School District Data Updates

User Access

OPI Common Login is required to log into OPI Contact system. OPI Common Login means that the same user ID and password is used for OPI Contacts as for many other OPI systems (ex. MAEFAIRS). If you do not have access to the OPI Contacts application, email CentralUpdates@mt.gov.

Updating Data

Use the link below to log into the OPI Contacts system using your OPI Common Login ID:
https://apps.opi.mt.gov/osp/

Once you login, you will see the home screen, which is shown below. Click on the *"Data Entry"* option to make the applicable changes. Note each entity user will only be able to see the data for the entities they are specifically authorized to manage. Each type of data entry has specific contact information as outlined below. Please note that while there are five types of data entry shown, County and EdOrg are not applicable to schools.

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

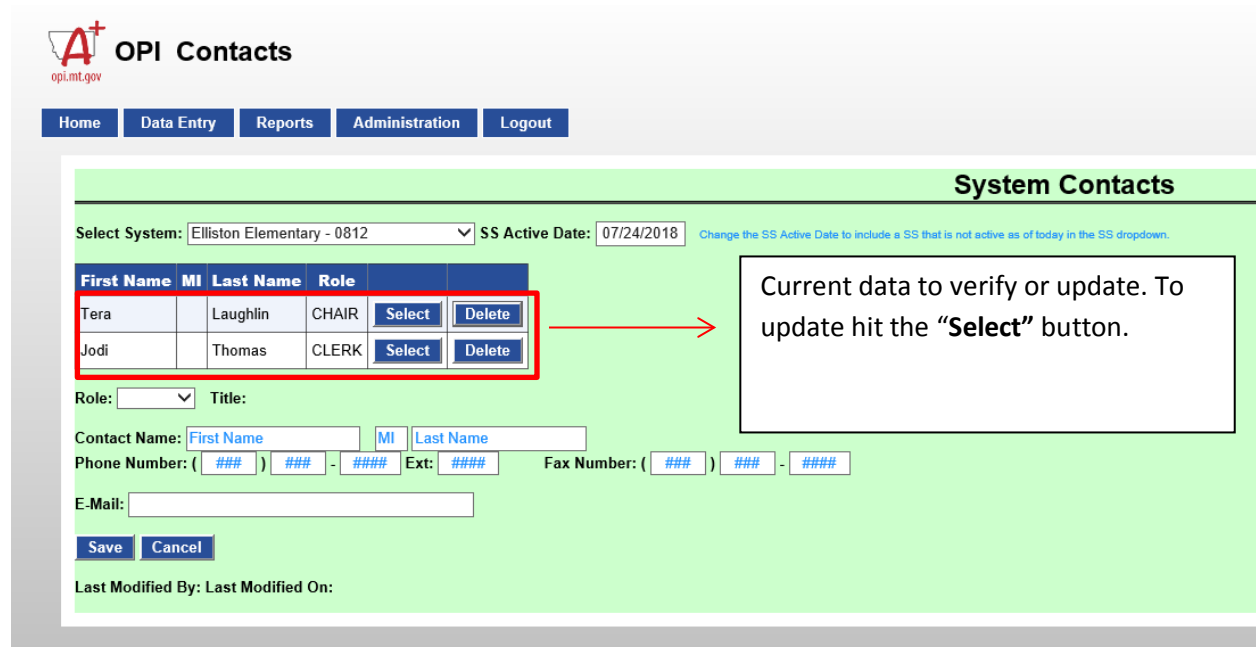**School – School contact data for Principal**

Cybersecurity Contacts – Contact data for cybersecurity contact

To verify or make a change to existing data, from *__"Data Entry"__* option, select the applicable option: **"System," "School,"** or **"Cybersecurity Contacts." 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:

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

To Add a new contact:

Go to the **"Data Entry"** option and select the System, School, or Cybersecurity Contacts. Add the new data and select the **"Save"** button.

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

If you have questions or issues in the system please us via e-mail at CentralUpdates@mt.gov

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