



Montana Office of Public Instruction – Traffic Education Unit
Traffic Education Data and Reporting System (TEDRS)



GETTING ACCESS TO TRAFFIC EDUCATION ONLINE FORMS

TEDRS is the OPI's **Traffic Education Data & Reporting System**. The TE01 District Application, TE03/04 Certification and Student List, and TE06 Year-End Report can all be entered directly into a secure database. Form data can be entered, edited, updated, viewed, and printed by users with various levels of access. Download the **TEDRS User Guide** and the shorter **Student List How-to-Guide**.

Most school districts in Montana are using TEDRS to enter and manage their traffic education forms and reporting. Downloadable forms are available on the OPI – Traffic Education website.

Getting Access to Traffic Education Online Forms

USER NAME: TEDRS users need a username and password to enter Traffic Education forms and reports. Send an e-mail to Patti Borneman at pborneman@mt.gov to set up your TE account. Include your name, e-mail address, phone number, and school district. MAEFAIRS and Pupil Transportation users can use their existing usernames and passwords once OPI assigns traffic education to their program options.

TEDRS ACCESS & PASSWORDS <https://apps.opi.mt.gov/TrafficEducation/>

To establish a password for the first time or update it if it has expired:

- Go to the login screen and click "New User? Forgot Password?"
- Submit your assigned username and email address, and a new temporary password will be e-mailed to you.
- Copy (right click on your mouse, highlight the password, select Copy) the temporary password in the email, go back to the login screen and paste it into the password field.
- Once you're in the system, go to the Administration tab, click Change Password and follow the instructions to obtain a personal password.
- Passwords expire after 60 days and you need to follow this process again to obtain a new password.

CONTACT US

For help with TEDRS or other questions about the OPI's Traffic Education Program, contact:

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