

School District Data Update

User Access

OPI Common Login is required to log into OPI Contact system. OPI Common Login is the same user ID and password as other OPI systems (ex. MAEFAIRS). If you do not have an OPI common login contact OPI Help Desk at OPIHelpDesk@mt.gov as we have setup a common login ID for all current Clerks.

Updating Data

Use the link below to log into the OPI Contacts system using your OPI Common Login ID:

<https://apps.opi.mt.gov/Contacts/frmLogin.aspx?ReturnUrl=%2fContacts%2ffrmDefault.aspx>

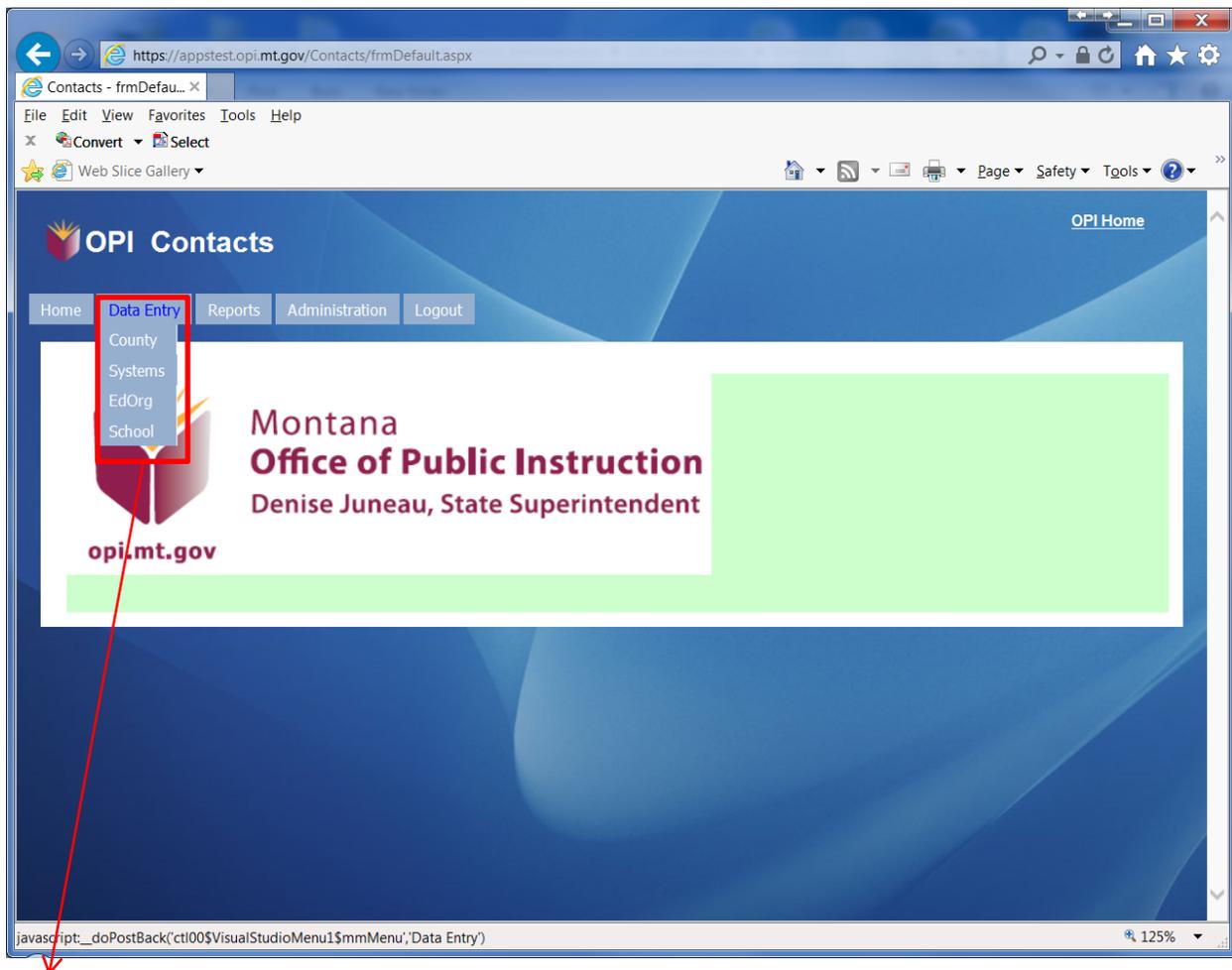


The screenshot shows the OPI Contacts login page. At the top left is the OPI logo and the text "OPI Contacts". At the top right is a link for "OPI Home". The main content area is a light green box containing a "Log In" form. The form has two input fields: "User Name:" and "Password:". Below the "Password:" field is a blue "Log In" button. Underneath the button are two links: "Forgot your password?" and "A new one will be e-mailed to you." At the bottom of the green box, there is a line of text: "For help logging into Contacts contact OPI Help Desk at (406) 444-0087 or opihelpdesk@mt.gov."

