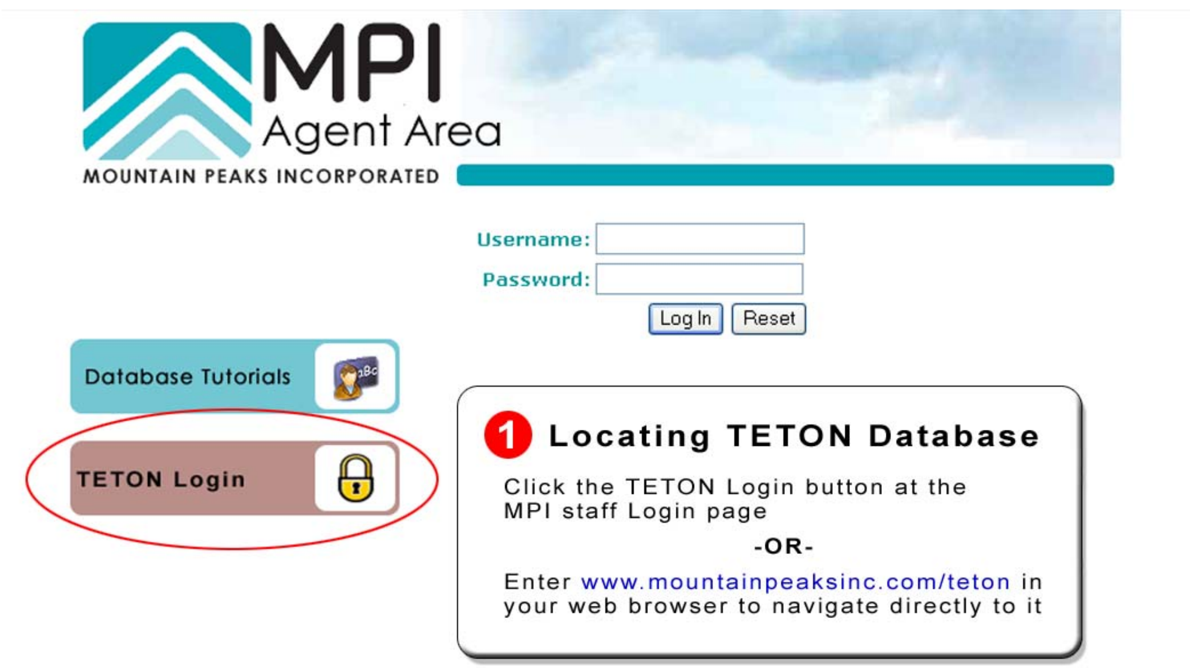
TETON Database Tutorial

This tutorial contains information and instruction on using the TETON database. If you have further questions regarding the TETON database, please call Mountain Peaks, Inc. at (406) 453-6784.

Locating the TETON database

This database is a Web based application that allows authorized users to access the database from any computer connected to the Internet. Simply start your Web browser and enter http://www.mountainpeaksinc.com/teton to navigate directly to the TETON login page. You can also access this page from the Mountain Peaks Inc. Community homepage by clicking the Staff Login button, then clicking the TETON Login button [Fig. 1].

