



Non-School Recipient Security Agreement to Access the Educational Entity Master (EEM)

Please complete all items and type or print clearly; otherwise, the processing of your form may be delayed. Do not include the instruction pages when sending. If you are requesting access for more than one entity, you must complete a form for each.

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

Entity Name: _____ Entity/Agreement Number: _____

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: _____ Phone: _____

Step 3: Check the box below.

Indicate Selection	Role Name	Role Description
<input type="checkbox"/>	Entity Authorized User (Non-School Recipient)	Modify and close entity listed above.

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: *Please sign below.*

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

Name of Entity

Date

Signature of Chief Administrator (Signature)

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