



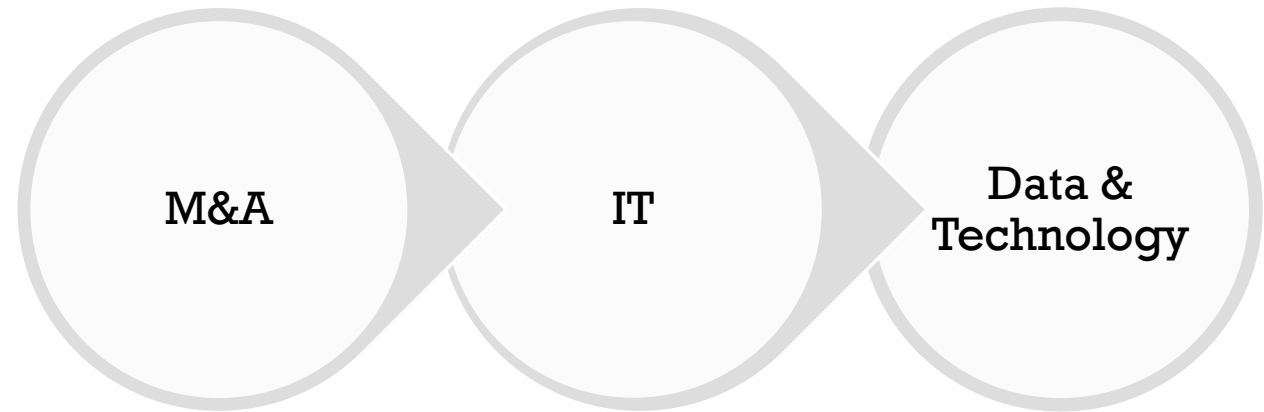
OPI SYSTEMS AND DATA GETTING ACCESS KEEPING DATA SECURE

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Putting Montana Students First **A+**

About OPI's Data & Technology Team



DID YOU KNOW?

- The OPI only collects data mandated by state or federal law or as a condition of a grant
- Typically, funding is tied to timely and accurate reporting. Late and/or bad data could put funding in jeopardy.
- Data collected is typically used for compliance and performance measurements

OUR SHARED PRIORITIES

- Keep Data Safe and Secure
- Facilitate and Make Data Collection and Reporting Easier, Accurate and Complete
- Build and Promote a Data Use Culture – All this data is telling us something, how do we (you and the OPI) start “listening to it” and using it to improve student and school performance and outcomes?

■ If that last bullet point interests you, please consider [attending the Montana Data Use Culture conference in Helena on September 16-17](#)

ONE PLACE TO GO TO GET ACCESS TO SYSTEMS AND DATA

(WELL, MOST OF IT ANYWAYS)

<http://opi.mt.gov/Leadership/Data-Reporting/Access-to-OPI-Information-Reporting-Systems>

Systems are arranged by your role (clerk, superintendent, testing coordinator, etc...)

The accuracy of this for you will vary on the size of your district and how many hats you wear!

Access to OPI Information Reporting Systems

The OPI maintains a number of computer applications to assist schools and educators. The applications are organized below by role. Find your role(s) below. Click on any applications link to get the contact information you need to get started, or, contact the OPI at OPIHelpDesk@mt.gov.

[OPI Application Access Request Form](#)

ADMINISTRATORS	TESTING COORDINATORS	COUNTY SUPERINTENDENTS	DATA & REPORTING SUPPORT
<ul style="list-style-type: none">Continuous School Improvement (CSIP)Educational Data (GEMS)Educator Licensure (MSEIS)Jobs for Teachers (J4T)Non-Public SchoolsEducator Data (TEAMS)	<ul style="list-style-type: none">Montana Directory of Schools (Contacts)Educational Data (GEMS)Testing (MontCAS)	<ul style="list-style-type: none">Montana Directory of Schools (Contacts)County Finance (County)Non-Public Schools	<ul style="list-style-type: none">Continuous School Improvement (CSIP)Educational Data (GEMS)Transcripts (K-20 Data Transpor)Special Education Applications PortalYouth Risk Behavior Survey (YRBS)
EDUCATORS	FAMILY & STUDENT SUPPORT	CLERKS & TRUSTEES	
<ul style="list-style-type: none">Adult Education (CASES/ACES)Educational Data (GEMS)Jobs for Teachers (J4T)Educator Licensure (MSEIS)Special Education Applications PortalTeacher Learning Hub	<ul style="list-style-type: none">Direct Certification for School Food (DCAF)Drivers Ed (TEDS)School Nutrition (MAAPS)Special Education Applications Portal	<ul style="list-style-type: none">County Finance (County)E-GrantsFinancial Reporting (MAEFAIRS)Montana Directory of Schools (Contacts)Transportation Finance (Transportation)	



AUTHORIZATION AND AUTHENTICATION

(USERNAMES AND PASSWORDS AND HOW ACCESS IS GRANTED TO SYSTEMS AND DATA)

The OPI has multiple authorization and authentication systems that are used to access OPI systems. These typically have different username and/or passwords. We are working to consolidate and reduce the number of them, in the meantime it can be confusing and difficult to navigate the myriad systems we have.

