



## PASSWORDS

***If you need a new username and password to enter the transportation program, please send an email to Donell Rosenthal at [drosenthal@mt.gov](mailto:drosenthal@mt.gov) . Include your phone number, fax number, school district and what transportation modules you will be responsible for. For instance the modules are: driver information, bus information, route information, payment information, and Individual Transportation Contracts. Once you have the user name and password:***

1. Open your browser and go to the OPI website at [www.opi.mt.gov](http://www.opi.mt.gov). Choose Pupil Transportation from the "Programs & Services" menu in the upper right side of the screen.
2. Click on "[Pupil Transportation Data Entry](#)" to the right of the OPI Yellow Bus logo.
3. It is easy to cut and paste that first password into the data cell by using "CTRL C" (control C) to copy and "CTRL V" to paste from your email into the data cell.
4. The home page for the OPI Pupil Transportation Program will open. You will see the OPI home page information at the top and the Transportation Menu will be across the middle of the page.
5. Click on "Administration" to change the password to something you can remember. Please write it down and keep it safe. The new password you assign has to be at least 8 characters in length and it must include a capital letter, a small letter and a number. It would look something like this: My21Pass.
6. Windows will provide a checkbox to "remember" the password. **DO NOT** check the box. It only remembers the first password and will not remember the 2nd, 3rd or 4th passwords.
7. If you forget your password, click on the "[Forgot Your Password](#)" link, enter your Username, and click on Submit.
8. Once you receive the new password, click on "Change Password" and paste the password you logged in with using the "CTRL V" again. Then enter your new password using the criteria in #5. The password will expire every 60 days. That is the state standard for passwords.
9. For assistance with the transportation program, email Donell at [drosenthal@mt.gov](mailto:drosenthal@mt.gov) or call 406-444-3024.

**THE ADMINISTRATIVE RULE REQUIRING DISTRICTS TO SUBMIT PAPER COPIES OF ALL COMPLETED AND APPROVED TRANSPORTATION FORMS HAS BEEN UPDATED.** Once a document is printed, please make copies for your file and the county superintendent.