MUSIC TEACHERS' ASSOCIATION *of* CALIFORNIA®

833 Market Street Suite 900 • San Francisco, CA 94103 • 800-834-3340 • Fax: 415-978-9695 • www.mtac.org

Excellence in Music Education • Incorporated 1897

September 27, 2016 (Revised)

Welcome to the new Online System of the Music Teachers' Association of California (MTAC)! The MTAC Online System includes a brand-new Parent Portal through which you will be able to access and manage your child's MTAC music program participation, applications, scheduling, results, and fees. In order for you to enroll your child in MTAC's music programs and access these new features, we will be bringing all existing and new students into MTAC's Online System, which requires a few steps for Parents to take.

SETTING UP ACCOUNTS

For setting up Accounts 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.

If you have never logged into the new Online System, you will need to set up a new Parent Account through an email link sent via the System:

> If your child has any existing MTAC records ("Migrate" Students or "Recall" Students), this will allow the new Online System to link these existing records with you as the Parent.
> If your child is a New Student, you will need to set up a new Parent Account **and** a new Student Account. This will allow the Online System to create and process records for your child as a Student in the Online System, and to link your child with your child's MTAC teacher, and to you as the Parent.

Step 1. Initiate Account Set Up via Email Link

Your MTAC teacher will initiate the Account Set-Up process by sending a link to your email address. Parents must provide teachers with a correct, current email address. (Please use one email address for all children).

This email link **expires** after one week. If you click on the link, and it has expired, please contact your MTAC Teacher to request a new link. An "Invalid" link means that your MTAC Teacher has re-sent you a new link, and you must find the most recent email from your MTAC Teacher with the newest link.

Step 2: Validate Identity and Set up accounts

After your MTAC teacher has initiated the process, the Online System will generate an automatic email to your email address containing a link to proceed to Parent Account Set Up.

In order to proceed, you must first validate your identity as the Student's Parent. To do this, Parents must enter their child's MTAC Student ID Number. Ask your MTAC Teacher for your child's MTAC Student ID Number (for security purposes, this should be delivered in person and not emailed). You may also already have your child's MTAC Student ID Number, which is located on your child's past Certificate of Merit Theory Tests or Evaluation Reports.

If your child is new to MTAC, the System will generate a temporary number (T######). This temporary number will be used only to validate your identity. Once your child's Student Account has been set up, the System will generate a new permanent MTAC Student ID Number for your child.

When you receive the email link from your MTAC Teacher in Step 1, the last 3 digits of the Student ID Number will appear. Check that these digits match those of your child's MTAC Student ID Number. If these numbers do not match, please contact your MTAC teacher.

Once you click on the link, you will be guided through one of two pathways, depending on your child's category as a "Migrate" Student, "Recall" Student, or New Student, as defined above.

Step 3: Complete Account Set Up and Link to Teacher

For "Migrate" Students:
Once you have validated your identity in the Online System, you will be asked to "Migrate Student by Parent" in order to copy your child's records from the old system to the new Online System. Once you select "Migrate," you have successfully completed the Set Up process. (Parents of "Migrate" Students do not need to set up a Student Account for their child, as "migration" will do so automatically.)

For "Recall" Students and New Students:
After you have validated your identity in the Online System, you will need to set up a Student Account. The Online System will guide you through that process. After you have input the required information, you will be asked to "Confirm" that the MTAC Teacher who initiated the process is indeed your child's Teacher. When you have confirmed this, you have successfully completed the Set Up process; your child will be linked to you as the Parent and to your child's correct MTAC Teacher.

If you accidentally selected "Cancel" (instead of "Migrate" or "Confirm" per the above), you must go back to the Teacher's original email for the correct Student, click the link (this is required in order to link the Student to the Teacher), enter the Student ID Number, log in to your Parent Account, then go through Step 3 again.

SPECIAL CIRCUMSTANCES

Multiple Instruments or Multiple Programs

If your child participates in multiple MTAC programs in more than one instrument (e.g. flute and piano, Certificate of Merit and VOCE), Parents will have to go through this process for each child, for each program.

In some cases, your child may have different existing MTAC ID Numbers carried over from the old system. This can occur if your child participated in more than one MTAC program, enrolled in more than one instrument, or had misspellings in their name in the old system. If your child has different existing MTAC ID Numbers, the System will prompt you to compare the information in a list and provide you an opportunity to "merge" the records.

Carefully review the "Merge" list. Only select "Merge" if your child has multiple, separate records, and you are sure that the records **are for the same child.** Do not "merge" records for two different children.

Merging records for the same child will allow all existing records for your child to be combined under one unique MTAC Student ID Number in the Online System. This is absolutely essential for tracking your child's progress through MTAC programs, in addition to determining eligibilities for certain program award categories, such as the Certificate of Merit Senior Award.

Multiple Children

If you have more than one child participating in Certificate of Merit Evaluations and/or VOCE, you will have to set up Accounts for each child separately. You only need to set up a Parent Account one time, you will not need to set up a Parent Account for each child.

Congratulations, you have successfully set up your accounts in MTAC's Online System!