



Montana
Office of Public Instruction
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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.

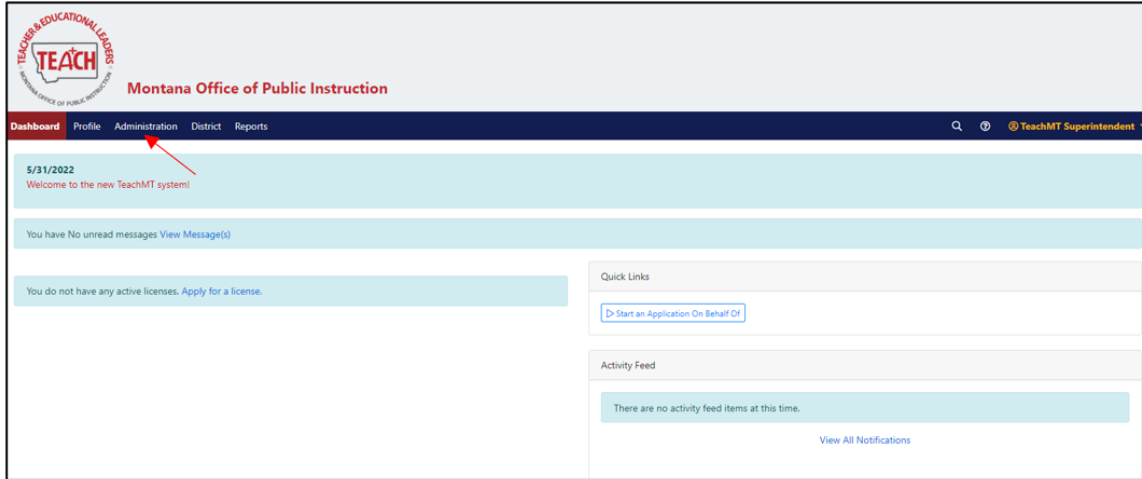
1. You will need to create an account in TMT which you can do here [OPI Licensure \(teachmontana.com\)](https://opi.mt.gov/teachmontana.com) by clicking register
2. Your district superintendent will need to log-in to TMT and create a staff assignment for you as the **District Finance role or HR Role.**
 - 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

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 system interface for the Montana Office of Public Instruction. The navigation bar includes 'Dashboard', 'Profile', 'Administration', 'District', and 'Reports'. The 'Administration' menu is expanded, showing 'Person Search' and a '+ New Person' button with a red arrow pointing to it. The 'Person Search' form contains 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 of the form.

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

The 'Invite Person' modal form is shown with red boxes around the input fields for 'Email', 'First Name', 'Last Name', 'Date of Birth', and 'Social Security Number'. The 'Classified Person' checkbox is checked. A red arrow points to the 'Save' button. A note at the bottom states: '*NOTE: An invitation email will be sent to the Email specified.' The 'Cancel' and 'Save' buttons are at the bottom right.

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 'Person Search' page with 'Test' entered in the 'Educator First/Middle/Preferred Name' field and 'User' entered in the 'Educator Last/Maiden Name' field. A red arrow points to the 'Search' button. The 'Basic Search' link is also visible.

Click on the person's name.

Person Search [+ New Person](#)

Educator First/Middle/Preferred Name	Educator Last/Maiden Name	Email Address
<input type="text" value="Test"/>	<input type="text" value="User"/>	<input type="text"/>
Phone Number	SEID	SSN (Last 4)
<input type="text"/>	<input type="text"/>	<input type="text"/>
		Date of Birth
		<input type="text" value="mm/dd/yyyy"/>


[Basic Search](#)

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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

TU

Test User (233506)

Profile

- LICENSES
 - Applications
 - Licenses
- GENERAL
 - Documents
 - Experience
 - PRAXIS Tests
- EDUCATION
 - Degrees
 - Out of State License
 - Professional Development

