TeachMT
Emergency Authorization
https://teachmontana.com

If an educator qualifies for an Emergency Authorization, an application will need to be submitted through TeachMT. The educator will need to be staffed (as district or school educator) within TeachMT for the process to be completed. The District Superintendent (or designee) will need to initiate the application. Once started, the applicant will receive a notification letting him/her know the application has been started and he/she will need to complete the applicant elements. In addition, the County Superintendent will need to access the system and sign the application. Once all elements are complete, the applicant will complete the payment and submit the application.

Contents

District Superintendent

The educator will need to be added to your staff (district or school educator) for you to complete your portion of the application. (Please see the staff management user guide for staffing instructions.)
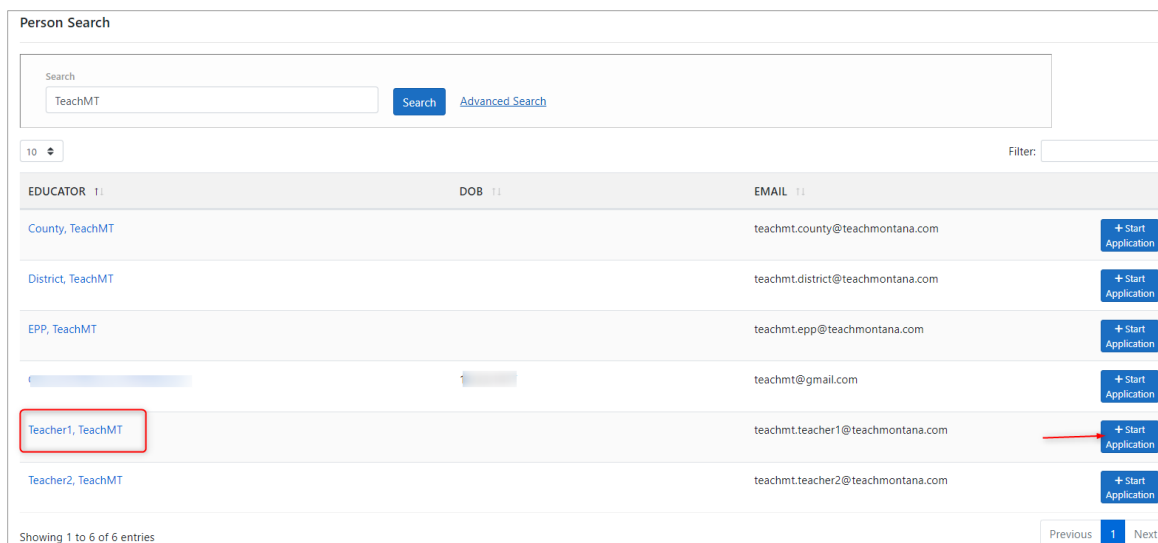
There are several ways to search for a person. Either from the ***Start an Application on Behalf of*** button on the dashboard, ***Person Search*** within the ***District*** section or by using the magnifying glass icon in the blue header bar.
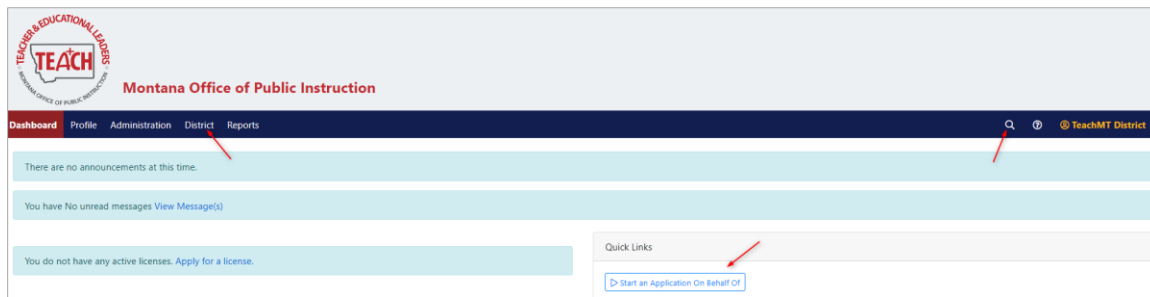
Use either the basic or advance search features to locate the educator.
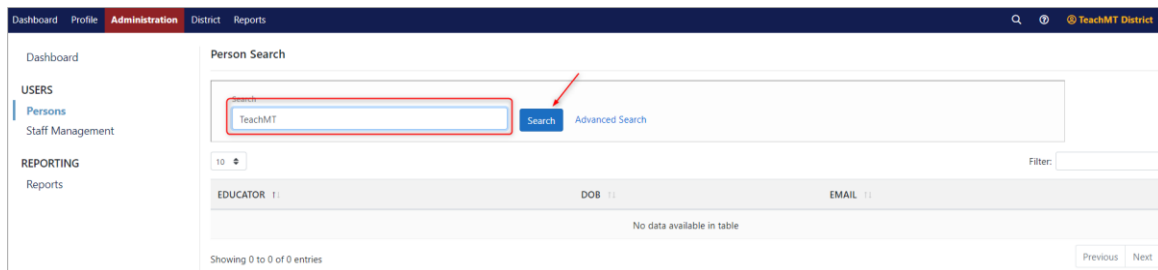
Once you have located the educator, click ***+Start Application***.

