# OPI Contacts Instructions



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#### **OPI Contacts**

The Contacts Application is located on the OPI Secure Portal



# **OPI Secure Portal**

Bookmark this page or store it in your favorites, so you can easily navigate here to access the majority of your OPI applications.
<ul> <li>µsername</li> <li>password</li> </ul>
<ul> <li>☑ Contact the Helpdesk</li> <li>▲ Reset Password</li> <li>☑ How to Reset Your Password and Other Frequently Asked Questions</li> <li>☑ User Access Request Forms</li> </ul>

Log into the OPI Portal and click on the Contacts application shown below.



Go to the Data Entry tab shown below.

lome	Data Entry Repor	ts School District User Guide	Logout
	Systems		
	Trustees		
	EdOrg		
	School		
	Cybersecurity Conta	cts	

# <u>Please note: Most Schools will have to make</u> <u>changes to Systems, Trustees and Schools.</u>

# Systems relates to Board Chair, Superintendent, and Clerk.

<u>Trustee is required to be updated within 14 days of any</u> <u>change in trustee.</u>

# School is for Principal and supervising teacher data.

### **Systems** – Board Chair, Clerk/Business Manager, & Superintendent.

When the Systems screen opens, the Select Systems will show your school/district name/ID. If you have more then one school system assigned to you, click on the correct school/district name pull up their information. The SS Active Date auto populates to the exact date every time the page is opened. This field <u>does not</u> need to be addressed.

opi.mt	OPI Co	ontacts		
Hom	ne Data Entry	Reports	School District User Guide	Logout
				System Contacts
	Select System: or Select Number:	Absarokee Absarokee	Public Schools - 0919	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

Update "Contact Name", "Phone Number", "Fax" (if applicable), and "Email".

Click on "**Select**" to get the data to display. After you have made your changes to the data, click "**Save**". If you make a mistake while editing, click "**Cancel**" to undue any changes you made. Do not "**Delete**" the role, instead "**Select**" and edit the information under the role.

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

Note: Contact information is limited to Chair, Clerk/Business Manager, and Superintendent in the System. Titles are automatically populated for consistency in role titles. There cannot be more than one role with the same title.

See image below:

OPI Contacts	<u>OPI Home</u> ⊜ <u>Send us Feedback</u>
Home         Data Entry         Reports         School District User Guide         Logout	
System Contacts	
Select System:       Elliston Elementary - 0812       SS Active Date:       07/24/2018       Change the SS Active Date to include a S         or Select Number:       0812 - Elliston Elementary       V       Click on "Select" to have made your of you make a mistak undue any change kerry         Jodi       Thomas       CLERK       Select       Delete         Kerry       Glisson       SUPT       Select       Delete         Role:       CHAIR       Title:       Board Chairperson	ss that is not active as of today in the SS dropdown. o get the data to display. After you hanges to the data, click " <b>Save</b> ". If ke while editing, click " <b>Cancel</b> " to es you made. e role, instead " <b>Select</b> " and edit der the role.
Contact Name: Jailynn       MI       Meador         Phone Number: ( ### ) ### - #### Ext: #### Fax Number: ( ### ) ### - ####         E-Mail: crimed68@yahoo.com         Save       Cancel         Last Modified By: Last Modified On: 9/6/2022	Update " <b>Contact Name</b> ", " <b>Phone Number</b> ", " <b>Fax</b> " (if applicable), and " <b>Email</b> "

# Trustees – Trustee Repository

When the Trustees screen opens, the Select Systems will show your school/district name/ID. If you have more than one school system assigned to you, click on the correct school/district name pull up their information. The SS Active Date auto populates to the exact date every time the page is opened. This field <u>does not</u> need to be addressed.

A opi.mt.gov	OPI Co	ontacts	i		OPI Home ⊜ Send us Feedback
Home	Data Entry	Reports	School District User Guide	Logout	
					System Trustees
Selec or Se	t System: lect Number:	Absarokee F Absarokee	Public Schools - 0919 V SS Public Schools - 0919	Active Dat	e: 09/14/2023 Change the SS Active Date to include a SS that is not active as of today in the SS diopdown.

Now that the district has been selected, the screen will populate the necessary fields to complete the data collection. If available, enter the district's website containing the school boards trustee information, then click the "Save Website" button before moving on (or the website will not save).