Personal Information

SEID: The user SEID	233506
SSN:	XXX-XX-5124
Full Name: Full name including prefix and suffix	Test User
Date of Birth: Date of birth	1/1/2002
Email (Primary): The email account associated to this user and used for system notifications or logging in	Person does not have a user account
Email (Secondary): The email associated to this user	testuser@email.com
Addresses:	<input type="button" value="+ Add"/>
Phone Numbers:	<input type="button" value="+ Add"/>
Preferred Timezone:	Person does not have a user account

TeachMT

Staff Assignments - District

<https://teachmontana.com>

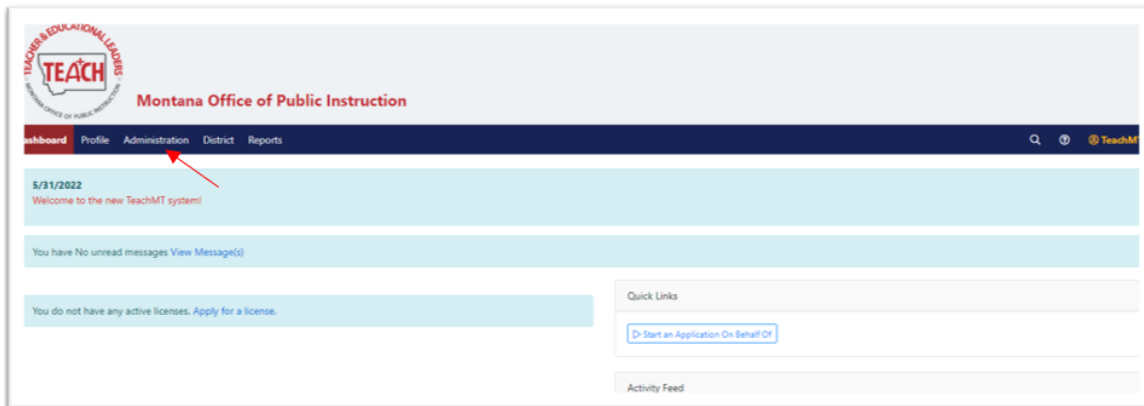
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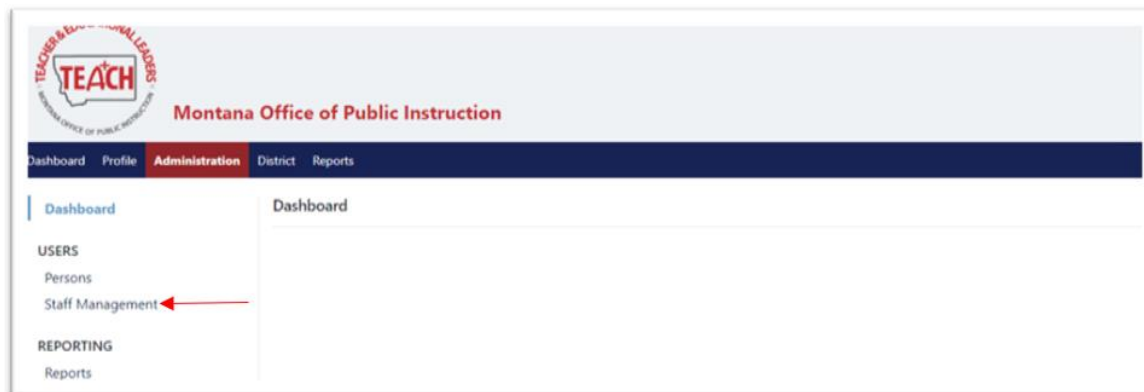
Staff can be managed on the District or School level.

