



## Traffic Education Data and Reporting System (TEDRS)

### REQUIRED FORMS & USING TEDRS

Montana school district staff and traffic education (TE) teachers can enter and submit these required traffic education forms and reports using TEDRS:

- **TE01 Program Application**- Due August 1 or at least 5 business days before TE program begins.
- **TE03 Certification & TE04 Student List** – Enter student names, birth dates, TEP and Learner License issue dates, and TE class dates. The printable Student List alphabetizes automatically and instructor and student names can be searched. The TE03 Certification and TE04 Student List are submitted to OPI online and student data is also available to Driver Examiners with access to the system.
- **TE06 Year End Report** – Due before July 10 with program and budget information for annual August TE reimbursement.

#### USER NAME

You will need a user name and password to enter the Traffic Education reports. Send an e-mail to LeAnn Haas at [leann.haas@mt.gov](mailto:leann.haas@mt.gov) to set up your TE account and include your name, email address, phone number, and school district. If you are a MAEFAIRS and/or Pupil Transportation program user, you will be able to use your existing username and password to access TEDRS when OPI adds Traffic Education to your OPI user account.

#### PASSWORD

When you have your new OPI-issued username, you will need to create a password to access TEDRS. Go to <http://opi.mt.gov/DriverEd> and click on



At the login screen, click on **Forgot My Password/New User** and enter your assigned username and email address associated with the account. OPI will immediately reply to your e-mail with a temporary password and instructions. Copy the temporary password, return to the login screen, paste in your temporary password and log in. Then, go to the **Administration** tab, click on **Change Password** and create a password that is easier to type and remember. This password will be active for 60 days. When it expires, you will need to follow this process again to obtain a new password. If you ever forget your password, you only need to click on **Forgot My Password**, and a new temporary password will be emailed to you.

If you have any questions or require assistance with TEDRS, please contact LeAnn Haas, Traffic Ed Program Specialist by calling (406) 444-4432 or e-mail: [leann.haas@mt.gov](mailto:leann.haas@mt.gov).

