Approving, Creating, Modifying Users on the Secure Site

Contents

In order to gain access to the Secure Site, a user must first have a MEIS account. A user can create a MEIS account, look up their MEIS login information, update their account information (email address is important) and reset their password at the **MEIS login page**

Only a District Administration or School Administration (public and non-public) Level user can approve, create, change or disable a user from the Secure Site. District administrators can only be disabled by a request from the district superintendent sent to baa@michigan.gov or faxed on letterhead to 517-335-1186.

Manage Access Requests

If a user has logged into the Secure Site with their MEIS login and password and requested access through the Secure Site, an email notification will be sent to the district and school administrator(s) notifying the administrator level user that a request has been made. The administrator level user will need to log on to the Secure Site and accept or reject the request. Keep in mind if there is more than one administrator level user the request will not be available after it has been accepted or rejected by one of the users.

1. Log on to the Secure Site at Secure Site login page
2. Select *Manage Access Requests* from the *Security* menu at the top.
3. You can search by first name and last name or you can leave the search fields blank and click on the *Search* button. This will provide a list of all outstanding user requests for the district or school.
4. Click on the *View Access Request* link to the far right of the user you wish to review.
5. To reject the request, click the *Reject* link to the far right of the user's request.
6. To review additional information about the request and approve the request, click on the *Approve* link to the right of the request. There will still be another step to approve the request and view more information.
7. If the user already has a profile on the Secure Site, you can select it to add the additional security to by clicking in the *Add Access to Existing Profile* drop down. If you are not adding it to an existing profile, type in a new profile name in the *Profile Name* field for the user. Make it meaningful such as the role, district or school name so the user knows what the profile will give

them access to. This will not be seen by the user unless multiple profiles are created for the user.

8. The *Role* field is populated based on the role that the user has requested. You can leave the role as they requested or you change it to a different role in the drop down. You can also change the *ISD*, *District*, and *School* to any that you as the admin level user has access to.

9. Once you have made the appropriate selections, click the *Add Access* button to the bottom right.

10. An email will be sent to the user's email address in MEIS informing them their access has been updated on the Secure Site.

Create a New User

A district or school administrator level user can create a new user without the user submitting a request through the Secure Site. First you must get the MEIS account number, always starts with an "A", from the user before you can create a new user account.

1. Log on to the Secure Site at [Secure Site login page]
2. Select *Manage Current Access* from the *Security* menu at the top
3. Search for the user using the Login ID, if known, or enter a few letters of the first name and a few letters of the last name, click the *Search* button at the bottom right.
   a. If the user is found in the search, go to #4 of the instructions below, "Changing Access or Deleting Access for a User".
   b. If the user is not found, go to the next step below.
4. Click the *Create New Profile* button at the bottom right of the screen.
5. Type in the users *MEIS Account ID*, this is always a numeric number with an "A" at the beginning. You will need to get this from the user. Click the *Verify* button to the right of the MEIS Account ID box. The Last Name and First Name field will populate, verify it matches the users name.
   a. If the user does not have their MEIS Account ID, they can go to [MEIS login page] to login and get their MEIS Account ID or they can create a MEIS account if needed.
   b. The Login ID can only be used if the user already has access to the Secure Site, you can only use the MEIS Account ID for new users.
6. Enter in the *User Profile Name* field as the name of the new role you will be assigning the user. Make it meaningful such as the role, district or school name so the user knows what the profile will give them access to. This will not be seen by the user unless multiple profiles are created for the user.
7. Click *Add Security* button found at the bottom right.
8. Scroll to the bottom left of the page and select the *Role* from the drop down. Role name and descriptions can be found at the end of this document.
9. Select the ISD, District and if you have selected a school level role select the School from the drop downs. Note the *Assessments* section has now opened below the drop downs.
10. From the *Assessments* sections that has opened, click in the "Select All" check box or select each assessments that the user will need access to the in the Secure Site. (List of assessments are at the end of this document).
11. Click the *Add Access* button at the bottom right.

12. An email will be sent to the user's email address in MEIS informing them their access has been updated on the Secure Site.
13. If you are assigning a user a role for eDIRECT and/or AMS (online management took for MI-Access Functional Independence and M-STEP online assessments) a separate email will be sent from Data Recognition Corp (DRC) within 48 business hours with the user's login, password and link for eDIRECT and/or AMS.

Changing Access or Deleting Access for a User

If a user already has access to the Secure Site, you can add additional access or modify the current access of the user. This may be to done to change a user's access level or to add or remove access to different assessment types.