Editing Existing Staff

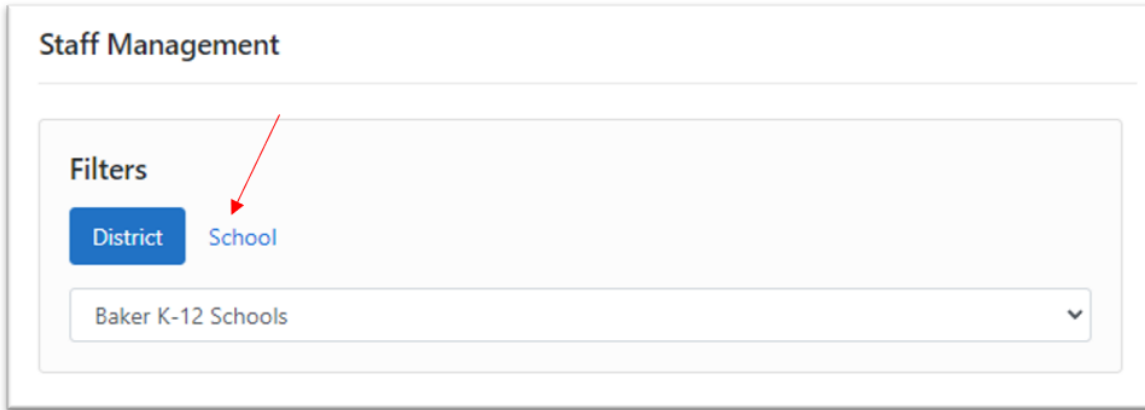
From the Dashboard, click **Administration**.



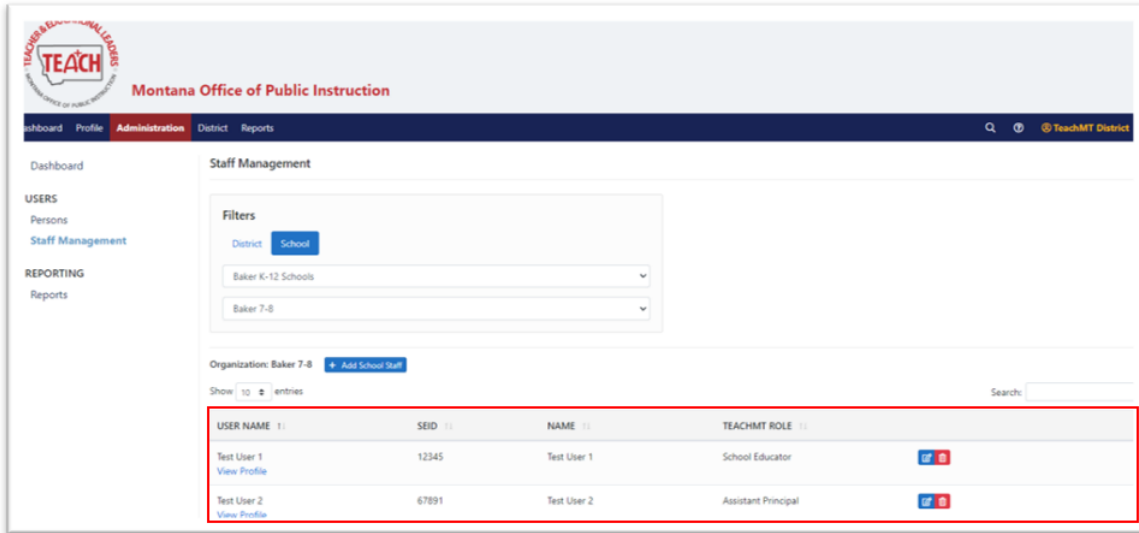
Click **Staff Management**.