This presentation is focused on the primary ones you'll typically use as an administrator:

OPI Common Login (OCL) based systems

Achievement in Montana (AIM)

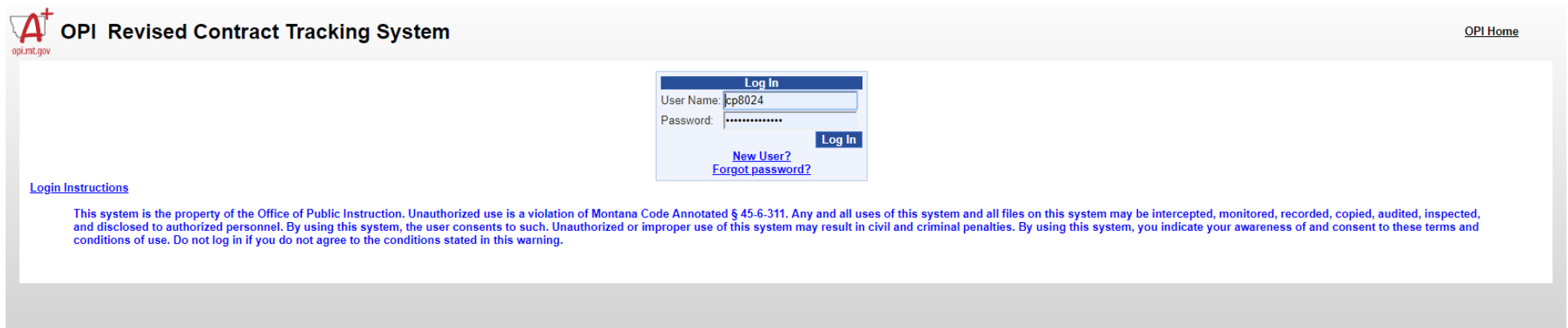
Our school nutrition systems and data warehouse (GEMS) use another type of authorization and authentication system called Active Directory. Both of those programs have dedicated pages and staff to help you:

School Nutrition - <http://opi.mt.gov/Leadership/Management-Operations/School-Nutrition/School-Nutrition-Agreements-Claims-Data>

GEMS - <https://gems.opi.mt.gov/ContactUs/Pages/ContactInformation.aspx>

OPI COMMON LOGIN (OCL)

OCL is the authorization and authentication mechanism for the majority of our systems. An OCL system will look like this:



The screenshot shows the login interface for the "OPI Revised Contract Tracking System". In the top left corner, there is a logo with a red "A+" and the text "opi.mt.gov". To the right of the logo is the title "OPI Revised Contract Tracking System". In the top right corner, there is a link labeled "OPI Home". The main content area features a "Log In" form with a title bar. The form contains two input fields: "User Name:" with the value "cp8024" and "Password:" with masked characters. Below the password field is a "Log In" button. Underneath the form are two links: "New User?" and "Forgot password?". To the left of the form is a link for "Login Instructions". At the bottom of the page, there is a disclaimer: "This system is the property of the Office of Public Instruction. Unauthorized use is a violation of Montana Code Annotated § 45-6-311. Any and all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized personnel. By using this system, the user consents to such. Unauthorized or improper use of this system may result in civil and criminal penalties. By using this system, you indicate your awareness of and consent to these terms and conditions of use. Do not log in if you do not agree to the conditions stated in this warning."

The most important thing to know with OCL is if you change your password on one OCL system, it changes it for all OCL systems.

OPI APPLICATION ACCESS REQUEST FORM

<http://opi.mt.gov/Leadership/Data-Reporting/OPI-Application-Access-Form>

OPI Application Access Request Form

Request for help getting into OPI applications

Name
First Name Last Name

Email

Pick one: I work for a School District County Other

School List

District List

County List

Please give me access to the following systems:

- Contacts (System Testing or Montana Directory of Schools)
- County (Finance)
- CSIP (Continuous School Improvement)
- DCA (Direct Certification)
- TEDRS (Traffic Education)
- E-Grants (Grants)
- GEMS (student data on schools and districts)
- Jobs For Teachers
- K-20 Data Transport (Transcripts)
- LACES (Adult Ed)
- MAEFAIRS (Finance)
- MAPS (School Nutrition)
- MHSA (Montana High School activities)
- MontCAS (Testing)
- MSEIS (Educator Licensure)
- Non-Public Schools
- RUP (Renewal Unit Providers)
- SPED AP (Special Education Applications Portal)
- Teacher Learning Hub
- TEAMS (Accreditation)
- Transportation (Finance)
- YRBS (Youth Risk Behavioral Survey)
- I do not know what I need, please contact me.

