



MUSIC TEACHERS' ASSOCIATION of CALIFORNIA®

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Basic Instructions for Teachers for CM Enrollment in the Online System

September: Set Up Your Teacher Account

To set up your Teacher Account in the new Online System, you must log on to new.mtac.org, then follow these steps:

- The first time you log in, use your username and password from the old system
- After you login, the System will require you to change your password
- The password for the new Online System (new.mtac.org) does not affect your password on the old website (www.mtac.org/login)
- Passwords must have a minimum 8 characters, one upper case, one lower case, and one number; passwords are case sensitive
- If at any time, you forget your password, you can use the “forgot password” feature to create a new password

September: Initiate Accounts Set Ups for Parents & Students

Teachers must initiate the Account Set-Up process for Parents and Adult Students. The rest of the process will be dependent on the student category as listed below.

In the Online System, students are categorized in one of three ways:

- (1) **“Migrate” Students:** Students who enrolled with current MTAC Teacher in Certificate of Merit program in 2016 or in the VOCE program in 2015
- (2) **“Recall” Students:** Students who were enrolled with current MTAC Teacher in Certificate of Merit program in 2015 or prior, and/or VOCE program in 2014 or prior
- (3) **New Students:** Students who have never enrolled in either Certificate of Merit or VOCE, or students who have participated in these programs before with a different MTAC Teacher.

For Migrate Students:

- **“Migrate” Students** are students who enrolled with current MTAC Teacher in Certificate of Merit program in 2016 or in the VOCE program in 2015
- When you log into the system, the first screen you will see is your “Migrate Student” list, which does not represent all of your students; this only refers to students who did Certificate of Merit in 2016, or VOCE in 2015
- Review your Migrate Student list – if your student is your current student, click the button “Current Student.” If the student is NOT your current student, click on “No.” Clicking “No” doesn’t remove the student from the System, it only removes the student from your list.
- Once you have thoroughly reviewed your Migrate Student list, click “Confirm.”
- The next screen will show you your final list of “Migrate Students” – if all entries are correct, click “Notify Student.”
- Clicking “Notify Student” will generate an email that is sent to the Student’s Parent, containing a link for Parents to complete the Set-Up process

For Recall Students:

- **“Recall” Students:** Students who were enrolled with current MTAC Teacher in Certificate of Merit program in 2015 or prior, and/or VOCE program in 2014 or prior
- Click on the “Student” on the top menu bar
- Click on “Add a Student” button
- You will be asked: “Do you know your student’s MTAC ID Number?” Three answers are provided: “Yes,” “No,” and “Recall Students”
- Select “Recall Students”
- A table will open up below the “Recall Student” button which lists all your “Recall Students” (prior students)
- To recall the student back into your active Student Roster, click the button next to their name
- At the bottom of the table, enter the information indicated
- Click “Notify Student”
- Clicking “Notify Student” will generate an email that is sent to the Student’s Parent, containing a link for Parents to complete the Set-Up process

For New Students:

- **“New” Students:** Students who have never enrolled in either Certificate of Merit or VOCE, or students who have participated in these programs before with a different MTAC Teacher
- Click on the “Student” tab on top menu bar
- Click on “Add a Student” button
- You will be asked: “Do you know your student’s MTAC ID Number?” Three answers are provided: “Yes,” “No,” and “Recall Students”
- If the Student is new to MTAC, click “No” – this will cause the System to generate a temporary Student ID Number for that student
 - Enter the information indicated
 - Click “Notify Student”
 - Clicking “Notify Student” will generate an email that is sent to the Student’s Parent, containing a link for Parents to complete the Set-Up process
- If the Student participated in MTAC programs before but with a different MTAC teacher, find out the Student’s MTAC ID Number from the Student/Parent, or contact your CM Branch Chair who can locate the Student’s MTAC ID Number – click “Yes”
 - Enter the Student ID Number
 - Enter the information indicated
 - Click “Notify Student”
 - Clicking “Notify Student” will generate an email that is sent to the Student’s Parent, containing a link for Parents to complete the Set-Up process

September/October: Parent-Side Set Up After “Notify Student”

After Teachers have clicked “Notify Student” for each of the above categories, Parents receive an email from the System to proceed with Account Set-Up. The email subject line and content will indicate the last 3 digits of the relevant Student ID Number (each ID Number is unique to each Student). Parents must ensure that the 3 digits match their child’s Student Number. The email will also include a link that Parents must select in order to proceed with Account Set-Up.

