



Montana
Office of Public Instruction
Elsie Arntzen, State Superintendent
opi.mt.gov

SEID Creation

All the new SEID creations will be completed in the new Teacher Licensure application, Teach MT (TMT). There will be a few steps needed to start this process.

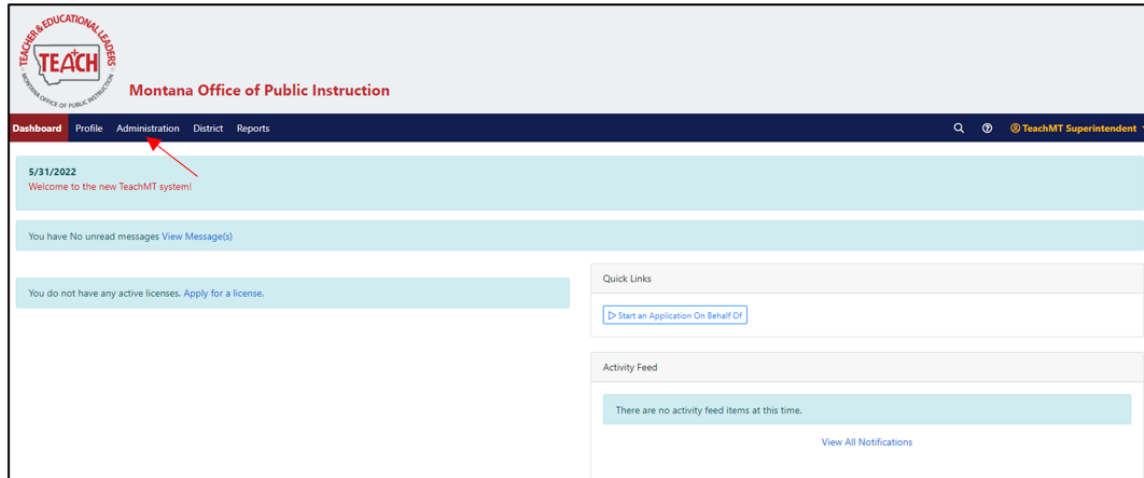
1. You will need to create an account in TMT which you can do here [OPI Licensure \(teachmontana.com\)](http://opi.mt.gov/teachmontana.com) by clicking register
2. Your district superintendent will need to log-in to TMT and create a staff assignment for you as the **District Finance role or HR Role**.
 - a. District superintendents can also log-in and create SEIDs
3. Once that has been done you can create SEIDs by logging in under the administration tab
4. You will need to wait a day to be able to add those individuals to the Terms of Employment screen while they are uploaded from TMT over to TEAMS.

TeachMT

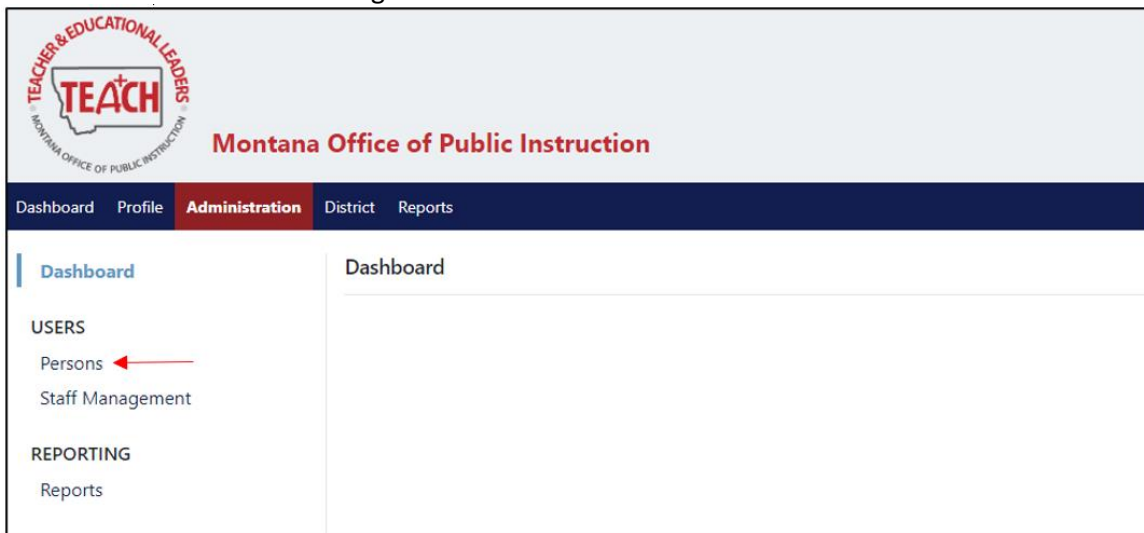
District – Create Person

<https://teachmontana.com>

From your dashboard, click **Administration**.



Click **Persons** from the left navigation.



Click **+ New Person**.

The screenshot shows the TEACH MT interface. The top navigation bar includes 'Dashboard', 'Profile', 'Administration' (selected), 'District', and 'Reports'. The left sidebar lists 'USERS' (Persons, Staff Management) and 'REPORTING' (Reports). The main content area is titled 'Person Search' and contains a '+ New Person' button with a red arrow pointing to it. Below the button are input fields for 'Educator First/Middle/Preferred Name', 'Educator Last/Maiden Name', 'Email Address', 'Phone Number', 'SEID', 'SSN (Last 4)', and 'Date of Birth'. A 'Search' button and a 'Basic Search' link are at the bottom.