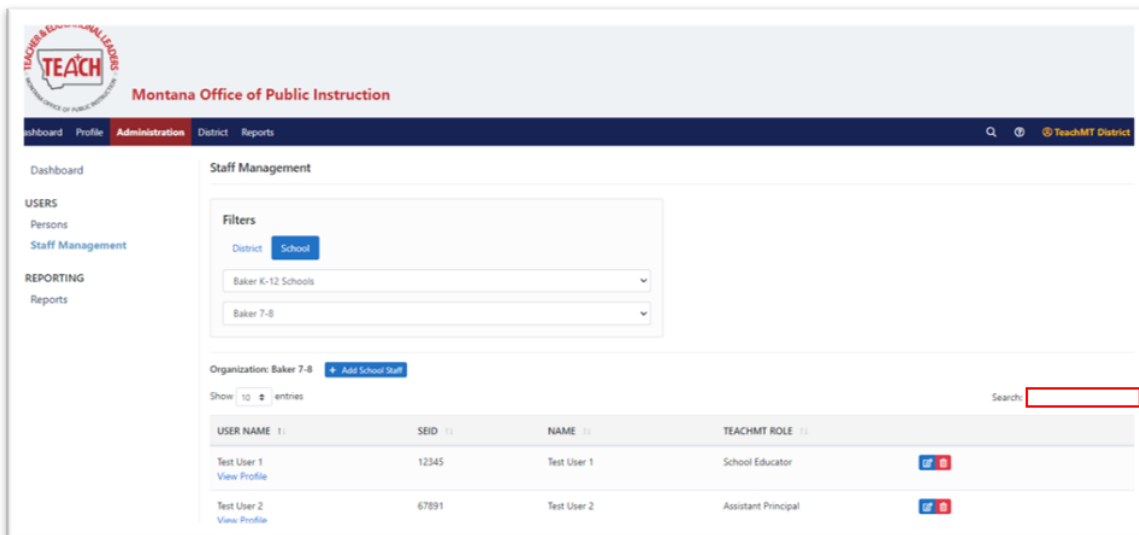
Select the District or School Filter.



A list of current staff will be shown.





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



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 [X]

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 [X]

