OPI Access, Applications, And Information for District Clerks

Action	Location	Contact
New user access		
Complete & submit the OPI School Finance Access form.	School Finance Access Request Form This form is used to request access the **MAEFAIRS**, **Pupil Transportation**, **County**, & **School Contacts** (Clerk only) applications	Donell Rosenthal (406) 444-3249
E-Grants ➤ Clerks must have the current Authorized Rep (AR) listed in School Contacts before a "New User" account can be requested on the E-Grants Welcome Page, or a modification can be requested for a user's current account/roles within the E-Grants system. ➤ Follow steps in the Security User Guide found in the Training Section on the E-Grants Welcome Page. ➤ Contact egrants@mt.gov with questions about transfers or problems.	Welcome to E-Grants Login Page OPI Webpage: E-Grants	Egrants@mt.gov (406) 444-3680
School Finance Applications		
School Contacts ➤ Contacts listed on Budget & TFS forms: **Chair**, **District Superintendent** & **Clerk** ➤ **AR** (Authorized Representative) listed in E-Grants. ➤ **Principals**	School Contacts Instructions OPI Secure Portal Access Request Form	CentralUpdates@mt.gov
MAEFAIRS ➤ TFS ➤ Budget ➤ Comp. Expenditure ➤ Tuition ➤ Dist. Enrollment	OPI Secure Portal Access Request Form	Donell Rosenthal (406) 444-3249
Pupil Transportation ➤ Bus ➤ Individual Contract	OPI Secure Portal Access Request Form	Donell Rosenthal (406) 461-9316

Please allow OPI personnel at least one full business day to respond to any voicemails or emails sent