Complete each field with the person's information. Click **Save**.

The 'Invite Person' modal form is shown. It has fields for 'Email *', 'First Name *', 'Last Name *', 'Date of Birth *', and 'Social Security Number *'. The 'Classified Person' checkbox is checked. A red note states: '*NOTE: An invitation email will be sent to the Email specified.' The 'Save' button is highlighted with a red arrow.

NOTE: The person will be automatically marked as Classified. If the person will be applying for a teaching license, remove the Classified check from the box.

To see the SEID created for the user, enter their name in the Person Search, and click **Search**.

The screenshot shows the TEACH MT interface with the 'Person Search' form. The 'Search' button is highlighted with a red arrow. The input fields for 'Educator First/Middle/Preferred Name' and 'Educator Last/Maiden Name' contain the text 'Test' and 'User' respectively.

Click on the person's name.

Person Search [+ New Person](#)

Educator First/Middle/Preferred Name: Educator Last/Maiden Name: Email Address:

Phone Number: SEID: SSN (Last 4): Date of Birth:

[Search](#) [Basic Search](#)


10 [Filter:](#)

EDUCATOR	DOB	EMAIL
User, Test	01/01/2002	testuser@email.com

Showing 1 to 1 of 1 entries

[Previous](#) [1](#) [Next](#)

Their SEID will be displayed under their name and listed beside SEID.

 **Montana Office of Public Instruction**

[Dashboard](#) [Profile](#) [Administration](#) [District](#) [Reports](#)

Test User (233506)

Profile

LICENSES

[Applications](#)

[Licenses](#)

GENERAL

[Documents](#)

[Experience](#)

[PRAXIS Tests](#)

EDUCATION

[Degrees](#)

[Out of State License](#)

[Professional Development](#)

Personal Information [Edit](#)

SEID: 233506

The user SEID

SSN: XXX-XX-5124

Full Name: Test User

Full name including prefix and suffix

Date of Birth: 1/1/2002

Date of birth

Email (Primary): Person does not have a user account

The email account associated to this user and used for system notifications or logging in

Email (Secondary): testuser@email.com

The email associated to this user

Addresses: [+ Add](#)

Phone Numbers: [+ Add](#)

Preferred Timezone: Person does not have a user account

TeachMT

Staff Assignments - District

<https://teachmontana.com>

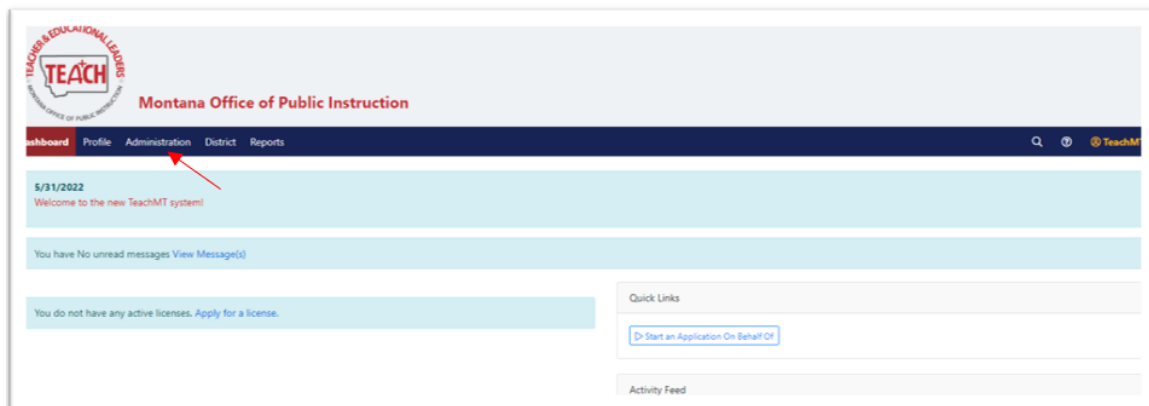
Contents

Editing Existing Staff	1
Deleting Staff	4
Adding Staff	5

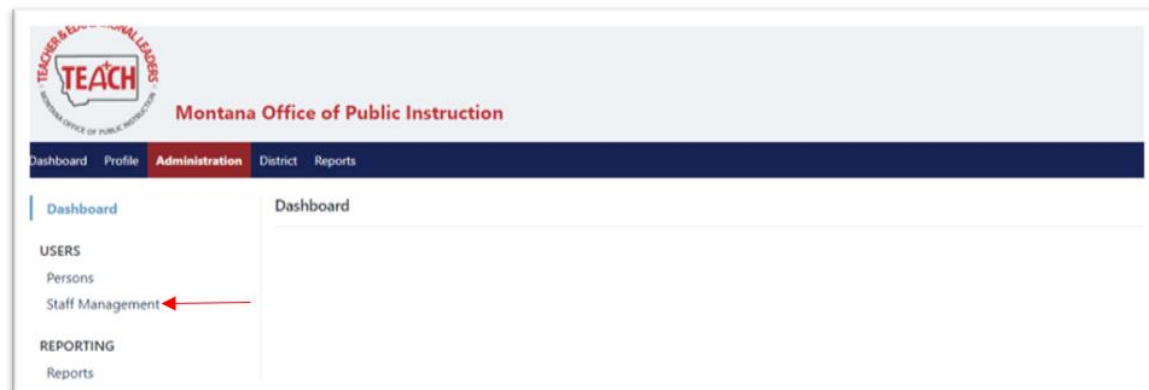
Staff can be managed on the District or School level.