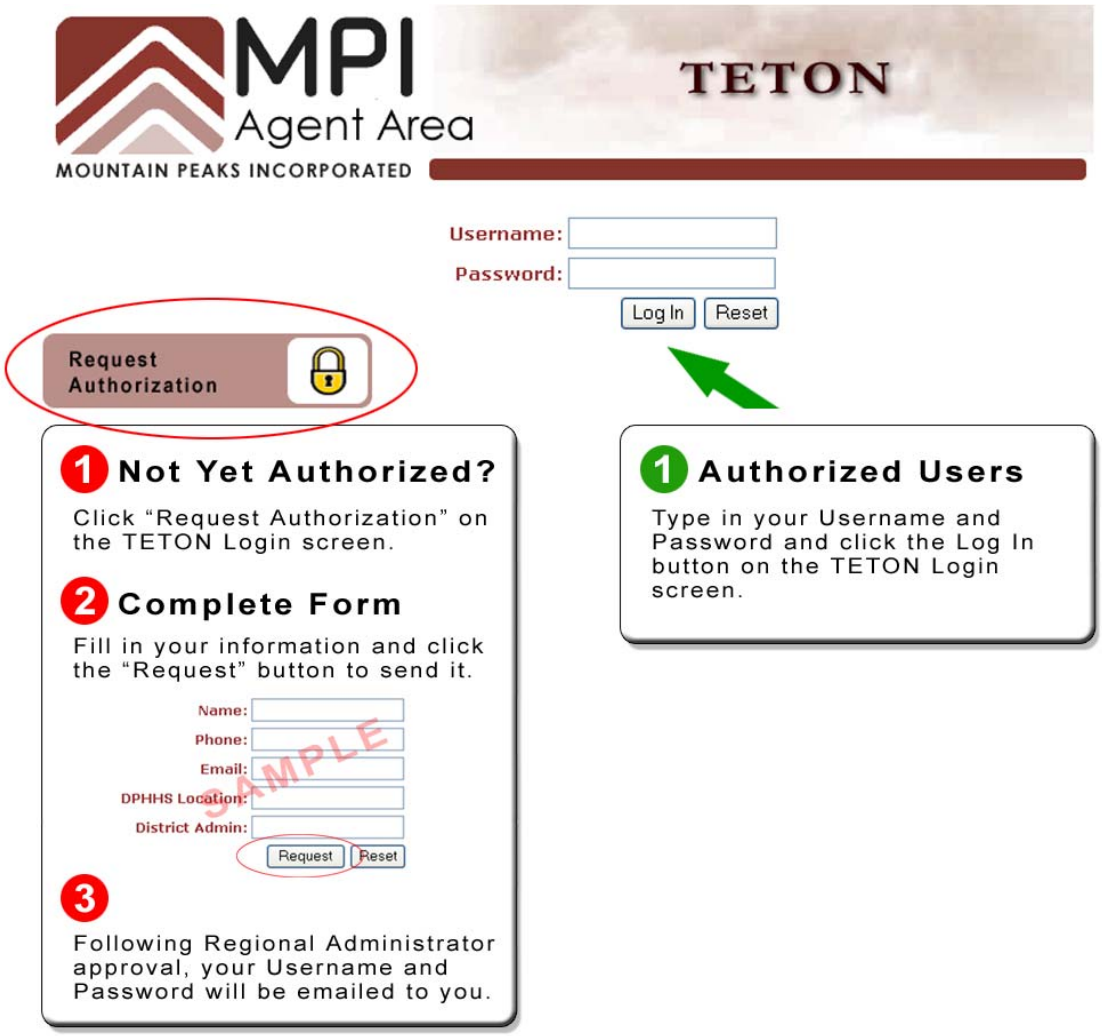


[Fig. 1] Mountain Peaks Staff Login page

Next Page: Logging in to the TETON database

Log in to the TETON database

Once you have navigated to the TETON Login page [Fig.2] you must enter your Username and Password to access the database. If you do not have a Username and Password, click the Request Authorization button to request a Username and Password. You will be directed to a new page where you will enter your information and submit your request. Upon approval, your Username and Password will be emailed to you at the address you provided.



[Fig. 2] TETON Login page

Next Page: TETON Main page

TETON Main Page and Agent Area

This main page contains information and links to the different areas of the TETON database. It can always be accessed by clicking the “Main” link under the TETON Logo at the top of the page. See [Fig. 3] below for descriptions of the buttons and links.

