

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

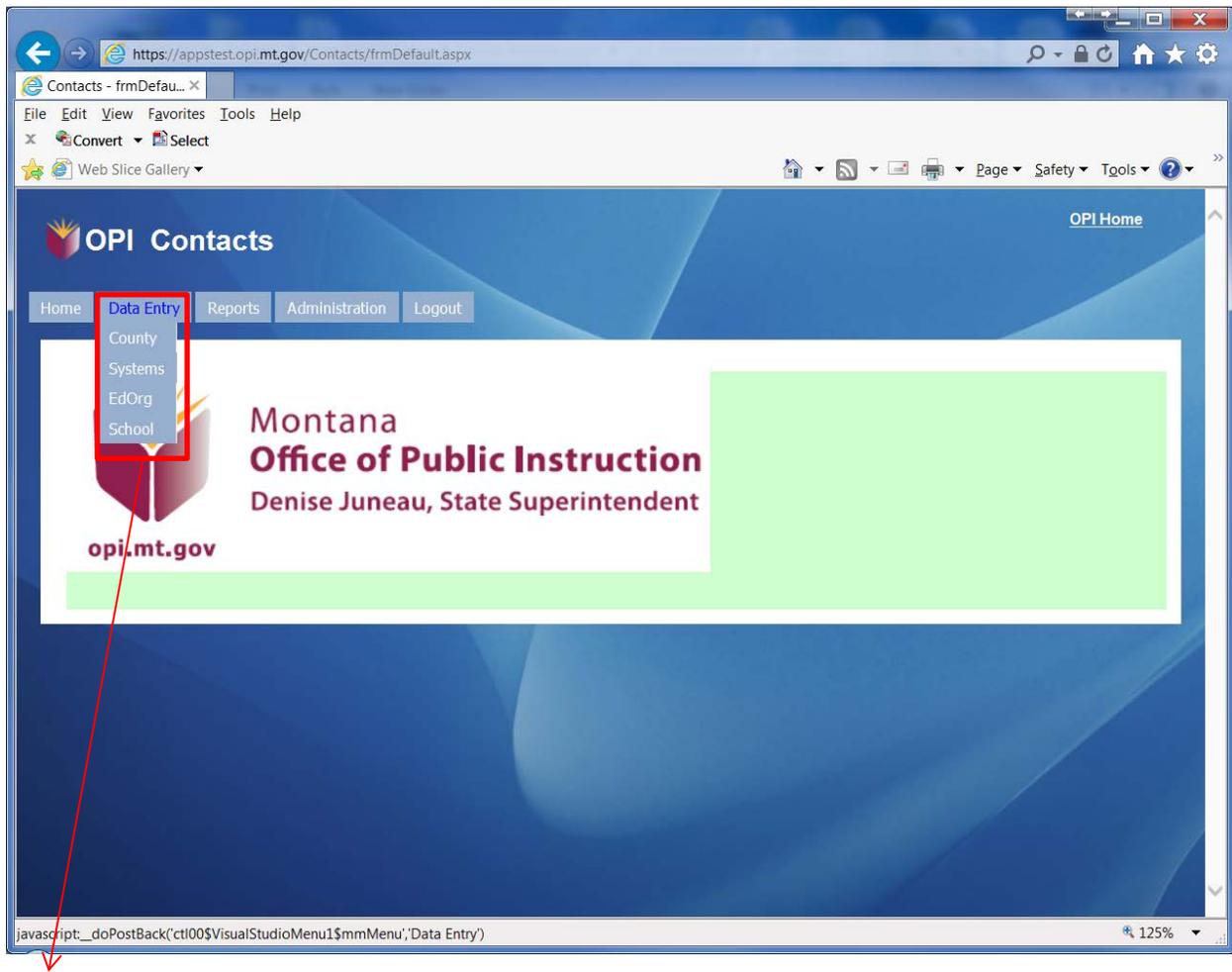
Use the link below to log into the OPI Contacts system using your OPI Common Login ID:

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



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.