Editing Existing Staff

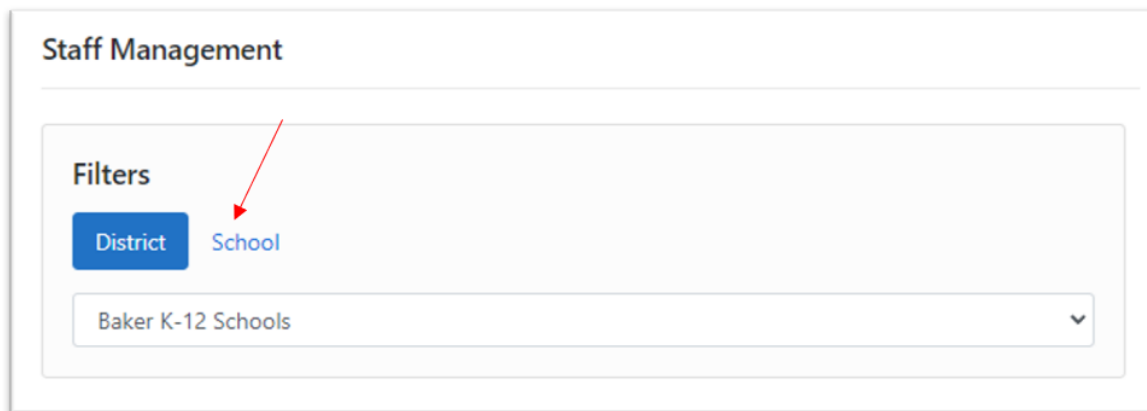
From the Dashboard, click **Administration**.



Click **Staff Management**.

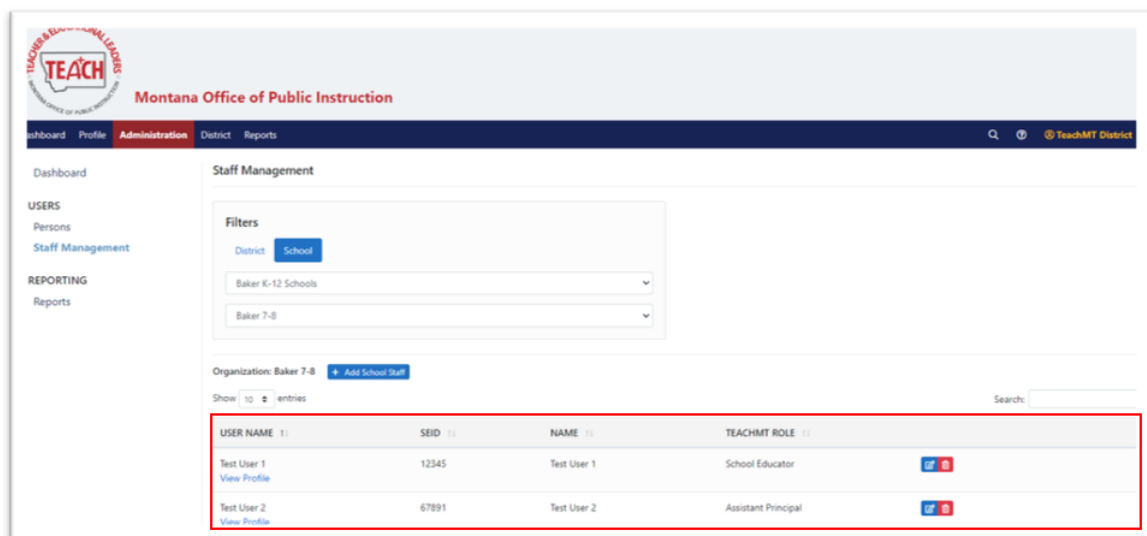


Select the District or School Filter.



The image shows a 'Staff Management' interface with a 'Filters' section. It contains two buttons: 'District' and 'School'. A red arrow points to the 'School' button. Below the buttons is a dropdown menu currently showing 'Baker K-12 Schools'.

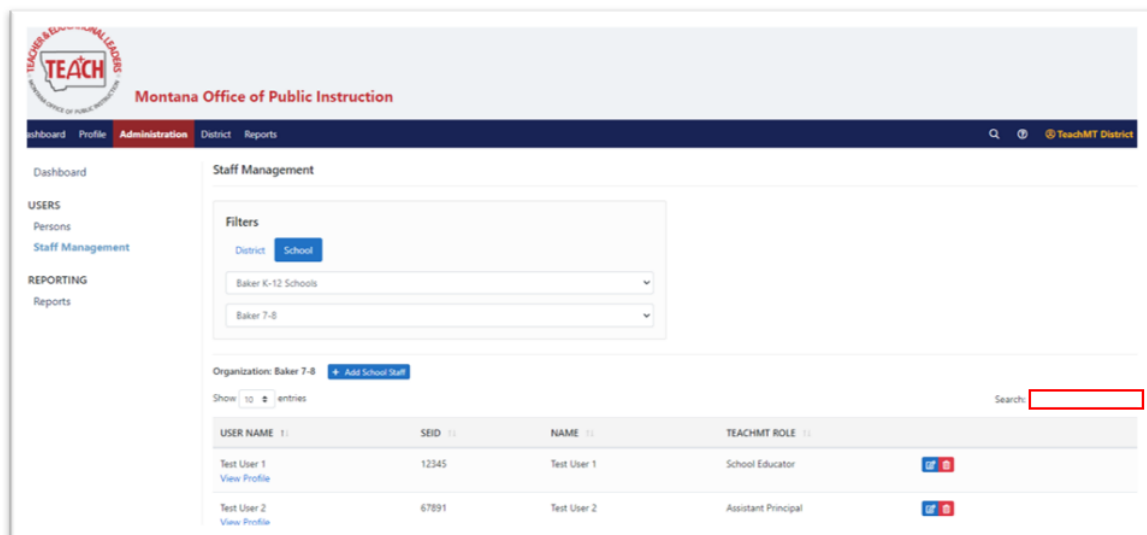
A list of current staff will be shown.



The image shows the full 'Staff Management' page. It includes a sidebar with navigation links like 'Dashboard', 'Users', and 'Reporting'. The main content area shows the 'Filters' section with 'District' and 'School' buttons, and a dropdown menu set to 'Baker K-12 Schools'. Below this is a table of staff members. A red box highlights the table content.

USER NAME	SEID	NAME	TEACHMT ROLE
Test User 1 View Profile	12345	Test User 1	School Educator
Test User 2 View Profile	67891	Test User 2	Assistant Principal

You can filter the results using the Search bar to the right of the page.





The image shows the full 'Staff Management' page, identical to the previous one, but with a red box highlighting the search bar located to the right of the table.

To edit the staff record for a current educator, click on the edit icon to the right of the educator's name.

Organization: Baker 7-8 [+ Add School Staff](#)

Show entries

USER NAME	SEID	NAME	TEACHMT ROLE
Test User 1 View Profile	12345	Test User 1	School Educator 
Test User 2 View Profile	67891	Test User 2	Assistant Principal 

Choose the permitted TeachMT Role and click **Next**.

Edit Staff

2. Select TeachMT Role

Selected User

Name: Test User
Username: testuser1
Email: testuser1@gmail.com
Date of Birth: 06/10/1999
School Educator @ Baker 7-8 School Educator @ Baker High School

Permitted TeachMT Roles

☐ Principal
☐ Assistant Principal
☒ School Educator

[Cancel](#) [Next](#)

If you are changing the role of the educator, you will be asked to confirm your changes.

Edit Staff

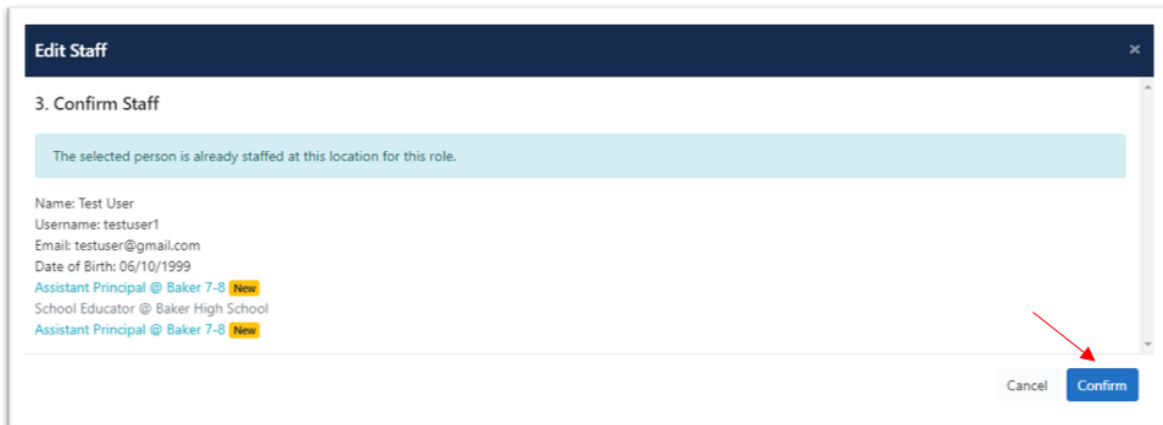
3. Confirm Staff

Please confirm that you are staffing the current user as listed below.

Name: Test User
Username: testuser1
Email: testuser1@gmail.com
Date of Birth: 06/10/1999
School Educator @ Baker 7-8
School Educator @ Baker High School
[Assistant Principal @ Baker 7-8](#) **New**

[Cancel](#) [Confirm](#)

If you are not making a change, you will get a message that the person is already staffed in this role. Click **Confirm**.