	OPI Contacts								
Home Data Entry	Reports	School District User	Guide Logout	t.					
				System Trustees					
Select System: or Select Number:	Absarokee F 0919 - Absa	Public Schools - 0919 rokee Public Schools	<ul> <li>✓ SS Active Dat</li> <li>✓</li> </ul>	ate: 09/14/2023 Change the SS Active Date to include a SS that is not active as of today in the SS dropdown.					
Website (If availabl	le): https://wv	vw.absarokee.k12.mt.u	/page/school-boar	a					
Save Website									

Once the Website field has been addressed, fill out the Trustee's first and last name, phone number, email address, term start date and end date of the current election cycle. Then enter save or, cancel if you choose not to save the information.

The term is from the date the trustee was sworn in (elected or appointed) and runs through the next election date. Terms for trustees are generally 3 years.

20-3-301, MCA Election and Term of Office

Once the trustee information is entered into the system, it can be edited or deleted. In fact, **HB811 requires this** information to be updated within 14 days of any change in trustee.

System Trustees         Select System:       Absarokee Public Schools - 0919 • SS Active Date:       09/14/2023       Change the SS Active Date to include a SS that is not active as of today in the SS dropdow or Select Number:       0919 - Absarokee Public Schools • •         Website (If available):       https://www.absarokee.k12.mt.us/page/school-boal         Save Website         First Name       Mil Last Name         Buck       Russell	ome	Data Entry	Reports	School District Use	r Guide Logout					
Select System: Absarokee Public Schools - 0919  SS Active Date: 09/14/2023 Change the SS Active Date to include a SS that is not active as of today in the SS dropdow or Select Number: 0919 - Absarokee Public Schools  V Website (If available): https://www.absarokee.k12.mt.us/page/school-boal Save Website First Name MI Last Name Buck Russell Select Delete										
Select System:       Absarokee Public Schools - 0919 - SS Active Date:       09/14/2023       Change the SS Active Date to include a SS that is not active as of today in the SS dropdom or Select Number:         0919 - Absarokee Public Schools -          Website (If available):       https://www.absarokee.k12.mt.us/page/school-boar         Save Website         First Name       MI         Buck       Russell         Select       Delete						System	Trustees			
Website (If available):       https://www.absarokee.k12.mt.us/page/school-boar         Save Website         First Name       MI         Last Name       Delete	Selec or Sel	t System: lect Numbe	Absarokee 0919 - Abs	Public Schools - 0919 arokee Public Schools	SS Active Date	e: 09/14/2023	Change the SS Active	a Date to include a St	5 that is not active as	s of today in the SS dropdown.
Save Website First Name MI Last Name Buck Russell Select Delete	Websi	te (If availa	ble): https://w	ww.absarokee.k12.mt.u	us/page/school-boar					
First Name MI Last Name Buck Russell Select Delete	Save	Website								
Buck Russell Select Delete	First	Name MI I	ast Name							
	Buck	F	Russell	Select Delete						

To edit the information, click on the "Select" button and the information will populate in the fields below. You will have the ability to edit the information in those fields and save it. Or if you choose not to save the edited information you may select the cancel button.

		Sy	stem Trustees	i
Select System: A	osarokee Public Schools - (	919 V SS Active Date: 09	14/2023 Change the 55 Activ	ve Date to include a SS that is not active as of today in the SS dropdo
or Select Number: 0	19 - Absarokee Public Sch	ools 🗸		
Mahaita (16 availabla).	hiter (for the sector of the s	) est un la ser la sha et la su		
vvebsite (if available):	nttps://www.absarokee.k12	2.mt.us/page/school-boai		
Save Website				
First Name MI Last	Name			
Buck Russ	ell Select Delete			
		- -		
	M	Russell		
Trustee Name: Buck				
Trustee Name: Buck Phone Number: ( 4	6 ) 438 - 1630	Ext: #### Fax Number: (	) -	
Trustee Name: Buck Phone Number: ( 40	6 ) 438 - 1630	Ext: #### Fax Number: (	)	
Trustee Name: Buck Phone Number: ( 40 E-Mail: buck.russell@	16 ) 438 - 1630 absorkee.k12.mt.us	Ext: #### Fax Number: (	)	
Trustee Name: Buck Phone Number: ( 40 E-Mail: buck.russell@ Term Start: 05/15/202	16 ) 438 - 1630 absorkee.k12.mt.us	Ext: #### Fax Number: (	))[]-[	

If you wish to delete the saved information saved in the system. Click the "Delete" button. A message will populate asking if you are sure you want to delete the trustee's information. You have the option to select OK or Cancel. OK will delete the trustee's information and Cancel will void the delete option.

