

# OPI Contacts Instructions



September 2023

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# OPI Contacts

The Contacts Application is located on the [OPI Secure Portal](#)



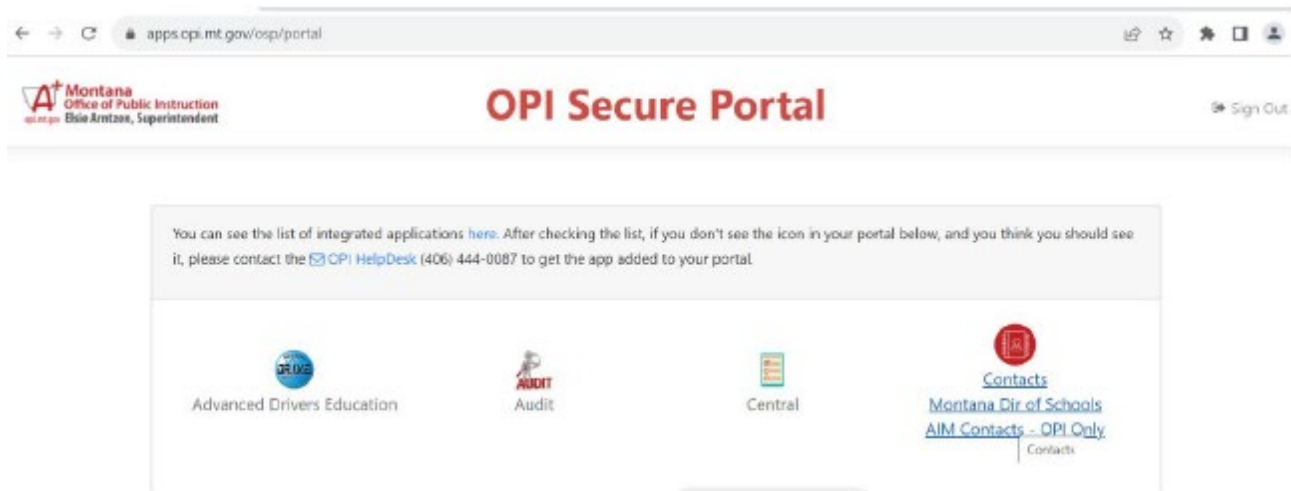
## OPI Secure Portal

Bookmark this page or store it in your favorites, so you can easily navigate here to access the majority of your OPI applications.