Edit Staff

3. Confirm Staff

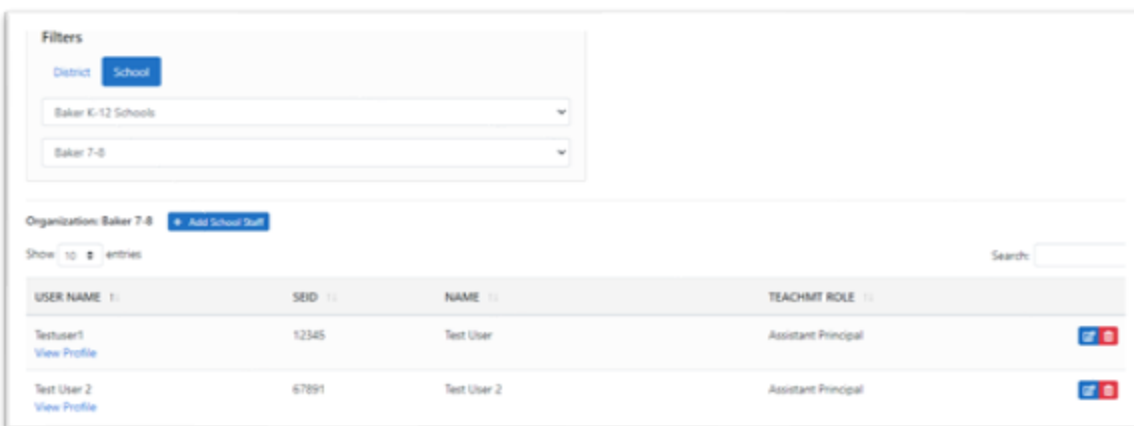
The selected person is already staffed at this location for this role.

Name: Test User
Username: testuser1
Email: testuser@gmail.com
Date of Birth: 06/10/1999
Assistant Principal @ Baker 7-8 **New**
School Educator @ Baker High School
Assistant Principal @ Baker 7-8 **New**

Cancel **Confirm**

Deleting Staff

To delete staff, click the red trash can icon next to the educator's name.



Filters

District School

Baker K-12 Schools

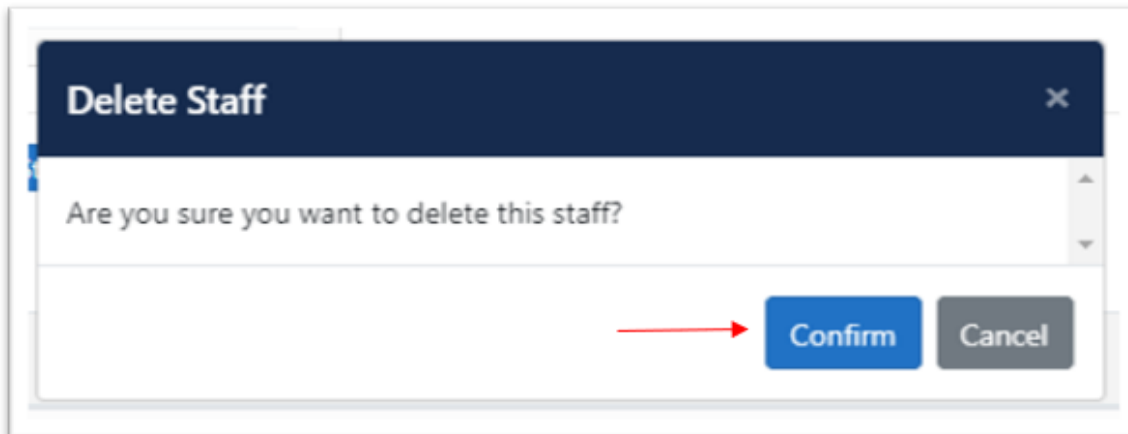
Baker 7-8

Organization: Baker 7-8 **Add School Staff**

Show 10 entries Search

USER NAME	SEID	NAME	TEACHMT ROLE
Testuser1 View Profile	12345	Test User	Assistant Principal
Test User 2 View Profile	67891	Test User 2	Assistant Principal

Click **Confirm**.



