



# Steps for Becoming an Authorized User for the Educational Entity Master (EEM)

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**Please do not return the instruction pages with your security agreement form.**

Obtaining access is a two-step process:

1. If an individual is not already an EEM authorized user, then he or she must first request access to the application through his/her Single Sign-On (SSO) account.

**Note:** If you do not already have an SSO account, you may register for one online at: <https://sso.state.mi.us/> by clicking the Register button and following the on-screen directions.

2. Individuals must send the appropriate security form to CEPI, signed by the lead administrator as listed in the EEM.

Access to the application will be granted only when both of the above steps have been completed and verified by CEPI.

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## Requesting Permission Through Your SSO Account

To request access to the EEM, log in to the SSO application at <https://sso.state.mi.us/> and follow these steps:

1. Click the "Subscribe to Applications" link in the bottom left-hand corner of the screen.
2. You will be taken to a new screen with drop-down menus. Select CEPI in the first drop-down and Educational Entity Master (EEM) from the second. Click **Next**.

State of Michigan Single Sign On

SUBSCRIPTION

Please Select from the list

CEPI Select App

Select App  
EEM Q/A  
Educational Entity Master (EEM)  
Michigan Student Data System (MSDS)  
SDS Q/A

Next Back

3. You will be taken to a subscription page for the application. Review the information and click **Confirm**.
4. You will receive a confirmation message (both on the screen and by e-mail) stating your subscription request was submitted successfully. If you have not already done so, you should now fax your signed security form to CEPI.



## Completing Your Access Agreement for the Educational Entity Master (EEM)

You may complete this form on your computer by tabbing through the designated fields and typing the required information. If you do not have access to a computer, please print clearly in the spaces provided.

The first step is to indicate the entity for which you are selecting access.

**Step 1:** Enter the information for the entity to which you are requesting access.

1 Entity Name: Happy Valley School District      2 Entity Code: 12345

1. **Entity Name.** In most cases, this will be the name of the local education agency (LEA), intermediate school district (ISD), public school academy (PSA) or nonpublic school. If the access request is for a PSA authorizing agency, enter the applicable entity name.
2. **Entity Code.** Enter the entity code that corresponds to the entity to which you are requesting access. In the case of a district, this is the district code. In the case of a school or other entity, this is the building code.

Next, provide the name and contact information of the individual who is requesting access.

**Step 2:** Enter the name of the designated individual whom the superintendent/PSA chief administrator authorizes to submit/edit the EEM data for the entity indicated above.

1 Requester Name: John Smith      2 E-mail: jsmith@school.edu  
3 Single Sign-On ID: smithj2000      4  User has subscribed to EEM with this account.  
5 Phone: (517) 555-5555

1. **Requester Name.** Enter the full name of the individual who is requesting access.
2. **E-mail.** Enter the e-mail address of the individual who is requesting access.
3. **Single Sign-On ID.** Enter the Single Sign-On ID of the individual requesting access. This user ID must match the ID that was used to subscribe to the application in SSO. The requester will be notified at the e-mail address provided in his/her SSO profile when the security agreement has been processed.
4. **User Has Subscribed.** Check this box confirming that the user has subscribed to the EEM. (See page one.)
5. **Phone.** Enter the phone number where the individual requesting access can be reached.

The next step is to select the role which the entity's authorized user will perform in the application. The specific functions an individual will have access to within the application are defined by his/her role. The following roles are available in the EEM:

Indicate Selection	Role Name	Role Description
<input type="checkbox"/>	Entity Authorized User	Add, modify, and close entities.
<input type="checkbox"/>	Entity View Only User	View only rights for the entity indicated above.
<input type="checkbox"/>	Days/Clock Hours (D/CH) District Submitter	Responsible for reporting D/CH information for a district and all buildings within the district.
<input type="checkbox"/>	D/CH ISD Certifier (ISD Users Only)	Responsible for auditing district D/CH data and certifying/submitting those data to the state.

**Entity Authorized User:** Users with this role will be able to add, modify, and close entities in the EEM.

- ISD district users will have the ability to modify entity characteristic data and to make add/close requests for the ISD district and any other entities for which s/he has edit privileges. In addition, s/he will have read-only access to all of the ISD's constituent LEA or PSA districts.
- LEA/PSA district and nonpublic users will be able to add, modify and close child entities.
- PSA chartering agency users who require edit privileges for one or more of their academies will need to complete a security agreement for each required academy signed by the school board president of the entity.

**Entity View-Only User:** Users will have view only access to the data for the requested entity.

- PSA chartering agency users will have the ability to view all the charter/public school academies they charter. It is not necessary for the chartering agency to obtain signatures for each of the individual academies. One agreement signed by the head of the authorizing agency is all that is required.

**Days/Clock Hours (D/CH) District Submitter:** Users will have read/write access to submit D/CH data for the requested entity. Access will be read-only following certification of D/CH data.

