathologist (SE40)	1	1	1
Superintendent (AD31)	1	0	0
Supervising Teacher (TC07)	1	1	0
Teacher - General Education (TC01)	0	1	0
Teacher - Gifted and Talented (TC11)	0	1	0
Teacher - Special Education (TC03)	0	1	1
Teacher - Title I (TC02)	0	1	0