Once logged into system you will see the below screen. Click on the ***"Data Entry"*** option which will be used to make the applicable changes. Note each school will only be able to see the data for their system and school. There are four locations, County, Systems, EdOrg, and School. Each location has specific contact information as outlined below.



The screenshot shows the OPI Contacts main menu. At the top left is the OPI logo and the text "OPI Contacts". At the top right is a link for "OPI Home". Below the logo is a navigation bar with five buttons: "Home", "Data Entry", "Reports", "Administration", and "Logout". The "Data Entry" button is highlighted with a red box. Below the navigation bar is a large light green box containing the Montana Office of Public Instruction logo and text: "Montana Office of Public Instruction" and "Denise Juneau, State Superintendent". Below the logo is the text "opi.mt.gov".



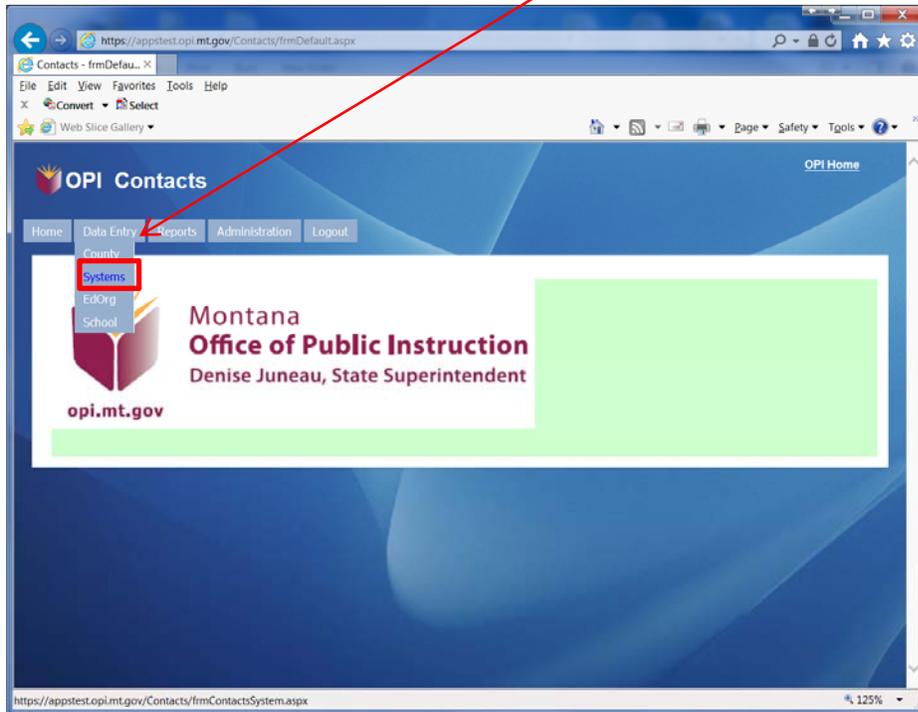
County – Not applicable to schools

Systems – School contact data for Board Chair, Clerk/Business Manager, and Superintendent