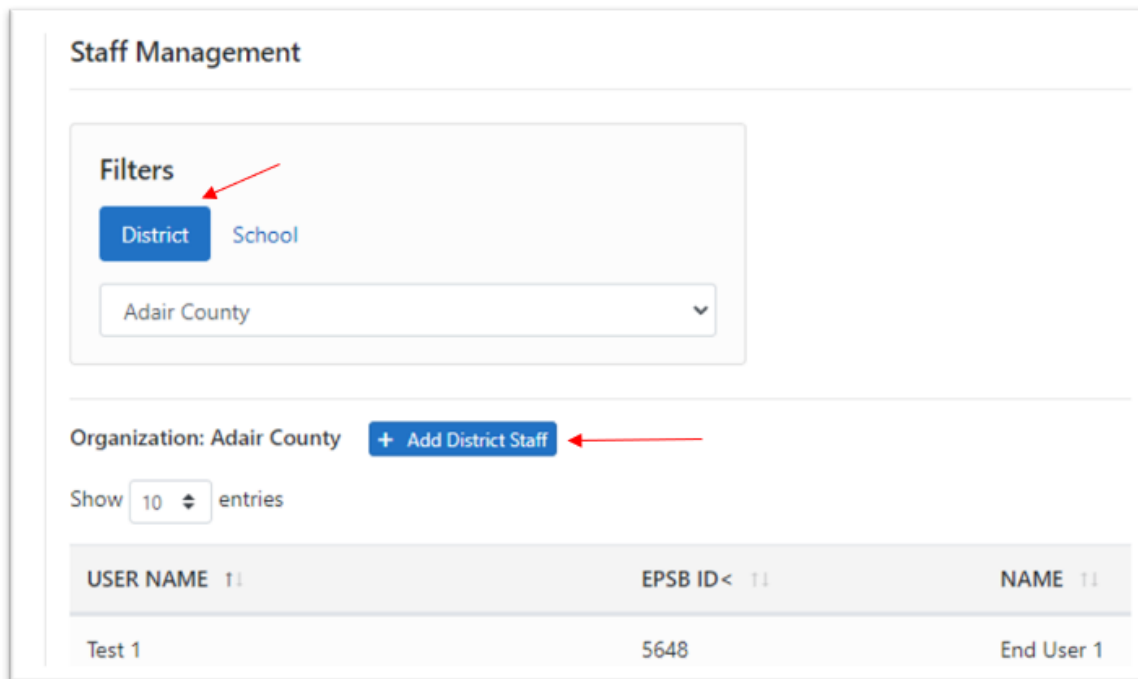
Delete Staff

Are you sure you want to delete this staff?

Confirm Cancel

Adding Staff

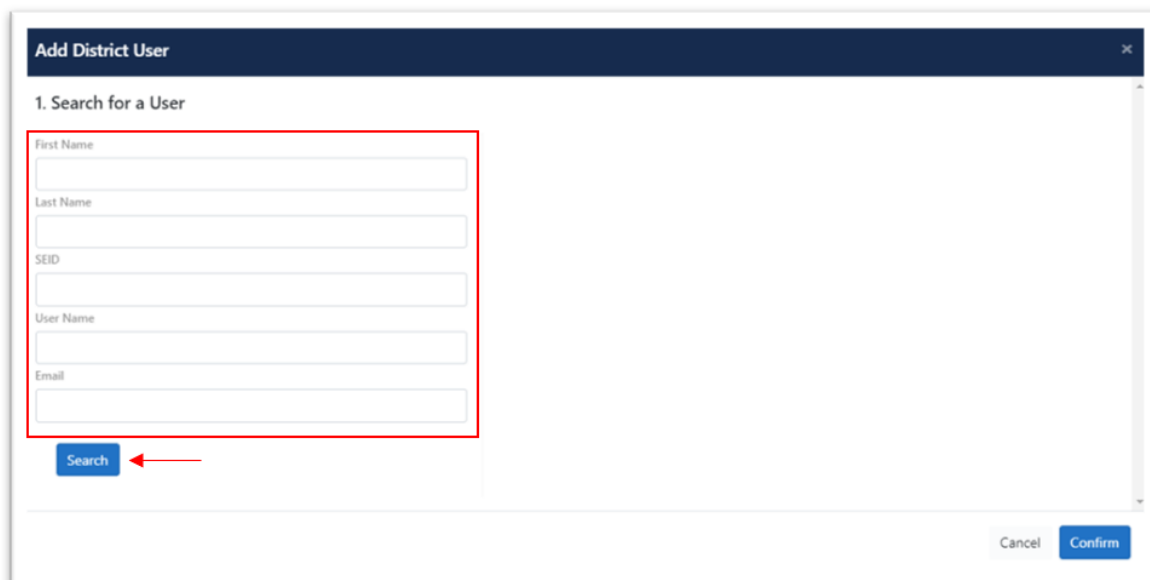
To add Staff at the District Level, click on ***District*** and then ***+Add District Staff***.



The screenshot shows the 'Staff Management' interface. At the top, there's a 'Filters' section with two tabs: 'District' (selected) and 'School'. Below the tabs is a dropdown menu showing 'Adair County'. To the right of the dropdown is a blue button labeled '+ Add District Staff'. Below the filters, it says 'Organization: Adair County' and 'Show 10 entries'. At the bottom, there's a table with three columns: 'USER NAME', 'EPSB ID', and 'NAME'. The table contains one row with the values 'Test 1', '5648', and 'End User 1'.

USER NAME	EPSB ID	NAME
Test 1	5648	End User 1

Search for the user by any combination of First Name, Last Name, EPSB ID, Username and Email. Click ***Search***.



The screenshot shows the 'Add District User' dialog box. It has a title bar with a close button. Below the title bar, it says '1. Search for a User'. There are five input fields: 'First Name', 'Last Name', 'SEID', 'User Name', and 'Email'. A red box highlights these five fields. Below the fields is a blue button labeled 'Search'. At the bottom right, there are two buttons: 'Cancel' and 'Confirm'.

Choose the educator from the list on the right and click **Confirm**.

Add District User

1. Search for a User

First Name
test

Last Name
user

SEID

User Name

Email

Search

Here are the top 1 results for your search.

