# 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”.

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[Image of MSEIS/TEAMS Login screen]

This system is the property of the Office of Public Instruction. Unauthorized use is a violation of Montana Code Annotated § 45-8-311. 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.

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

Enter a current email address, this will be used if you ever forget your password. Then click Next.
Enter an easy-to-remember user name. Then click Next.

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

Enter your town of birth, this may be used if you ever need to contact the help desk. Then click Next.
Confirm your user name, if this is not correct, click Previous, otherwise click Submit.

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

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.

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

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.

From the Home Screen

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

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.
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.

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.
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.

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.
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.

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

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

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.

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

The information is updated on the Loan Assistance Application screen.

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

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

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

![Loan Assistance Application - Financial Information](image)
Enter all the required information, entering as many records as necessary, and click Submit.

The Financial Information immediately appears in the table.

Employment Information
To edit employment information, click “Edit” next to the record.
The screen will prepopulate with all the recorded information. Change any field and click Submit to record the changes.

The information is updated on the Loan Assistance Application screen.

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

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

If you need to add a new employment record, click on “Click Here to Add Employment Information”.
Enter all the required information, entering as many records as necessary, and click Submit.

The Employment Information immediately appears in the table.
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<th>Position</th>
<th>District</th>
<th>School</th>
<th>Special Ed Cooperative</th>
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<td>Librarian/Media Specialist (SP22)</td>
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