

# School District Data Updates

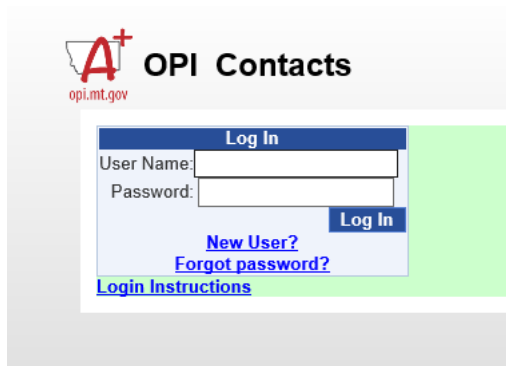
## User Access

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](mailto:CentralUpdates@mt.gov).

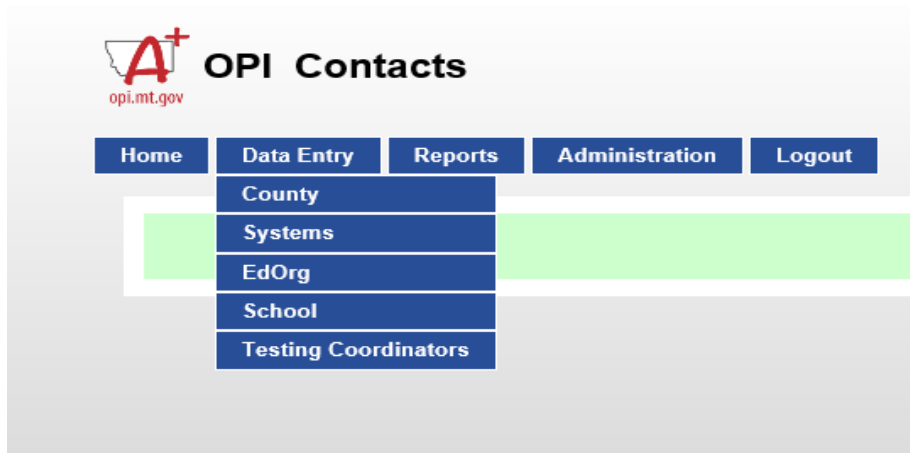
## Updating Data

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

<https://apps.opi.mt.gov/Contacts/>



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**

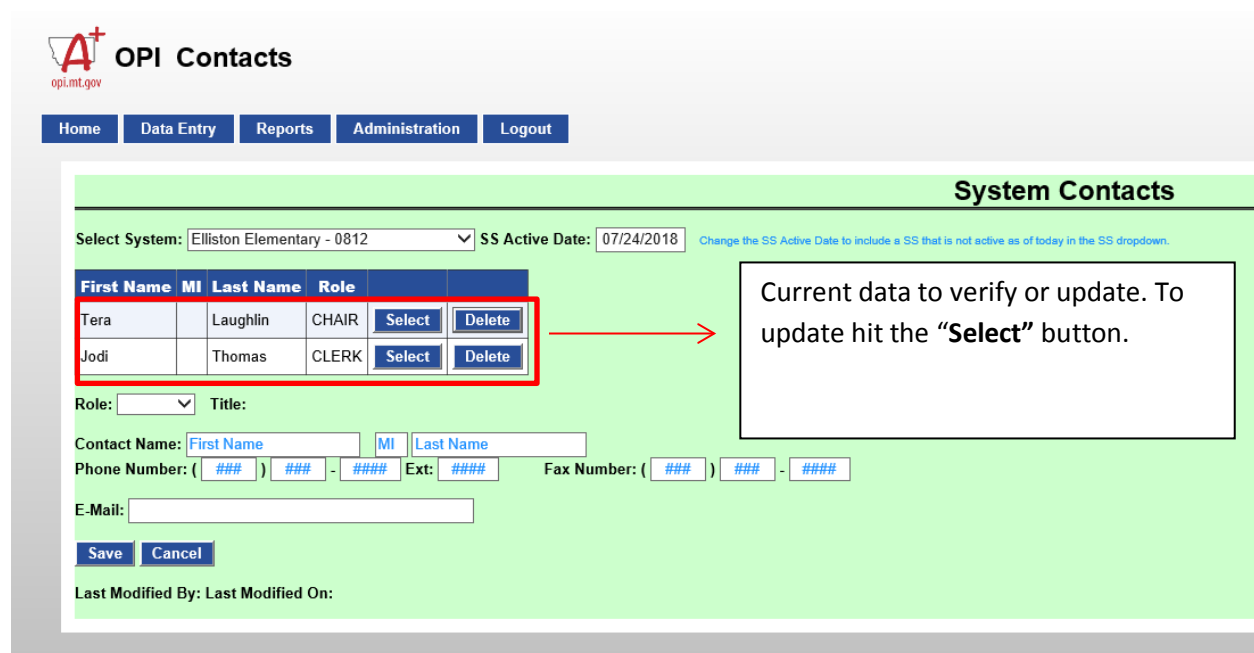
**Testing Coordinator – Contact data for system testing coordinator**

To verify or make a change to existing data, from **“Data Entry”** option, select the applicable option: **“System,” “School,” or “Testing Coordinator.”** **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:



**System Contacts**

Select System: Elliston Elementary - 0812 SS Active Date: 07/24/2018 Change the SS Active Date to include a SS th

First Name	MI	Last Name	Role		
Tera		Laughlin	CHAIR	Select	Delete
Jodi		Thomas	CLERK	Select	Delete

Role: CLERK Title: District Clerk

Contact Name: Jodi MI Thomas

Phone Number: ( 406 ) 492 - 7676 Ext: #### Fax Number: ( ### ) ### - ####

E-Mail: ellistonschool@blackfoot.net

Save Cancel

Last Modified By: CP8242 Last Modified On: 3/9/2015

*Note: A red box highlights the table and form fields, and a red arrow points from the 'Select' button in the table to the text box on the right.*

Choose "Select" to get the data to display. Make changes to the data. Select the "Save" button when you're done.

**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 Testing Coordinator. Add the new data and select the "Save" button.

**System Contacts**

Select System: Elliston Elementary - 0812 SS Active Date: 07/24/2018 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		
Tera		Laughlin	CHAIR	Select	Delete
Jodi		Thomas	CLERK	Select	Delete

Role: CLERK Title: District Clerk

Contact Name: Jodi MI Thomas

Phone Number: ( 406 ) 492 - 7676 Ext: #### Fax Number: ( ### ) ### - ####

E-Mail: ellistonschool@blackfoot.net

Save Cancel

Last Modified By: CP8242 Last Modified On: 3/9/2015

*Note: A red box highlights the form fields and the Save/Cancel buttons.*

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](mailto: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.**