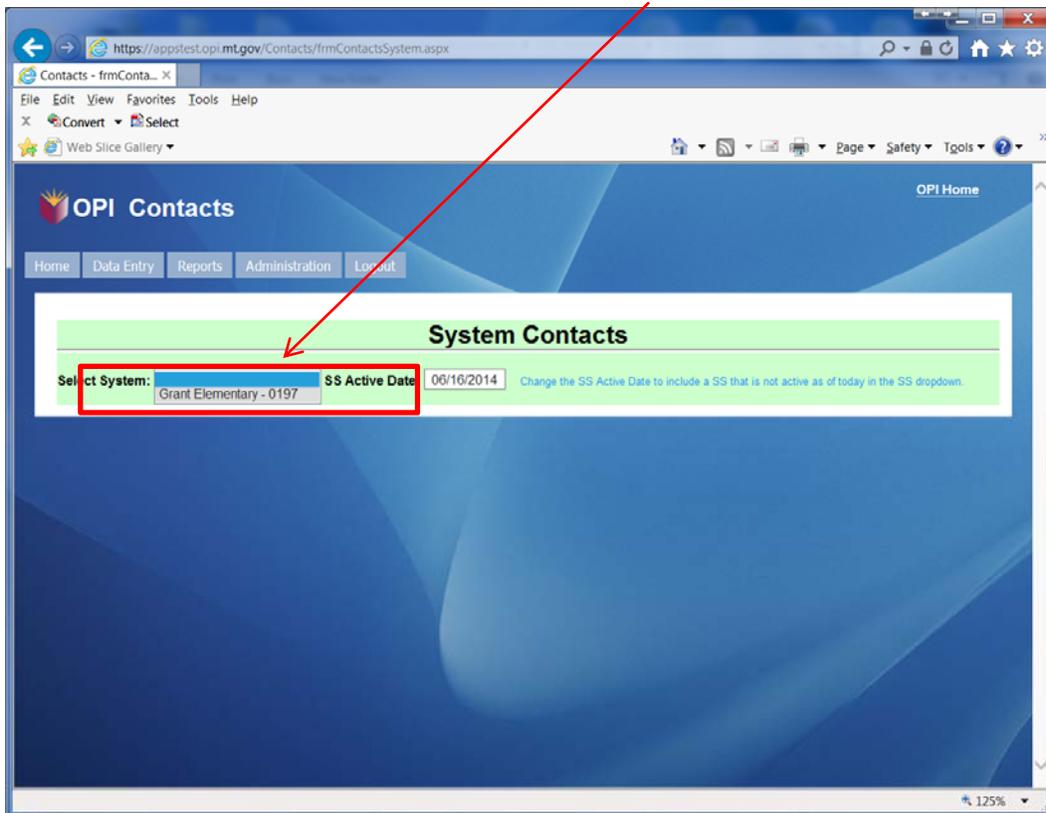
EdOrg – Not applicable to Schools

School – School contact data for Principal

To verify or make a change to existing data, from **"Data Entry"** option, select the applicable location **"System or School"**. **Please note: Most Schools will have to make changes to both Systems and Schools. Systems relates to Board Chair, Superintendent, and Clerk. School is for Principal data.**



You will select the location(s) assigned to you for updating. System and School codes have been pre-assigned so each school will only see their applicable codes.



Verify or update data as applicable:

OPI Contacts OPI Home

Home Data Entry Reports Administration Logout

System Contacts

Select System: Grant Elementary - 0197 SS Active Date: 06/16/2014 Change the SS Active Date to include a SS that is not active as of today in the SS dropdown.

First Name	MI	Last Name	Role		
Raymond		Clark	CHAIR	Select	Delete
Brianne		Spurlock	CLERK	Select	Delete

Role: Title:

Contact Name: First Name MI Last Name

Phone Number: (###) ### - #### Ext: #### Fax Number: (###) ### - ####

E-Mail:

Save Cancel

Last Modified By: Last Modified On:

Current data to verify or update. To update hit the "Select" button.

OPI Contacts OPI Home

Home Data Entry Reports Administration Logout

System Contacts

Select System: Grant Elementary - 0197 SS Active Date: 06/16/2014 Change the SS Active Date to include a SS that is not active as of today in the SS dropdown.

First Name	MI	Last Name	Role		
Raymond		Clark	CHAIR	Select	Delete
Brianne		Spurlock	CLERK	Select	Delete

Role: CLERK Title: District Clerk

Contact Name: Brianne MI Spurlock

Phone Number: (406) 925 - 3334 Ext: #### Fax Number: (###) ### - ####

E-Mail: grant.clerk@yahoo.com

Save Cancel

Last Modified By: CP8242 Last Modified On: 9/25/2013

Data is now presented for updating. Make necessary changes and then select the "Save" button to update changes.

Note: Contact information is limited to Chair, Clerk/Business Manager, and Superintendent in the System location and the Principal in the School location. Titles are automatically populated for consistency in role titles.

To Add a new contact:

Go to the **“Data Entry”** option and select the System or School Data location. As presented below there is no information in the contact data. Add the new data and select the **“Save”** button.

OPI Contacts OPI Home

Home Data Entry Reports Administration Logout

System Contacts

Select System: SS Active Date: Change the SS Active Date to include a SS that is not active as of today in the SS dropdown.

First Name	MI	Last Name	Role		
Raymond		Clark	CHAIR	Select	Delete
Brianne		Spurlock	CLERK	Select	Delete

Role: Title:

Contact Name:

Phone Number: () - Ext: Fax Number: () -

E-Mail:

Last Modified By: Last Modified On:

Once the Save button has been selected you will see the new entry.

OPI Contacts OPI Home

Home Data Entry Reports Administration Logout

System Contacts

Select System: SS Active Date: Change the SS Active Date to include a SS that is not active as of today in the SS dropdown.

First Name	MI	Last Name	Role		
Raymond		Clark	CHAIR	Select	Delete
Brianne		Spurlock	CLERK	Select	Delete
Jay		Phillips	SUPT	Select	Delete

Role: Title:

Contact Name:

Phone Number: () - Ext: Fax Number: () -

E-Mail:

Last Modified By: Last Modified On:

If you have questions or issues in the system please contact Kelli Webb at 444-3680 or Leisa Blanton at 444-4403.