☒ Test User
Date of Birth: 11/23/1981
School Educator @ Granite High School
District Staff @ Philipsburg K-12 Schools

Cancel Confirm

Assign them a role from the Permitted TeachMT Roles and click **Confirm**.

Add District User

2. Select TeachMT Role

Selected User

Name: Test User
Username: jgraham34
Email: grahamj@pburg.k12.mt.us
Date of Birth: 11/23/1981
District Staff @ Philipsburg K-12 Schools

Permitted TeachMT Roles

☐ Superintendent Designee
☐ HR Director
☒ HR Designee
☐ District Staff
☐ District Educator

Cancel Confirm

Confirm your selections by clicking **Confirm**.

Add District User

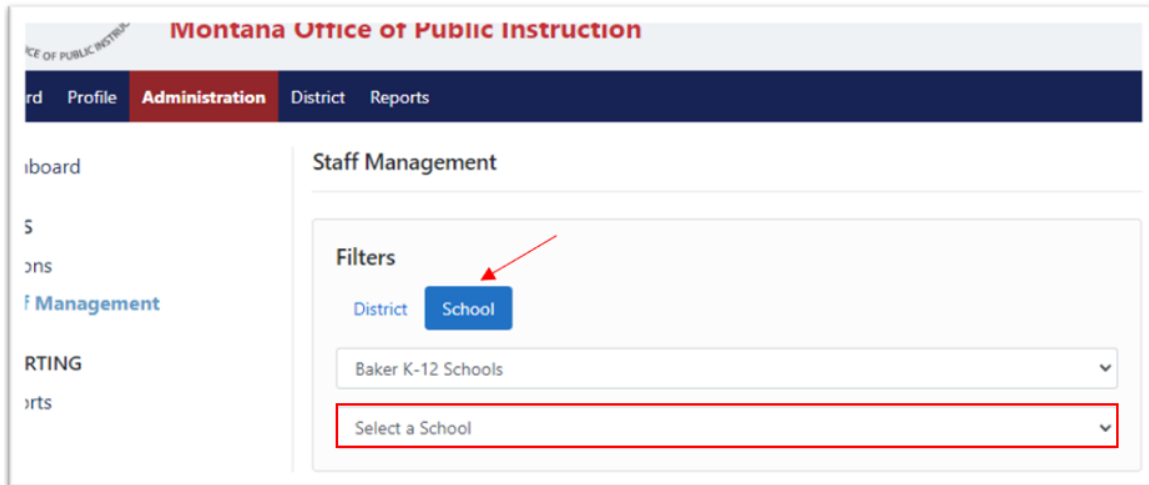
3. Confirm Staff

Please confirm that you are staffing the current user as listed below.

Name: Test User
Username: Testuser1
Email: testuser@gmail.com
Date of Birth: 11/23/1981
District Staff @ Philipsburg K-12 Schools
HR Designee @ Baker K-12 Schools **New**

Cancel Confirm

To add School staff, the process will be very similar. Click on ***School*** and then select the School from the drop down list.



Montana Office of Public Instruction

Board Profile **Administration** District Reports

Dashboard
Staff Management
Reporting
Forms

Staff Management

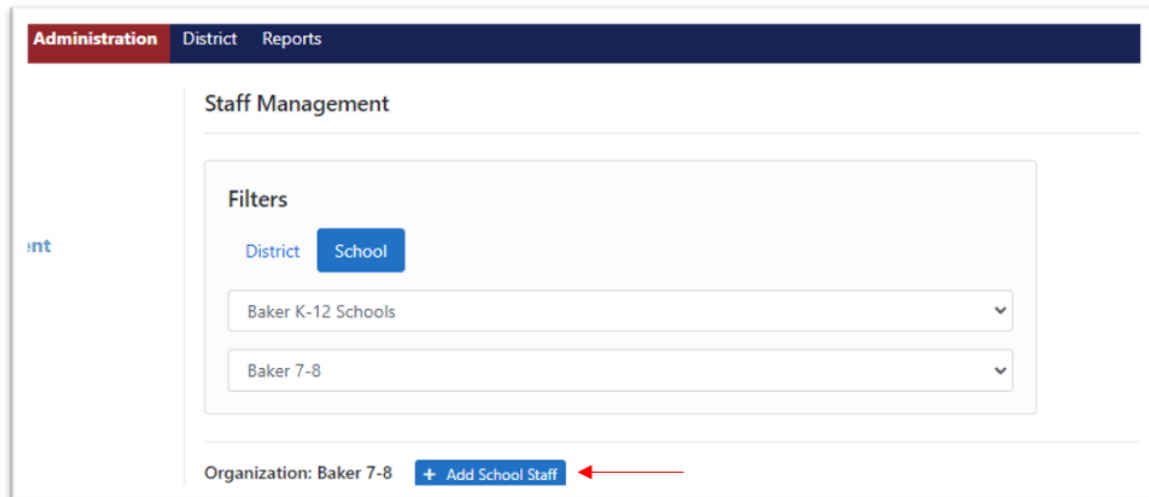
Filters

District School

Baker K-12 Schools

Select a School

Click **+Add Staff**.