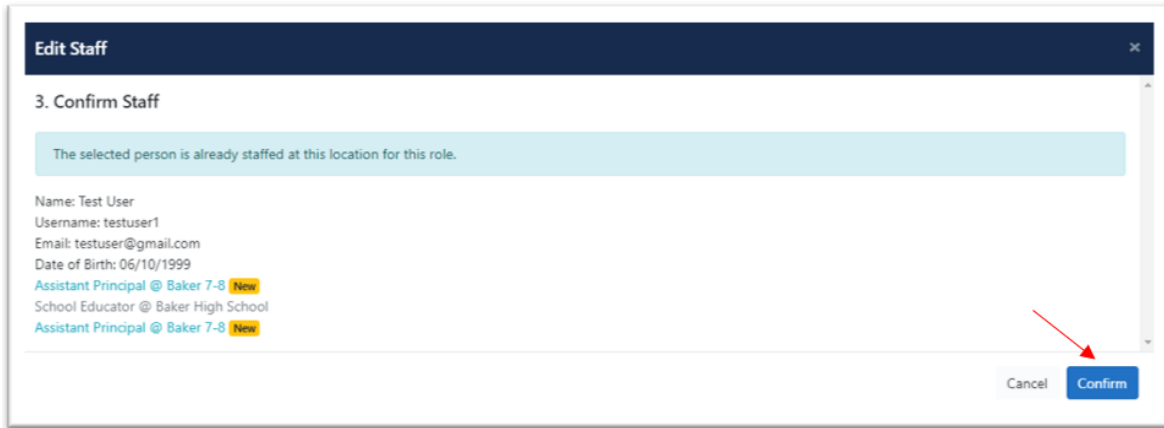
3. Confirm Staff

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

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

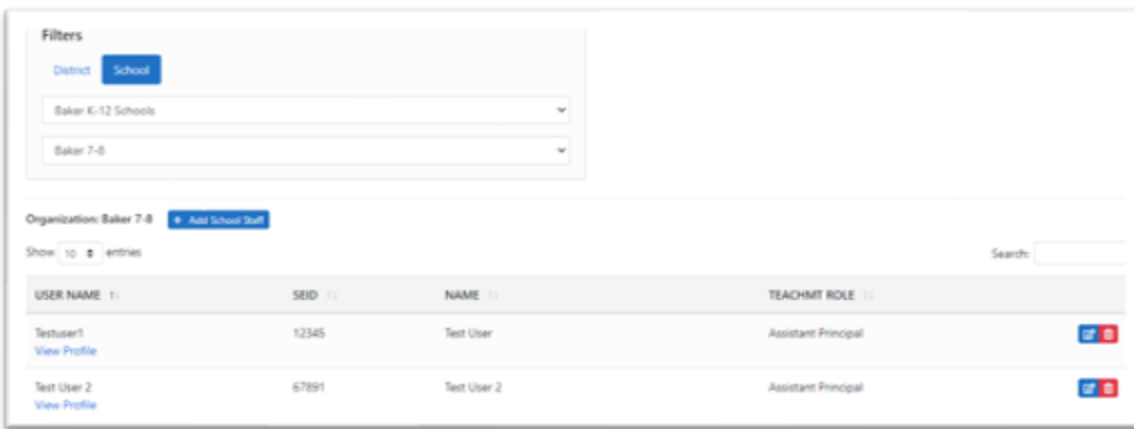
[Cancel](#) [Confirm](#)

