



## Steps for Becoming a Nonpublic School User for the Michigan Student Data System (MSDS)

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

Obtaining access to the Michigan Student Data System (MSDS) is a two-step process:

1. The user 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. The user must send the appropriate security access form to CEPI, signed by both the user and the chief administrator of the school.

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

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### Requesting Permission Through Your SSO Account

To request access to the MSDS, 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 Michigan Student Data System (MSDS) 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 Michigan Student Data System (MSDS)

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 entity information for which you are requesting access.

1 Nonpublic School Name: Sample Nonpublic School                      2 School Code: 01234

1. **Nonpublic School Name.** Enter the name of the nonpublic school for which you are requesting access.
2. **School Code.** Enter the five-digit building code that corresponds to the school to which you are requesting access.

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

Step 2: Enter the name of the individual who will be authorized to submit/edit MSDS data for the nonpublic school indicated above.

1 Requester Name: John Smith                      2 E-mail: jsmith@school.edu  
3 Single Sign-On ID: smithj2000                      4 Phone: (517) 888-4444

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. **Phone.** Enter the phone number where the individual requesting access can be reached.

At this time, the only role available to nonpublic school users in MSDS is the Direct Certification role. This role, available for schools that participate in the National School Lunch Program, includes the following rights:

- **Direct Certification:** Users will be able to:
  - Upload files, add records to a collection and correct data errors
  - View UIC resolution, direct certification information and other reports
  - Download data
  - Search for student records

Next, the individual requesting access must sign the form 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 own SSO account and authorization.

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

I agree to abide by the regulations that govern the use of individual student data within the Family Educational Rights and Privacy Act (FERPA - 34 CFR Part 99) [\[link\]](#), the Privacy Act of 1974 [\[link\]](#) and the Richard B. Russell National School Lunch Act...

*John Smith*

**Signature of Individual to be Authorized**

1/1/2009

**Date**

The name on the signature line in step 4 must match the name provided on the requester name line in step 2. Otherwise, you will be required to submit a corrected agreement.

Next, the chief administrator of the entity is required to sign the form, acknowledging 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 perform the function identified above and to view/create and download data and reports in the Michigan Student Data System...

Sample Nonpublic School

**Name of Entity**

1/1/2009

**Date**

*Jane Doe*

**Signature of Chief Administrator of Entity**

Jane Doe, Principal

**Name and Title (Printed)**

The chief administrator of the entity is the individual listed as the Lead Administrator in the Educational Entity Master (EEM). If the names do not match, you will be asked to either update the EEM record for your entity or submit a revised request.

**Step 6:** Once the form is completed with the necessary signatures, please fax the form to CEPI customer support at 517-335-0488. CEPI staff will verify that a subscription request has been submitted in SSO and that the information provided on the security agreement matches the request. Once verified, permission will be granted and the requester will be notified by e-mail.



# Security Agreement for Nonpublic School Access to the Michigan Student Data System (MSDS)

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

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

Nonpublic School Name: \_\_\_\_\_ School Code: \_\_\_\_\_

**Step 2: Enter the name of the individual who will be authorized to submit/edit MSDS data for the nonpublic school indicated above.**

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

Single Sign-On ID: \_\_\_\_\_ Phone: \_\_\_\_\_

**Step 3: At this time, the only role available to nonpublic school users is the Direct Certification role.**

**Direct Certification** - Users will be able to upload files and add individual records, view reports, correct data errors, view UIC resolution and direct certification information, and download data.

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

I agree to abide by the regulations that govern the use of individual student data within the Family Educational Rights and Privacy Act (FERPA - 34 CFR Part 99) [\[link\]](#), the Privacy Act of 1974 [\[link\]](#) and the Richard B. Russell National School Lunch Act governing the use of free and reduced-price meal information. I also 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 read and sign below.***

I attest that the above-named individual is authorized by me to perform the function identified above and to view/create and download data and reports in the Michigan Student Data System. I understand that these data and reports may include information governed by the Family Educational Rights and Privacy Act, the Privacy Act of 1974 and the Richard B. Russell National School Lunch Act.

\_\_\_\_\_  
**Nonpublic School Name**

\_\_\_\_\_  
**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)**