Before You Log In

To enroll students you must have a "parent" email for each student. The "parent" will be paying online for CM.

Logging in

1. Go to http://new.mtac.org
2. First time, use your user name and password from the old system
   a. Note that you will still need to log into the old system for some actions, such as updating your address, phone, or email; other programs such as Composers Today are still on the old system
   b. New passwords are case sensitive.
   c. You will be required to create a new password the first time you log into the new system
3. The Migration page will appear until you have migrated all your students. Click on "Home" in the top menu. This will take you to the Teacher Portal page
   a. If you do not already have the current Syllabus, click on "MTAC Store" near the bottom to order it.
   b. In the upper right corner, to the right of your user name, click on the "Teacher" box, and then click on My Profile
      i. Make sure this is current
      ii. If you need to change your name, you will need to do that through the state office
      iii. Change email has its own tab under "Accounts" tab. If your email has changed, you should also change it in the old system, and should notify our membership secretary.

The Student Roster

1. Click on Students in the top menu of the Teacher Portal
2. Click on the student number (left column) to view information
3. Students are added by migrating students, recalling students, or adding new students

Migrating Students

1. This is for students that participated in CM in 2016
2. The migration page will appear first each time you log in until all students have been migrated.
3. Confirm current students. For each student, click on "Current Student" or "no." Enter the parent email and student instrument, and click on "Confirm"
4. Identify duplicates. Duplicates would occur, for example, because in the old system there were separate records for VOCE and CM, separate records for each instrument they play. In the new system there will be only one record for each student. When migrating, go ahead and confirm that they are current students. Records will be merged later.

5. If your list to migrate is long, do it in short segments. If you make an error, you will need to cancel and will lose the ones you have entered in this session. It is wiser to enter a few, then log out and log back in.
6. Corrections can be made later.

Recall Students

1. This is for students that have participated before, but not in 2016
2. From the Student Roster, click on "Add New Student" button, then the "Recall Student" button
3. Click the small circle next to the student's name. If the email address on that line is empty or not correct, enter a new parent email. Select the instrument, and click on "Notify Student" button.

Adding New Students

1. Always ask if they have done any MTAC program in the past, and do they do CM on another instrument(s).
   a. If so, try to find their username or student id number. These are on previous tests or evaluation forms
   b. From the Student Roster, click on "Add New Student" button, then the "Yes" button
   c. Enter the student id or user name if one exists, the student last name, the instrument, and parent email. Click on the "Notify Student" button
2. For a brand new student, who has not participated in MTAC programs in the past
   a. From the Student Roster, click on "Add New Student" button, then the "No" button
   b. Enter the student's first name, last name, instrument, and parent email. Click on the "Notify Student" button

Pending Requests

1. After making the entry by any of the three methods, an email is sent to the parents for verification. Parents cannot change any information, such as CM level.
2. Parents have one week to respond. If they do not respond in time, you can press the Resend button for that student
3. Parent email will contain only the last digits of the student id number. You must give the parents the full student id number in order for them to respond to the request. Do not email this number to the parent. Give them a hard copy, or simply write a note.
4. If the student is new to MTAC, they will be given a temporary number, beginning with the letter "T"
5. Parent clicks on a link in the email sent by the system, and enters the student id number.
6. Parents need to create a "parent account." Parents can change student birthdate, student email, and can change their own contact information
7. Parents can verify that duplicate records are for one student. This is how duplicate records in the old system are merged into one record in the new system.
8. The parent will "Confirm" that the student may be entered by the teacher. An email will be sent to the teacher showing this has been confirmed.

Enrolling Students

1. Enrollment is open from October 1 to October 31
2. Login at http://new.mtac.org and Click on Students in the top menu of the Teacher Portal
3. Click on "Apply" in the CM/Panel/YAG column for that student
4. Enter the school grade and CM level. If age is wrong, ask the parent to log in and correct the student's birthdate. If the student is eligible for Panel or Senior Award, a button will appear allowing you to apply for these. For YAG, click on Panel, and a YAG button will appear if the student is eligible.
5. Honors and Convention will be entered later.
6. When application is entered, parents will be sent an email describing how to pay. This is a normal online "shopping cart." Parents must pay on time (This year: November 1 to November 10), or the student will be dropped. It is not possible to make a late payment. You can see the payment status for all your students at any time from the Student Roster. You might want to check this before November 10.