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

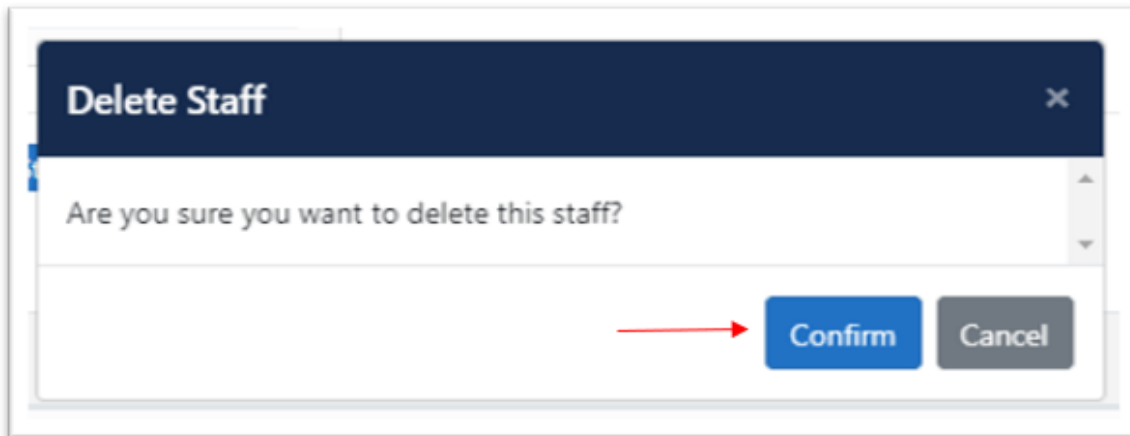


Deleting Staff

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

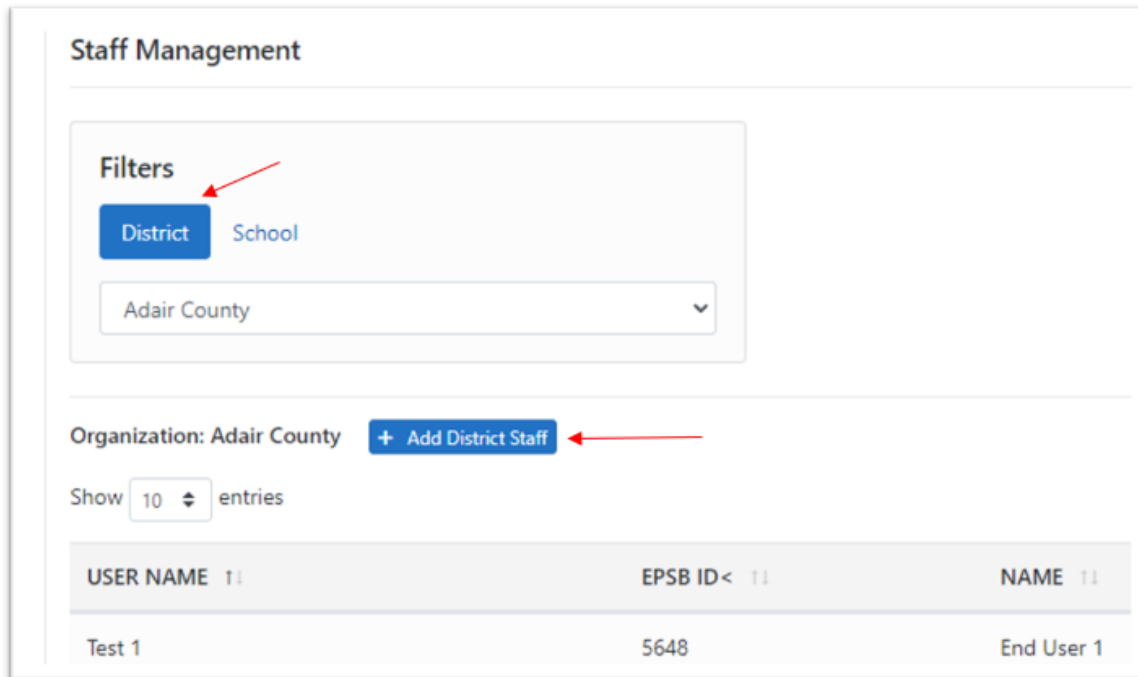


Click **Confirm**.



Adding Staff

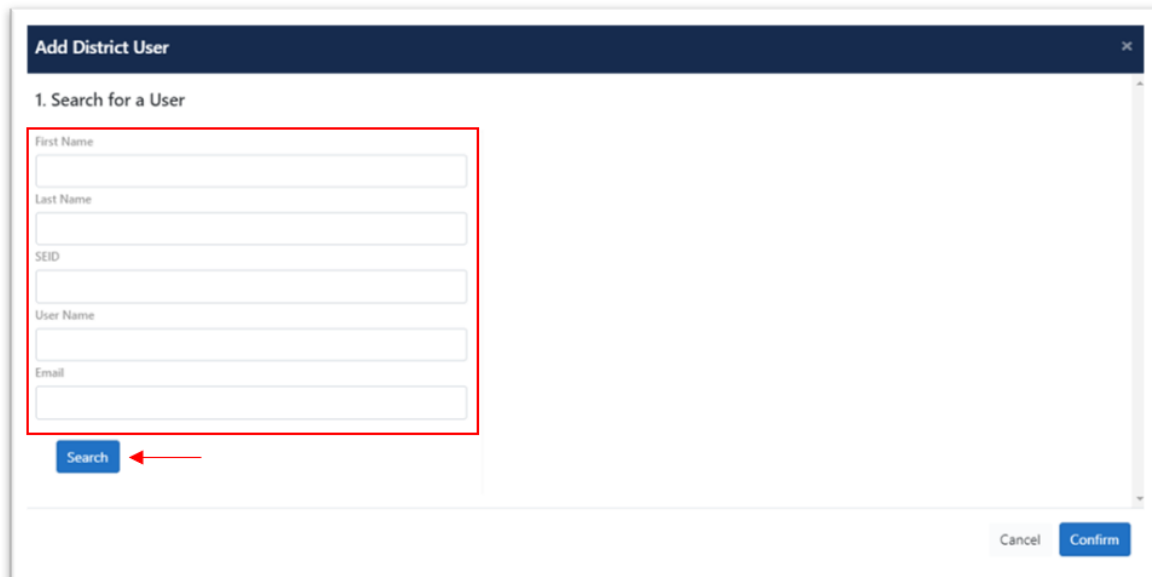
To add Staff at the District Level, click on **District** and then **+Add District Staff**.