Administration District Reports

Staff Management

Filters

District School

Baker K-12 Schools

Baker 7-8

Organization: Baker 7-8 + Add School Staff

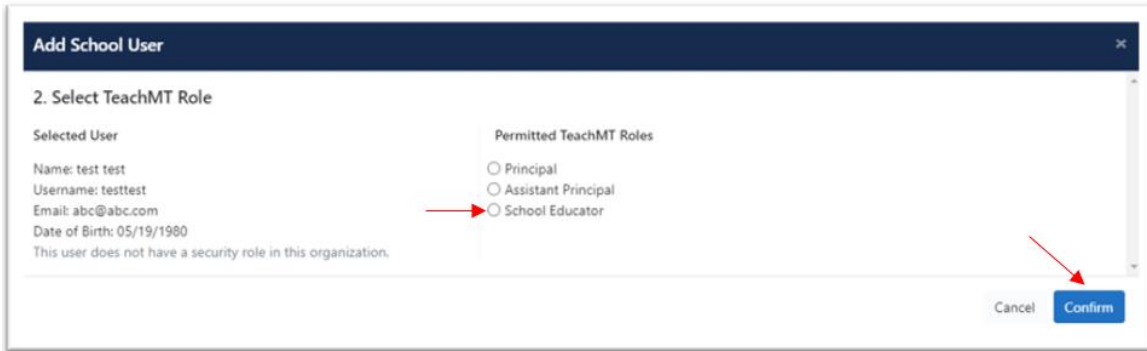
Search for the user by any combination of First Name, Last Name, EPSB ID, Username and Email. Click **Search**.

The screenshot shows a dialog box titled "Add District User" with a close button (X) in the top right corner. Below the title bar, the text "1. Search for a User" is displayed. On the left side, there is a vertical stack of six text input fields labeled "First Name", "Last Name", "SEID", "User Name", and "Email". These fields are enclosed in a red rectangular box. Below the "Email" field is a blue "Search" button, which is pointed to by a red arrow. At the bottom right of the dialog, there are two buttons: a grey "Cancel" button and a blue "Confirm" button.

Choose the educator from the list on the right and click **Confirm**.

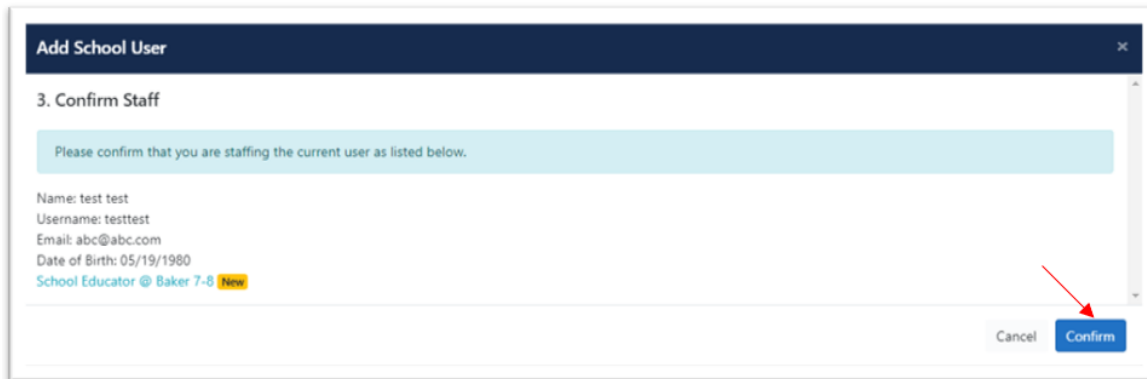
This screenshot shows the same "Add District User" dialog box after a search. The "First Name" field now contains the text "test" and the "Last Name" field contains "user". To the right of the input fields, a message reads "Here are the top 1 results for your search." Below this message, a single result is listed: "Test User" with a radio button next to it, followed by "Date of Birth: 11/23/1981", "School Educator @ Granite High School", and "District Staff @ Philipsburg K-12 Schools". A red arrow points to the radio button for "Test User". At the bottom right, the "Confirm" button is also indicated by a red arrow. The "Search" button remains visible below the input fields.

Assign them a role from the Permitted TeachMT Roles and click **Confirm**.



The screenshot shows a dialog box titled "Add School User" with a close button (X) in the top right corner. The main heading is "2. Select TeachMT Role". On the left, under "Selected User", the following information is displayed: Name: test test, Username: testtest, Email: abc@abc.com, Date of Birth: 05/19/1980, and a note: "This user does not have a security role in this organization." On the right, under "Permitted TeachMT Roles", there are three radio button options: "Principal", "Assistant Principal", and "School Educator". A red arrow points to the "School Educator" option. At the bottom right, there are two buttons: "Cancel" and "Confirm". A red arrow points to the "Confirm" button.

Confirm your selections by clicking **Confirm**.



The screenshot shows the same "Add School User" dialog box, now at step "3. Confirm Staff". A light blue message box at the top says: "Please confirm that you are staffing the current user as listed below." Below this, the user information is repeated: Name: test test, Username: testtest, Email: abc@abc.com, Date of Birth: 05/19/1980, and the assigned role: "School Educator @ Baker 7-6" with a yellow "New" tag next to it. At the bottom right, there are "Cancel" and "Confirm" buttons. A red arrow points to the "Confirm" button.