- District personnel are responsible for entering the number of days and hours of planned and actual instruction, professional development, and events that caused the district or building to deviate from the plan.
- Submitter is responsible for reporting days where attendance fell below the 75% threshold.
- Submitter is responsible for maintaining data throughout the year and performing quality assurance measures to ensure the data have been accurately submitted.

**D/CH ISD Certifier:** Only ISD personnel can be given this role, which provides read/write access to all district data for districts within the ISD. Users can correct district data, revert a

submission, and certify the reported data.

- ISD personnel responsible for auditing district D/CH data and certifying/submitting those data to the state.
- Certifier can edit submissions and/or revert submissions to the district submitter for edits.
- Certifier will perform quality assurance measures, request or make corrections to submitted data, and certify the data as accurate for the local districts.

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After roles have been selected, the individual requesting access must sign the form to acknowledge his/her request and to confirm his/her responsibility to protect his/her identification and password from improper use, e.g., sharing log-in access with colleagues. Each user of the application should have his/her individual access.

**Step 4: For the authorized individual: *Please sign below.***

I agree to protect my user identification and password from unauthorized use. I understand all access under my user ID is my responsibility.

*John Smith*

\_\_\_\_\_  
**Signature of Individual to be Authorized**

*9/1/2008*

\_\_\_\_\_  
**Date**

The name on the signature line must match the name provided on the requester name line. Otherwise, you will be requested to submit a revised agreement.

Next, the signature of the chief administrator of the entity is required to acknowledge that the individual indicated will be responsible for the entity's data submission. If the name and title are not provided or are illegible, the form cannot be processed and you will be required to make the necessary revisions.

**Step 5:** For the chief administrator of the entity: *Please sign below.*

I attest that the above-named individual is authorized by me to submit data to the Educational Entity Master for my district and that the data are current and accurate.

<u>Happy Valley School District</u>	<u>9/1/2008</u>
<b>Name of Entity</b>	<b>Date</b>
<u>Jane Doe</u>	<u>Jane Doe, Superintendent</u>
<b>Chief Administrator of Entity</b>	<b>Name and Title</b>

The chief administrator of the entity is the individual listed as the lead administrator in the EEM. (You can verify your lead administrator by looking up your entity's record in the EEM at <http://www.michigan.gov/eem>.) If the names do not match, you will be asked to either update the EEM for your entity or submit a revised request.

Once completed with the necessary signatures, the form should be faxed to CEPI customer support at 517-335-0488. CEPI staff members will verify that a request has been submitted to the application and that the information provided on the security agreement matches the request. When verified, permission will be granted and the requester will be notified by e-mail.



# Security Agreement to Access the Educational Entity Master (EEM)

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Please type or print clearly; otherwise, the processing of your form may be delayed. Do not include the instruction pages when sending.

**Step 1: Enter the information for the entity to which you are requesting access.**

Entity Name: \_\_\_\_\_ Entity Code: \_\_\_\_\_

**Step 2: Enter the name of the designated individual whom the chief administrator of the entity authorizes to submit/edit the EEM data for the entity indicated above.**

Requester Name: \_\_\_\_\_ E-mail: \_\_\_\_\_

Single Sign-On ID: \_\_\_\_\_  User has subscribed to EEM with this account.

Phone: \_\_\_\_\_

**Step 3: Select the role(s) this individual will perform in the EEM. Please see the instructions for a complete description of each role. Permissions may vary slightly depending upon your entity type.**

Indicate Selection	Role Name	Role Description
<input type="checkbox"/>	<b>Entity Authorized User</b>	Add, modify, and close entities.
<input type="checkbox"/>	<b>Entity View Only User</b>	View only rights for the entity indicated above.
<input type="checkbox"/>	<b>Days/Clock Hours (D/CH) District Submitter</b>	Responsible for reporting D/CH information for a district and all buildings within the district.
<input type="checkbox"/>	<b>D/CH ISD Certifier (ISD Users Only)</b>	Responsible for auditing district D/CH data and certifying/submitting those data to the state.

**Step 4: For the authorized individual: *Please sign below.***

I agree to protect my user identification and password from unauthorized use. I understand all access under my user ID is my responsibility.

\_\_\_\_\_  
**Signature of Individual to be Authorized** **Date**

**Step 5: For the chief administrator of the entity: *Please sign below.***

I attest that the above-named individual is authorized by me to submit and edit data in the Educational Entity Master for my district and that the data are current and accurate.

\_\_\_\_\_  
**Name of Entity** **Date**

\_\_\_\_\_  
**Signature of Chief Administrator of Entity** **Name and Title (Printed)**

**Step 6: Please fax this form to CEPI at: (517) 335-0488**

**E-mail questions to CEPI at: [cepi@michigan.gov](mailto:cepi@michigan.gov)**