[Fig. 3] TETON main page and links

Next Page: Opening Active Referrals

Opening Active Referrals

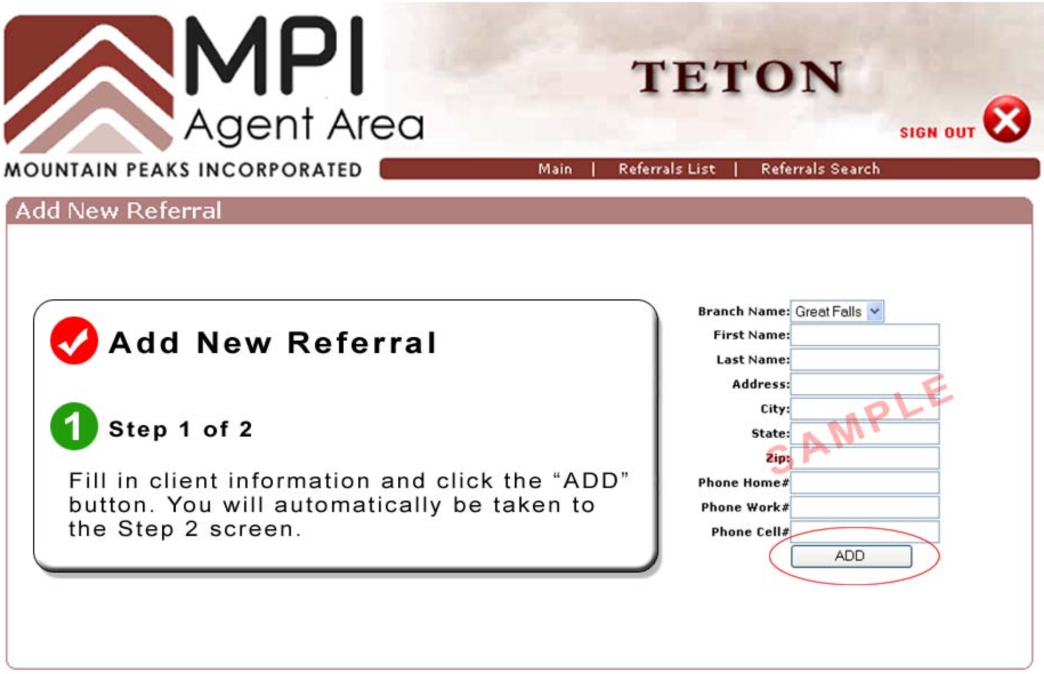
You can open active referrals by clicking on the “Active Referrals” button on the main page. A list of your current active clients will appear. [Fig. 4]

[Fig. 4] Active referrals list

Next Page: Adding New Referrals

Adding New Referrals Step 1 of 2

You can add new referrals by clicking on the “Add New Referral” button on the main page. This will automatically begin a two-step process to add the referral. [Fig. 5]



[Fig. 5] Add New Referral Step 1 of 2

Next Page: Add New Referral Step 2 of 2

Add New Referral Step 2 of 2 [Fig. 6]

[Fig. 6] Add New Referral Step 2 of 2

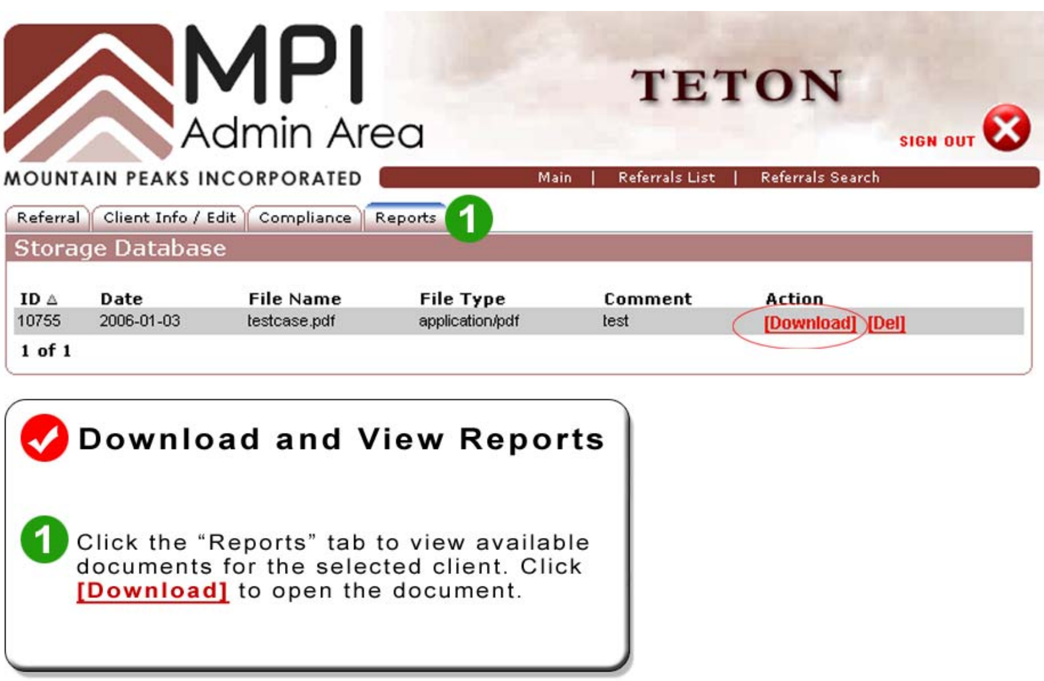
View Compliance Record

Click the “Compliance” tab to view the compliance record for the selected client. [Fig. 7]

[Fig. 7] Compliance Record

Download and View Reports

Click the “Reports” tab to view available reports for the selected client. [Fig. 8]



[Fig. 8] Download and View Reports