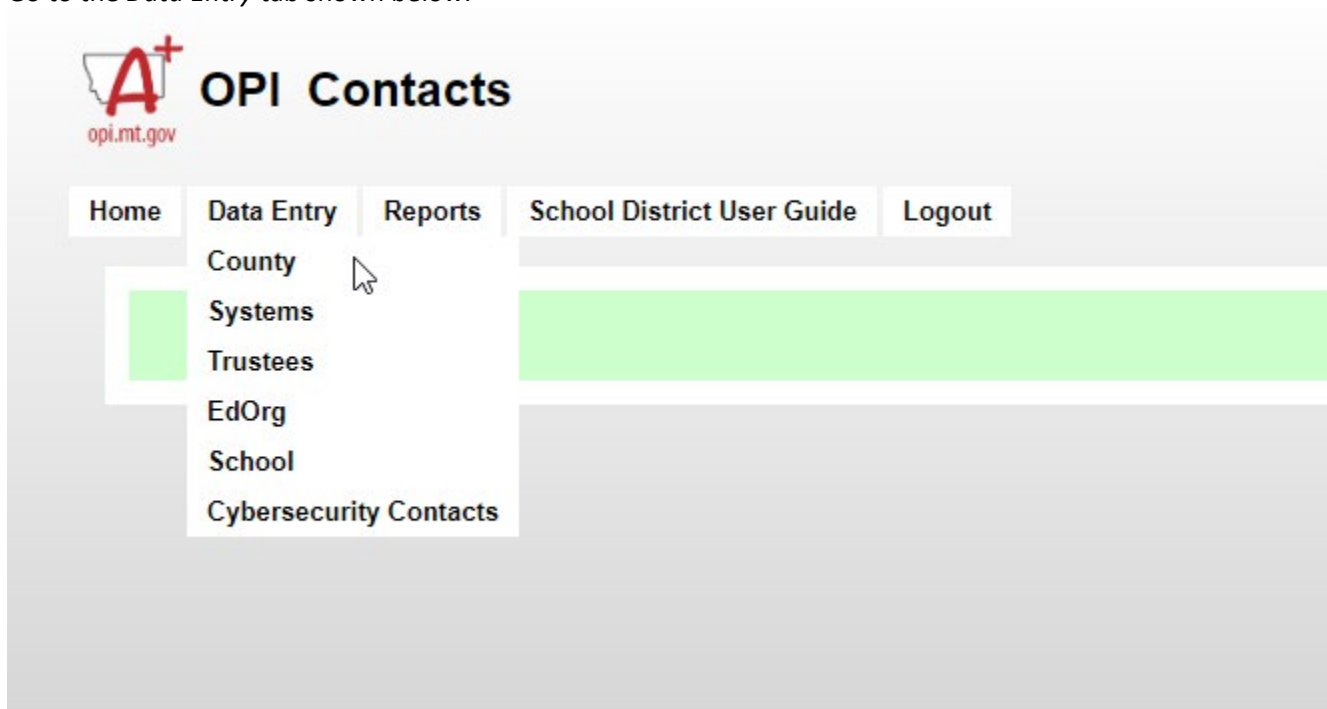
**Login**

- Contact the Helpdesk
- Reset Password
- How to Reset Your Password and Other Frequently Asked Questions
- User Access Request Forms

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



Go to the *Data Entry* tab shown below.



**Please note: Most Schools will have to make changes to Systems, Trustees and Schools.**

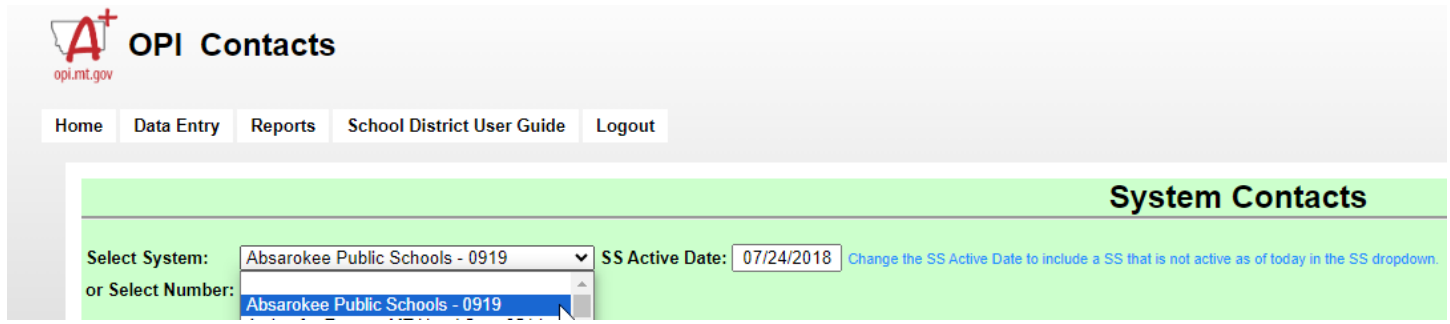
**Systems relates to Board Chair, Superintendent, and Clerk.**

**Trustee is required to be updated within 14 days of any change in trustee.**

**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 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 **does not** need to be addressed.



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

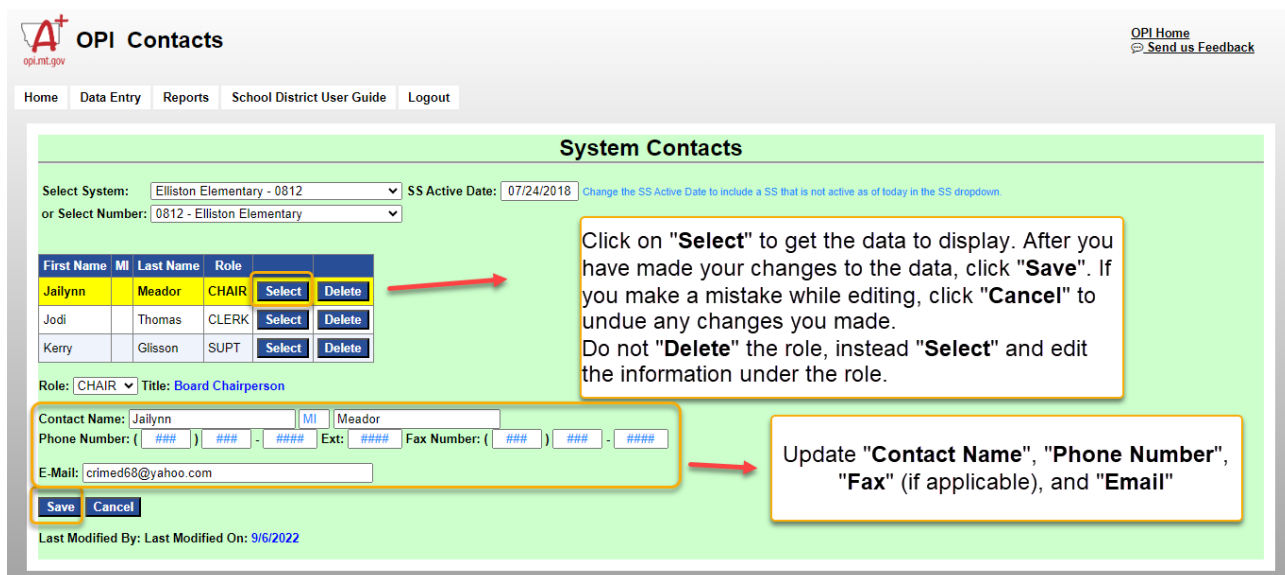
Click on "**Select**" to get the data to display. After you have made your changes to the data, click "**Save**". If you make a mistake while editing, click "**Cancel**" to undue any changes you made.