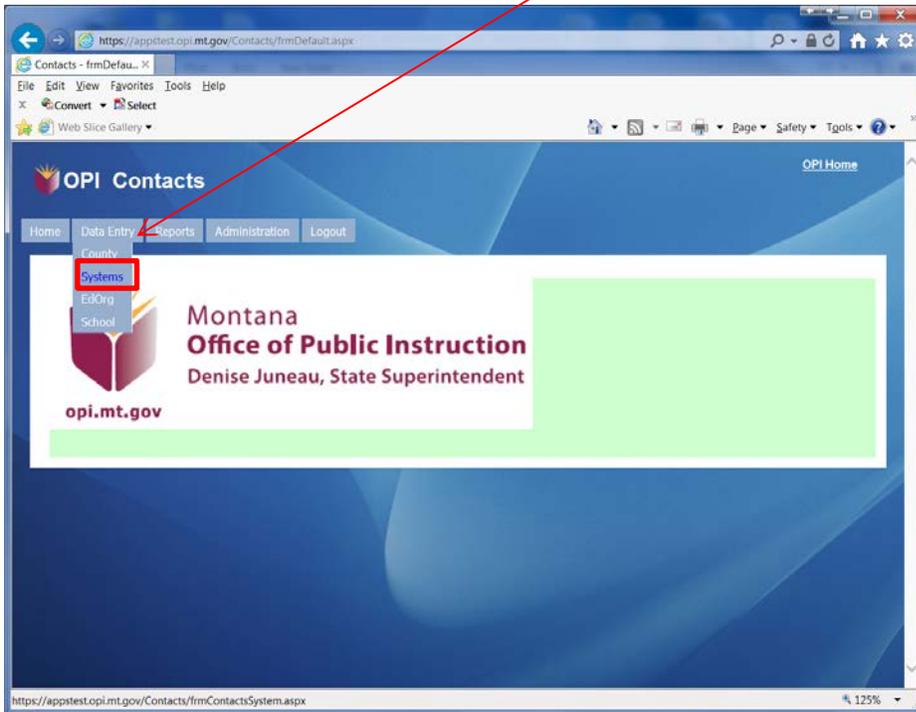
County – Not applicable to schools

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

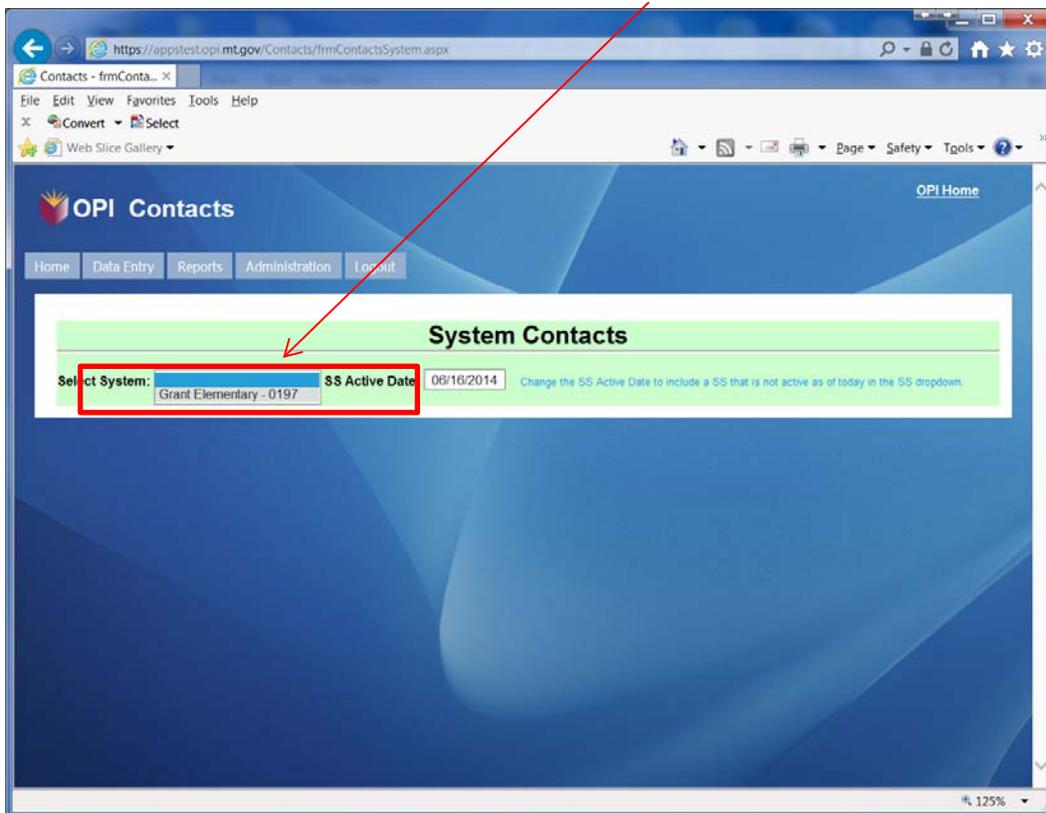
EdOrg – Not applicable to Schools

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**



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: MI

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

E-Mail:

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:

Contact Name: MI

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

E-Mail:

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. Please do not add additional contact data as this keeps the Directory consistent.

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: