



## **Basic Instructions for Teachers to Add Students to MTAC Student Roster in the Online System**

### **August/September: Review Your Student Roster**

To prepare for the CM Application Period, you will need to add any students who are new to your studio, or new to MTAC programs, to your MTAC Student Roster, preferably before October 1. Before you add students, first review the students already in your roster to avoid creating duplicates.

To access your MTAC Student Roster in the Online System, you must log on to [new.mtac.org](http://new.mtac.org), then follow these steps:

- Select the “Student” menu at the top of the page, or select the “My Students” icon at the bottom of the page
- You will be navigated to your list of students
- Review the list of students and their instruments as you prepare to add the students not included on this list
- If you find duplicate students on your student list, please contact the MTAC State Office to merge the duplicate students.
- Gather the information for your new students not already on your student list. This will include: (1) ask parent/student if he/she has participated in an MTAC event; (2) a parent email address to be associated with a parent account; (3) obtain MTAC Student ID, if applicable.

### **August/September: Initiate Accounts Set Ups for Parents & Students New to Your Studio**

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. Be sure to make note of the student’s Student ID number after these steps and provide it to the parent.

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--these students will appear on a Migration List when you log-in to your Teacher Portal
- (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

#### **August/September: 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) and click "resend." If an incorrect email was used, click delete and begin a new request for the student with the correct email.

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.

### **August/September: 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 up 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.