From the drop down, select *Emergency Authorization* and click *Next*.

Next click *Start Application*.

The application will open to the overview page. From here, the district user will need to complete the Educator Endorsement being sought and the employement information element. Click on *Educator Endorsement* either from the Requirements list or form the left navigation.

For the endorsement, select the endorsement the applicant is seeking, check the confirmation checkbox and then *Save & Continue*.

For the employment information, provide the details for the position the applicant is being hired for. You'll also need to attach a copy of the most recent job posting. All fields are required.

IMPORTANT: When you select the file for the job posting, please ensure you click *+Add*. If you do not click *+Add,* the attachment will not save.

To complete the element, enter your PIN signature and click **Sign.** (PINs are automatically created when a person record is created. Click *Forgot your PIN?* to view your assigned PIN.)

This concludes the information needed from the district. The County Superintendent and Applicant are responsible for completing the other elements.

County Superintendent

The county superintendent will need to sign electronically in TeachMT for the Emergency Authorization application.

From the *Dashboard* (or any page within the system), click the magnifying glass icon to locate the applicant. You can also access the person search under the District tab.
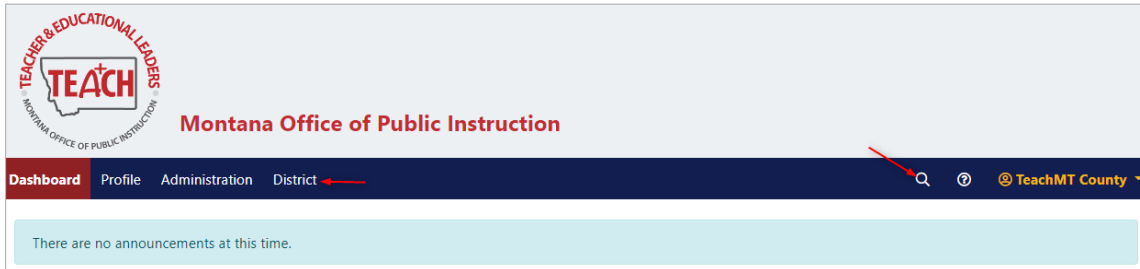
Within the person search, you can use the basic or advance search features. Locate the applicant and click on the person's name.
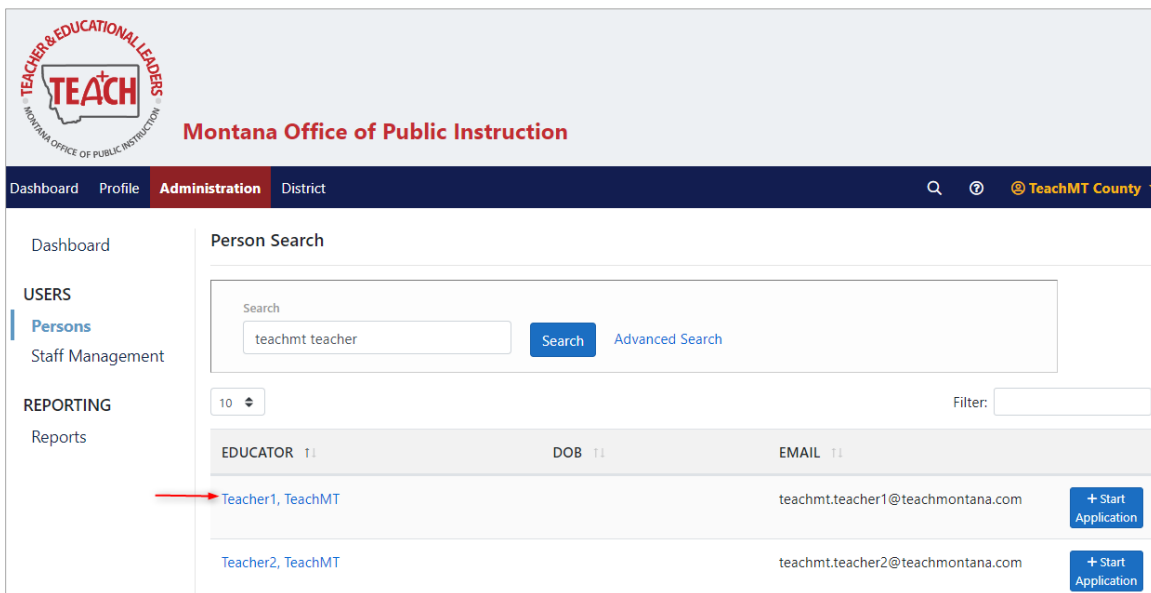
Once on the applicant's profile, click *Applications* from the left navigation.

Click the link for the Emergency Authorization application.

Next, click the **County Superintendent** element in the left navigation or in the requirements section of the overview page.

To complete the element, enter your PIN signature and click **Sign.** (PINs are automatically created when a person record is created. Click **Forgot your PIN?** to view your assigned PIN.)

Once your electronic signature shows, you have completed your portion of the application. The remaining elements will be completed by the District or applicant.