1. Log on to the Secure Site at [Secure Site login page](#)
2. Select *Manage Current Access* from the *Security* menu at the top
3. Search for the user using the Login ID, if known, or enter a few letters of the first name and a few letters of the last name, click the *Search* button at the bottom right.
4. The search results will list all user profiles matching the information entered. Find the correct user and click on the *Update Profile* link to the far left of the user's name.
5. To **delete partial access** without disabling the user's entire account, select the entry you want to delete by placing a check in the check box in the first column to the left of each entry to be deleted. Click the Delete Access button at the bottom right.*
6. To **disable** the user entirely, click on the *Disable* button at the top right next to the Profile Status field.*
7. To add **additional access** or change the access level, scroll to the bottom left of the page and select the *Role* from the drop down. Role name and descriptions can be found at the end of this document.
8. Select the ISD, District and if you have selected a school level role select the School from the drop downs. Note the *Assessments* section has now opened below the drop downs.
9. From the *Assessments* sections that has opened, click in the "Select All" check box or select each assessments that the user will need access to the in the Secure Site. (List of assessments are at the end of this document).
10. Click the *Add Access* button at the bottom right.
11. An email will be sent to the user's email address in MEIS informing them their access has been updated on the Secure Site.
12. If you are assigning a user a role for AMS and/or eDIRECT (online management system for WIDA ACCESS and MI-Access and M-STEP online assessments) a separate email will be sent from Data Recognition Corp (DRC) within 48 business hours with the user's login, password and link for AMS and/or eDIRECT.

*A district administrator level user cannot modify, delete and disable another district administrator level user. The district superintendent will need to email baa@michigan.gov or send a faxed letter on letterhead to 517-335-1186 to have a district administrator level user's access modified or disabled. A school administrator level user cannot modify, delete or disable another school administrator level user. The district administrator level user can modify, delete and disable a school administrator level user.

Access to AMS and eDIRECT through the Secure Site

eDIRECT is the online management software that schools will use to manage the online tests for M-STEP, MI-Access Functional Independence and Early Literacy and Mathematics. eDIRECT will be used to set up the Test Site Manager (TSM), download the INSIGHT testing software, manage test sessions, assign accommodations, print student test tickets, and to monitor testing progress.

AMS is used for the WIDA ACCESS 2.0 for ELLs.

Access in AMS and eDIRECT will be set up based on the role assigned to the user in the Secure Site. Data Recognition Corporation (DRC) will pull new users with the added role daily from the Secure Site. The District Administrator and School Administrator (public and non-public) level users of the Secure Site will need to determine who in their district and schools will need access to AMS and eDIRECT and assign them a role on the Secure Site.

For access to eDIRECT, a user will also need the appropriate assessment assigned to the role which would be M-STEP, MI-Access FI and/or Early Literacy. For access to AMS, the user will need to have the WIDA assigned to the role. If the assessment is not included in the role, the user will not get access to eDIRECT for the assessment needed.

IMPORTANT NOTES: The roles listed below will only be used as a designation that the user needs access to AMS and eDIRECT and what their role in AMS and eDIRECT will be, it will NOT give the user access to data or functions on the Secure Site.

District Administrator, Public School Administrator and Nonpublic School Administrators will automatically be given access to AMS and eDIRECT and do not need one of the roles below.

ROLE NAME IN SECURE SITE	PERMISSIONS IN AMS & eDIRECT
District Online Technology-AMS & eDIRECT Only	The user will have the ability to download the Test Site Manager (TSM) and INSIGHT testing software from AMS and/or eDIRECT
District Online Test Admin-AMS & eDIRECT Only	The user will have the ability to manage test sessions, assign accommodations, print student test tickets, and to monitor testing progress in eDIRECT and/or AMS for all schools in the district testing online
Public School Online Tech- AMS & eDIRECT Only	The user will have the ability to download the Test Site Manager (TSM) and INSIGHT testing software from eDIRECT and/or AMS
Public School Online Test Admin-AMS & eDIRECT Only	The user will have the ability to manage test sessions, assign accommodations, print student test tickets, and to monitor testing progress in eDIRECT and/or AMS for their assigned school
Non-public School Online Tech-AMS & eDIRECT Only	The non-public school user will have the ability to download the Test Site Manager (TSM) and INSIGHT testing software from eDIRECT and/or AMS
Non-public School Online Test Admin-AMS & eDIRECT Only	The non-public school user will have the ability to manage test sessions, assign accommodations, print student test tickets, and to monitor testing progress in eDIRECT and/or AMS for their assigned school