Parents will need to validate their identity by entering their child’s Student ID Number, which **you must provide to them**. If Parents do not have their child’s Student ID Number, you can locate this number in the System in your Student Roster. **Please provide the Student ID Number to the Parent in-person; do not email the Student ID Number for security reasons.**

Once Parents click the link in the email and enter their Parent's Student ID Number, they will be guided to complete the information indicated. Once all the information is entered, the Account Set-Up Process will be complete.

Parents **must** go through the Teacher-initiated email link in order for the MTAC Teacher to be linked to the correct Student. (e.g. if a Parent has multiple children, the Parent must go through the unique email link per child in order to set up separate Student Accounts for each child).

The email link **expires** after one week. If a Parent misses the deadline, you must provide a new link to the Parent by either going to "Pending Requests" on your Migrate Student table or your Student Roster (located at Teacher Portal, under "Students" menu).

If Parent clicks on the link and receives an "Invalid Link" error message, this means that you have sent a more recent link. Parents can only use the most recent link that you have sent.

September/October: Track Pending Requests

Teachers can track whether Parents have completed Account Set-Up by viewing their Migrate Student table or Student Roster. "Pending Requests" means that the Parent has not yet completed their Account Set-Up.

- To follow with those Parents who have not yet completed Account Set-Up, click on the "Resend" button to resend the request
- If the Parent did not receive your email due to a typo in their email address, you will have to start over again with the correct email address – click "Delete" next to the request, and start from the beginning (see above)
- Once Parents have completed Set-Up, the "Pending Requests" notification will disappear.

October 1-31: Create CM Applications

Teachers will be able to create CM Applications only between October 1 and October 31. To create an application, follow these steps:

1. Log into your Teacher Portal.
 2. Go to "Students" on the top menu bar.
 3. Click "Apply" under the "CM/Panel/YAG" column.
 4. Enter Student's grade, CM level, and if applicable, apply for Senior Award, Panel, or YAG
 5. Click on "Create Application"
 6. After the application is created, Parents will receive an email with payment instructions
 7. Teachers can either continue to edit the application, or click "Done" to start a new application for another student
 8. Other items, such as Branch Honors, Convention, and Repertoire, can also be added during this time period (although it is not due until January 15)
- Application will show as "Incomplete" and "Not Paid" until parent has made the payment for the application.
 - The "Incomplete" label remains until all elements are completed, however only the student's Grade, CM Level, and Senior Award, Panel and YAG must be complete by October 31. All remaining elements must be completed by January 15.
 - Parent payment is allowed only between November 1 and November 10.
 - Teachers and Parents must check all application details (grade, level, Senior Award, Panel, YAG) before payment is made, as no changes can be made after payment is made. (e.g. Application is created and details filled in, parent makes payment on November 5. No changes can be made to the application after November 5.)
 - Panel students can revert to regular CM Level 10 (Advanced) by January 15. After January 15, Panel student forfeit both the Panel Audition and the regular CM Level 10 (Advanced) Evaluation.

January: Completing the Application for Enrollment

After the application has been paid for in November, Teachers must remember to enter all remaining elements of the application by **January 15**, in order for the student to be enrolled in Certificate of Merit Evaluations. **January 15** is the final deadline for completing all the following elements: Repertoire, Branch Honors, Convention, Scheduling Requests (Ensembles, Accompanists, Carpool, if applicable).

Once you have completed all elements of a student's application, the label "Enrolled" will appear in the Online System.

Quick Checklist:

- September:** Set Up Accounts in Online System
- October 1-31:** Create CM Applications for Students (Grade, CM Level, Senior Award, Panel, YAG are due October 31. Repertoire, Branch Honors, Convention, Scheduling can be entered on or after Oct 1, but is due Jan 15)
- November 1-10:** Parents pay Application Fees
- January 15:** Complete Repertoire, Branch Honors, Convention, Scheduling Requests

Entering Repertoire

Please refer to *CM Instructions for Entering Repertoire in the Online System* posted at your Teacher Portal.

Accompanists

When entering an accompanist name for multiple students, enter the accompanist's name for the first student application. An Accompanist ID Number will be generated that is specific and unique to this accompanist.

Enter the Accompanist ID Number for any subsequent student applications with the same accompanist; the Online System will complete the rest of the details.

The Accompanist ID Number must match in order for the System to schedule the students sharing the same accompanist in consecutive time-slots in the same room.

Application Status

You can monitor the status of all of your students' CM Applications by viewing your Student Roster in the Online System:

- To find out if more information is needed for the application, click on the "Incomplete" button next to the student name to find out which details need to be completed, and check the "Progress Section" on the left side margin of the application for each student
- Applications that remain unpaid by the Nov 10 deadline will be purged from the System
- Applications that are not "Enrolled" by the final Jan 15 deadline will be dropped from the System, and Student will not be scheduled for CM Evaluations