The screenshot shows the 'Staff Management' interface. Under the 'Filters' section, the 'District' button is highlighted with a red arrow. Below the filters, the organization is set to 'Adair County'. A red arrow points to the '+ Add District Staff' button. Below this, there is a 'Show 10 entries' dropdown. A table displays the following data:

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 contains a section titled '1. Search for a User' with the following input fields: First Name, Last Name, SEID, User Name, and Email. A red box highlights these fields. Below the fields is a 'Search' button, also highlighted with a red arrow. At the bottom right of the dialog are 'Cancel' and 'Confirm' buttons.

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

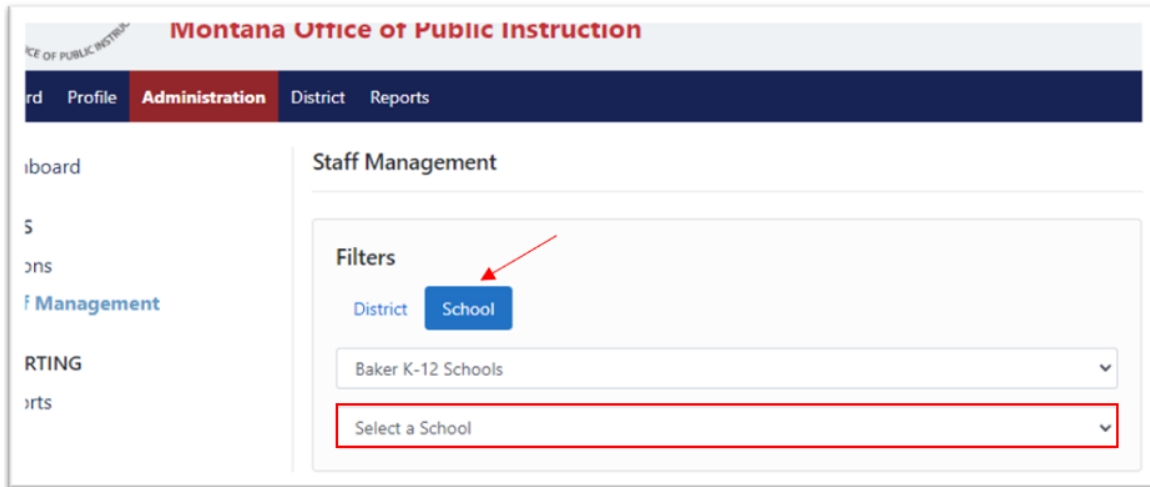
3. Confirm Staff

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

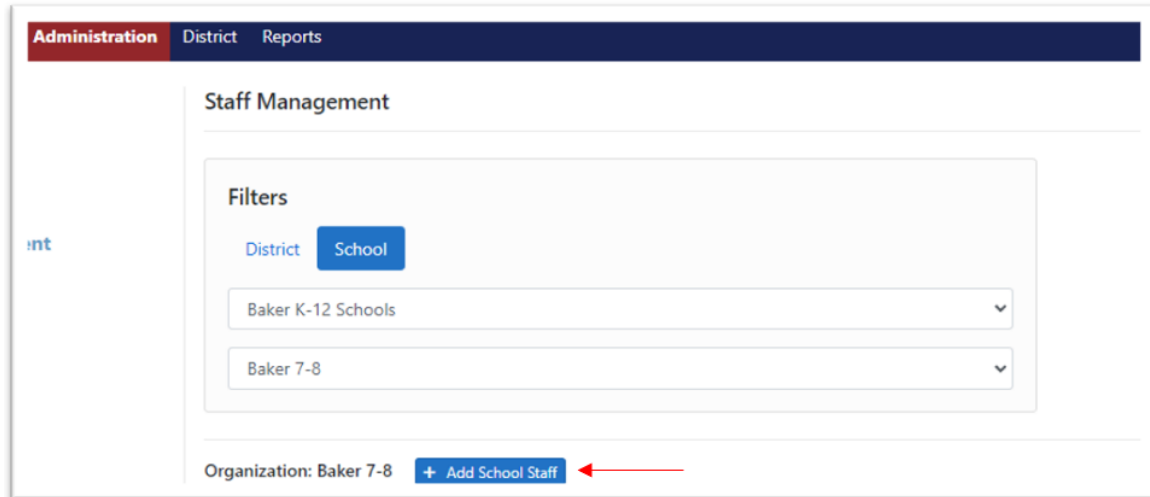
Name: Test User
Username: Testuser1
Email: testuser@gmail.com
Date of Birth: 11/23/1981
District Staff @ Philipsburg K-12 Schools
HR Designee @ Baker K-12 Schools **New**