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:

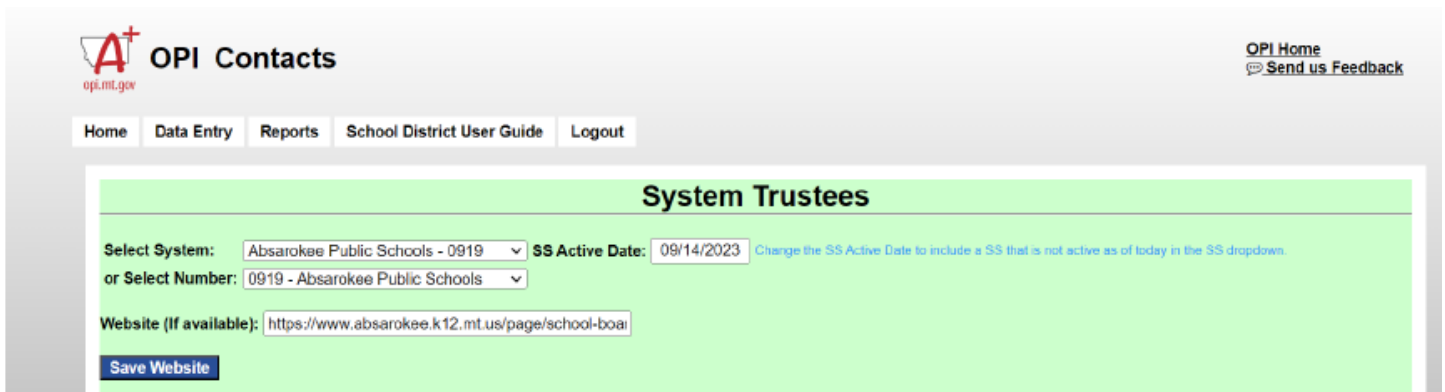


# Trustees – Trustee Repository

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 **does not** need to be addressed.



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).



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](#)

Home Data Entry Reports School District User Guide Logout

## System Trustees

Select System:  SS Active Date:  Change the SS Active Date to include a SS that is not active as of today in the SS dropdown.  
 or Select Number:

Website (If available):   
 Website Saved successfully.

There are no trustees entered for the selected system.

Trustee Name:     
 Phone Number: (  )  -  Ext:  Fax Number: (  )  -

E-Mail:

Term Start:  Term End:

Last Modified By: Last Modified On:

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.**

Home Data Entry Reports School District User Guide Logout

## System Trustees

Select System:  SS Active Date:  Change the SS Active Date to include a SS that is not active as of today in the SS dropdown.  
 or Select Number:

Website (If available):

First Name	MI	Last Name		
Buck		Russell	<input type="button" value="Select"/>	<input type="button" value="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.

### 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 dropdown.  
or Select Number: 0919 - Absarokee Public Schools

Website (If available):

**Save Website**

First Name	MI	Last Name		
Buck		Russell	Select	Delete

Trustee Name:     
Phone Number: (  )  -  Ext:  Fax Number: (  )  -

E-Mail:

Term Start:  Term End:

**Save** **Cancel**

Last Modified By: Cp8226 Last Modified On: 9/14/2023

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.gov says  
Are you sure you want to delete this trustee?

**OK** **Cancel**

OPI Home  
Send U

### 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 dropdown.  
or Select Number: 0919 - Absarokee Public Schools

Website (If available):

**Save Website**

First Name	MI	Last Name		
Buck		Russell	Select	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 **does not** need to be addressed.

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.