OPI Contacts			appstest.opi.mt.g Are you sure you w	gov says ant to delete this	OPI Hom ⊙ Send I		
					ОК	Cancel	
							÷
				System T	rustees		
Select System:	Absarokee	Public Schools - 0919	SS Active Date:	09/14/2023 0	hange the SS Active Date	to include a SS that	is not active as of today in the SS dropdown.
or Select Number:	0919 - Absa	rokee Public Schools	~				
Website (If availabl	e): https://w	ww.absarokee.k12.mt.u	s/page/school-boai				
Save Website							
First Name MI La	ist Name						
Buck R	ussell	elect Delete					

# **School** – Principal & Supervising Teacher

When the School screen opens, the Select Systems will show your school/district name/ID. If you have more than one school system assigned to you, click on the correct school/district name pull up their information. The SS Active Date auto populates to the exact date every time the page is opened. This field <u>does not</u> need to be addressed.

opi	A <sup>+</sup>	OPI Co	ontacts	3				
Ho	ome	Data Entry	Reports	School District User Guide	Logout			
								School Contacts
	Selec or Se	ct School: elect Number:	Absarokee	6-8 - 1775	School A	active Date: 07	7/24/2018	Change the SC Active Date to include a SC that is not active as of today in the SC dropdown.

Update "Contact Name", "Phone Number", "Fax" (if applicable), and "Email".

Click on "**Select**" to get the data to display. After you have made your changes to the data, click "**Save**". If you make a mistake while editing, click "**Cancel**" to undue any changes you made. Do not "**Delete**" the role, instead "**Select**" and edit the information under the role.

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

Note: Contact information is limited to Principal and Supervising teacher in the School. Titles are automatically populated for consistency in role titles. There cannot be more than one role with the same title.

See image below:

OPI Contacts	OPI Home © Send us Feedback							
Home Data Entry Reports School District User Guide Logout								
School Con	itacts							
Select School - 0947 • School Active Date: 07/24/2018 Change the SC Active Date to include a SC that is not active as of today in the SC dropdown.								
or Select Number: 0947 - Elliston School First Name M Last Name Role Kerry Glisson PRIN Select Delete Lisa Krug SUPERVTCH Select Delete Role: PRIN V Title: Principal	Click on " <b>Select</b> " to get the data to display. After you have made your changes to the data, click " <b>Save</b> ". If you make a mistake while editing, click " <b>Cancel</b> " to undue any changes you made. Do not " <b>Delete</b> " the role, instead " <b>Select</b> " and edit the information under the role.							
Contact Name: Kerry MI Glisson Phone Number: ( 406 ) 846 - 9719 Ext: #### Fax Number: ( 406 ) 846 - 3891 E-Mail: kglisson@powellcountymt.gov Save Cancel Last Modified By: kglisson Last Modified On: 2/27/2023	Update "Contact Name", "Phone Number", "Fax" (if applicable), and "Email"							

#### **Cybersecurity Contacts** – Cybersecurity personnel

When the Cybersecurity Contacts screen opens, the Select Systems will show your school/district name/ID. If you have more than one school system assigned to you, click on the correct school/district name pull up their information.

The SS Active Date auto populates to the exact date every time the page is opened. This field <u>does not</u> need to be addressed.

5	A opi.mt.gov	OPI Contacts					
	Home	Data Entry	Reports	School District User Guide	Logout		
			Cybersecurity Contacts				
	Select System:			`	SS Active Date:	09/19/2023	Change the SS Active Date to include a SS that is not active as of today in the SS dropdown.
	or S	elect Number:	Absarokee F	Public Schools - 0919			

Update "Title" "Contact Name", "Phone Number(s)", "Email" and check the Box if the cybersecurity contact is not a school employee.

Click on "**Select**" to get the data to display. After you have made your changes to the data, click "**Save**". If you make a mistake while editing, click "**Cancel**" to undue any changes you made.

Do not "Delete" the role, instead "Select" and edit the information under the role.

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

See image below:								
OPI Contacts	<u>OPI Home</u> © <u>Send us Feedback</u>							
Home         Data Entry         Reports         School District User Guide         Logout								
Cybersecurity Contacts								
Select System: Absarokee Public Schools - 0919 V SS Active Date: 07/24/2018 Change the SS Active Date to include a SS that is not active as of loday in the SS dropdown.								
First Name     MI     Last Name     Title       Jimmie     J     Lester     Delete       Title:	Click on "Select" to get the data to display. After you have made your changes to the data, click "Save". If you make a mistake while editing, click "Cancel" to undue any changes you made. Do not "Delete" the role, instead "Select" and edit the information under the role.							
E-Mail: [esterj@absarokee.k12.mt.us Please check if contact is NOT a school employee (outside company/hired consultant) Save Cancel Last Modified By: TLester Last Modified On: 3/12/2021	Update "Title" "Contact Name", "Phone Number(s)", "Email", and check box if not school employee							

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