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)](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.
From your dashboard, click *Administration*.

Click *Persons* from the left navigation.
Click **+ New Person**.

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

**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**.
Click on the person’s name.

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

Choose the permitted TeachMT Role and click *Next*.

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

Search for the user by any combination of First Name, Last Name, EPSB ID, Username and Email. Click Search.
Choose the educator from the list on the right and click **Confirm**.

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

Confirm your selections by clicking **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*.

Choose the educator from the list on the right and click *Confirm*. 
Assign them a role from the Permitted TeachMT Roles and click **Confirm**.

Confirm your selections by clicking **Confirm**.