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.



Click **+Add Staff**.

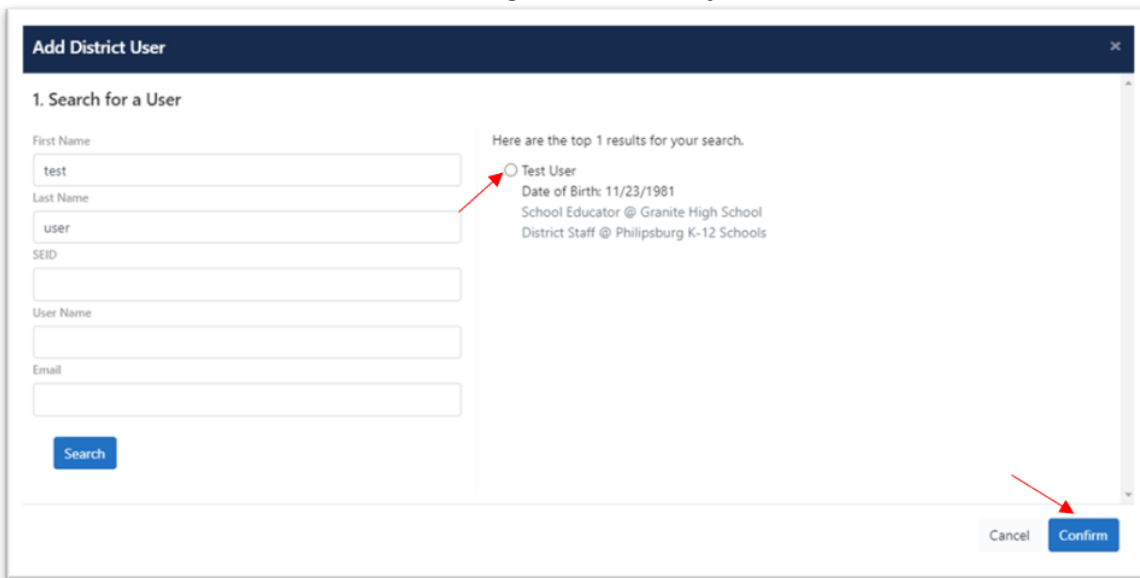


Search for the user by any combination of First Name, Last Name, EPSB ID, Username and Email. Click **Search**.



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". A red rectangular box highlights these input fields. Below the input fields is a blue "Search" button, with a red arrow pointing to it from the right. At the bottom right of the dialog box, 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**.



The screenshot shows the same "Add District User" dialog box. The "First Name" field now contains the text "test" and the "Last Name" field contains "user". A red arrow points from the "Last Name" field to the search results. On the right side of the dialog box, the text "Here are the top 1 results for your search." is displayed above a list item. The list item is a radio button followed by the text "Test User", "Date of Birth: 11/23/1981", "School Educator @ Granite High School", and "District Staff @ Philipsburg K-12 Schools". A red arrow points from the radio button to the left. At the bottom right, the "Confirm" button is highlighted with a red arrow pointing to it from the left.

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 banner at the top contains the text: "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 7-8" with a yellow "New" tag. At the bottom right, the "Cancel" and "Confirm" buttons are visible. A red arrow points to the "Confirm" button.