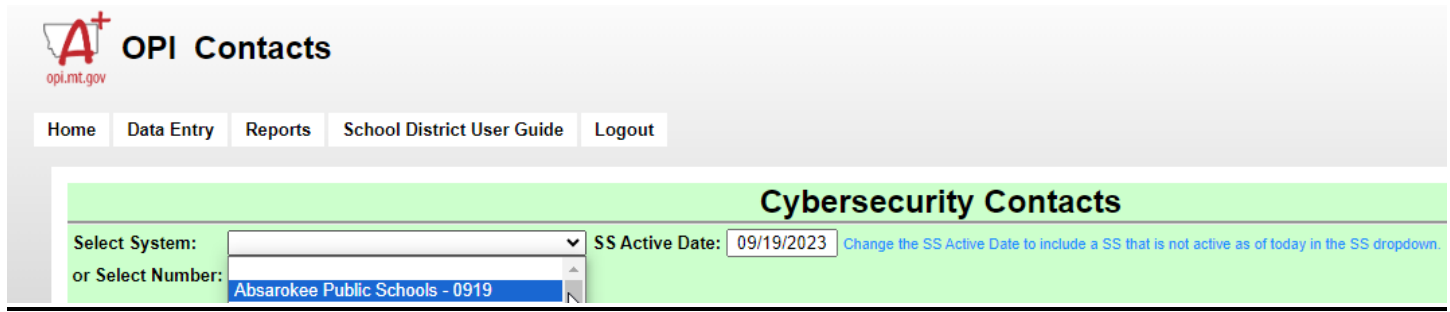
**Note: Contact information is limited to Principal and Supervising teacher in the School. Titles are automatically populated for consistency in role titles. There cannot be more than one role with the same title.**

See image below:

# 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 **does not** need to be addressed.



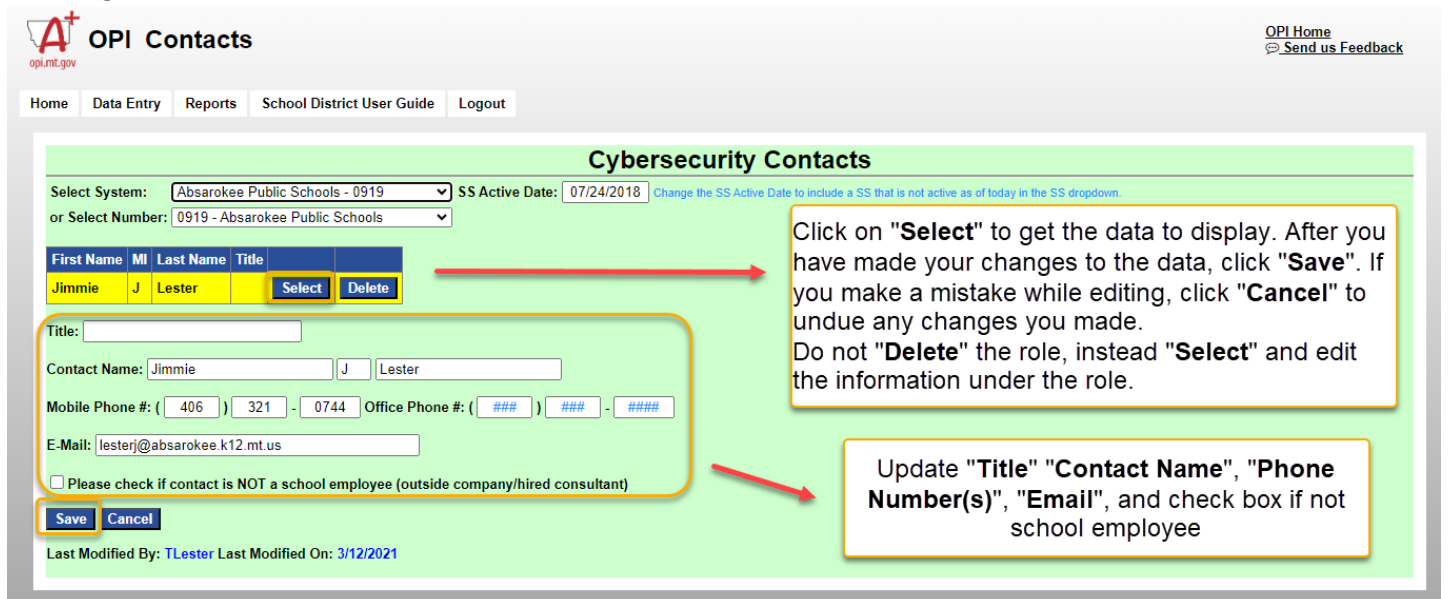
Update "Title" "Contact Name", "Phone Number(s)", "Email" and check the Box if the cybersecurity contact is not a school employee.

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:



If you have questions or issues in the system please contact us via e-mail at [CentralUpdates@mt.gov](mailto:CentralUpdates@mt.gov)