I replaced another employee in my organization. Their name was:

Thank you for contacting the OPI. You will hear from us within 48 hours of submitting this form.

AIM – OPI’S STATEWIDE STUDENT INFORMATION SYSTEM

<http://opi.mt.gov/Leadership/Data-Reporting/AIM-Achievement-in-Montana>

AIM-Achievement in Montana



Achievement in Montana (AIM) is the OPI state-wide student information system. This system allows school districts to submit required student information electronically. AIM provides the OPI, the State of Montana, federal entities, and the education community timely and accurate data about the progress of our students, schools, school districts and the state.

AIM SUPPORT STAFF

[AIM Help Desk](#), 1-877-424-6681 or 406-444-3800

- [Kristie Sears](#), AIM Support - 406-444-3495
- [Jennifer Straw](#), AIM Support - 406-444-0714
- [Andy Boehm](#), Graduates and Dropouts - 406-444-0375
- [Mary Graff](#), Special Education - 406-444-0685

[A full version of the AIM Staff Directory.](#)

[AIM Collection Schedule 2018-19.](#)

The 2019-20 AIM Collection Schedule will be available by early August.

[District AIM Contact Update Form](#)

[Subscribe to the OPI AIM Email List](#)

Previous OPI email notifications [here](#).

HELP!!! IS THERE SOMEONE I CAN JUST TALK TO FOR HELP?

If you get stuck, have questions or just need help, we have a person dedicated to helping you get access to our systems or connected to the right program person:

OPI's Security Advocate and Guide:

Allen Brazier

Allen.Brazier@mt.gov

444-3448



PROTECT YOUR DATA!

This system is the property of the Office of Public Instruction. Unauthorized use is a violation of Montana Code Annotated § 45-6-311. Any and all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized personnel. By using this system, the user consents to such. Unauthorized or improper use of this system may result in civil and criminal penalties. By using this system, you indicate your awareness of and consent to these terms and conditions of use. Do not log in if you do not agree to the conditions stated in this warning.

NEVER SHARE YOUR ACCOUNT OR GIVE YOUR PASSWORD TO ANYONE!

No One From the OPI Will Ever Ask You For Your Password, EVER!

EACH PERSON SHOULD HAVE THEIR OWN ACCESS (USERNAME)



A BRIEF NOTE ABOUT RANSOMWARE

Last week the governor of Louisiana declared a state of emergency over a cybersecurity issue after a series of attacks shut down phones and locked and encrypted data at three of the state's school districts.

Attackers are targeting all sizes of districts and governments, none are too small or too large. It's now when, not if, you will be attacked.

Yesterday, the Multi-State Information Sharing & Analysis Center (A nationwide state/federal security partnership group) released guidance in response to a growing string of attacks against state and local governments, including public school districts:

Three Steps to Resilience Against Ransomware:

- 1. Back-Up Your Systems – *Now* (and Daily)**
- 2. Reinforce Basic Cybersecurity Awareness and Education**
- 3. Revisit and Refine Cyber Incident Response Plans**

PASSWORDS

Passwords must be at least 12 characters long and contain; an upper-case letter, a lower-case letter, a number, and a special character (~!@#\$()%^&*) (please note, a space is also a special character).

History / re-use: Reuse after 6

Password Expiration: 60 days

Failed Attempt Lockout: Lockout for 8 hours after 6 failed attempts. It can be unlocked sooner than 8 hours using the self-service password reset.

AIM and Active Directory (School Nutrition and GEMS) will have slightly different requirements

SELF-SERVICE RESET

<https://apps.opi.mt.gov/docs/OPIApplicationPasswordResetInstructions.pdf>

Reset your own password!

You must know your email address (and have access to that email) and username to use the self-service reset.

School Nutrition and GEMS have a self-service reset available through their login pages

WE'RE HERE TO HELP YOU!

- Trouble logging in – use the self-service options or contact the OPI Help Desk with general questions at 444-0087 or opihelpdesk@mt.gov
- AIM Specific Issues? AIM Help Desk – 444-3800 or OPIAIMHelp@mt.gov

WE'RE HERE TO HELP YOU!

- Data requests or questions? GEMS Help Desk – 444-3800 or OPIAIMHelp@mt.gov

School Nutrition Systems Help – 444-2501 or <http://opi.mt.gov/Leadership/Management-Operations/School-Nutrition/School-Nutrition-Agreements-Claims-Data>

- Stuck or just not sure where to turn? Call Allen Brazier, OPI's Security Advocate and Guide – 444-3448 or Allen.Brazier@mt.gov

Thank you!

Questions?
Comments?
Concerns?