List of Assessments

ASSESSMENT NAME	ASSESSMENT DESCRIPTION
ACT	The ACT was used by the state up through Spring 2015 as the required college entrance exam.
Early Literacy	Early Literacy is a benchmark assessment for grades K-2 with grades 1 and 2 given in the fall and grades K, 1 and 2 given in the spring.
ELPA	English Language Learner Proficiency Assessment was used to test the proficiency of English language learners up through Spring 2013 prior to the use of the WIDA. If a user needs access to past ELPA reports and scores, the user will need the ELPA assessment included in their access.
ELPAS	English Language Learner Proficiency Assessment Screener was used to assess students for possible English language learner designation up through Spring 2013 prior to the use of the W-APT. If a user needs access to past ELPAS reports and scores, the user will need the ELPAS assessment included in their access.
Interim Mid	This is not currently used and has no past data to view.
Interim Post	This is not currently used and has no past data to view.
Interim Pre	This is not currently used and has no past data to view.
KEA	The Kindergarten Entry Assessment is a non-required pilot program that has been discontinued with the exception of those schools that participation in the previous pilot. There is nothing to do on the Secure Site for KEA at this time and there is no student data to access for KEA.
MEAP	Michigan Educational Assessment Program was the standardized test used to assess students in grades 3–9 through fall 2013 and grade 11 through Spring 2008. Even though the MEAP is no longer used, a user would need access to the MEAP to access any historic MEAP data.
MEAP-Access	MEAP-Access was used to assess students with disabilities up through Fall 2013. Even though the MEAP-Access is no longer used, a user would need access to the MEAP-Access to access any historic MEAP-Access data.
MI-Access	MI-Access is used to assess students with disabilities grades 3–8 and 11 and is the parent to MI-Access Functional Independence (FI), MI-Access Participation (P) and MI-Access Supported Independence (SI). If given only access to MI-Access without giving access to FI, P and SI, the user would only be able to order materials and not assign or unassign students for testing. It is best to give access to MI-Access along with FI, P and/or SI.
MI-Access FI	MI-Access Functional Independence (FI) is used to assess students with disability in grades 3–8 and 11 and the parent assessment is MI-Access. If given only MI-Access FI, the user will not be able to access reporting or order materials. It is best to also give the user access to MI-Access.
MI-Access P	MI-Access Participation (P) is used to assess students with disability in grades 3-8 and 11 and the parent assessment is MI-Access. If given only MI-Access P, the user will not be able to access reporting or order materials. It is best to also give the user access to MI-Access.
MI-Access SI	MI-Access Participation (SI) is used to assess students with disability in grades 3–8 and 11 and the parent assessment is MI-Access. If given only MI-Access SI, the user will not be able to access reporting or order materials. It is best to also give the user access to MI-Access.
MME	Michigan Merit Examination is the standardize assessment for grade 11 and eligible grade 12 assessment that was used through Spring 2014. Even though the high school

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ASSESSMENT NAME	ASSESSMENT DESCRIPTION
	assessment is still called the MME, it is no longer a single test selection on the Secure Site. Even though the term MME is no longer used on the Secure Site, a user would need access to the MME to access any historic MME data.
M-STEP	Michigan Student Test of Educational Progress replaced the MEAP for grades 3-8, 11 and eligible grade 12 as the standardized assessment in spring 2015.
PLAN	The PLAN is an ACT product that is no longer available and there is no data on the Secure Site for the PLAN. There is no need for users to have access to the PLAN.
PSAT 10	The PSAT 10 is a College Board product that will be given to grade 10 students as part of state assessments in spring 2016. Users involved with the PSAT 10 administration will need access.
PSAT 9	The PSAT 9 is a College Board product that will be given to grade 9 students as part of state assessments in spring 2016. Users involved with the PSAT 9 administration will need access.
SAT	The SAT replaces the ACT in spring 2016 as the state's college entrance examination for grades 11 and eligible grade 12.
SCAS	The Secondary Credit Assessment System is no longer available and there is no data on the Secure Site that users will need access to.
W-APT	The WIDA-Access Placement Test replaced the ELPAS after Spring 2013 and is used to assess students for possible English language learner designation in grades K-12.
WIDA	The WIDA replaced the ELPA in Spring 2013 to test the proficiency of English language learners in grades K-12.
WorkKeys	The WorkKeys is the state's required work skills assessment test for grades 11 and eligible grade 12.

Name and Description of Secure Site Roles
(eDIRECT and AMS Roles listed on Page 4)

SECURE SITE ROLE NAME	DESCRIPTION OF ACCESS
District Administrator	This role can only be requested by using the form titled Request District Administrator Access available on the log in page of the Secure Site. The district administrator can see and use all functions (including accountability Scorecard and Annual Measurable Achievement Objectives (AMAO)) in the Secure Site including creating and approve new users and inactivating users for the district. This role is the only role that can submit a request for an Online Waiver for a public school. This role will also receive access to AMS & eDIRECT, the online management software that schools will use to manage the online tests for M-STEP and MI-Access Functional Independence.
District Accountability	User will have access to each schools accountability scorecard and Annual Measurable Achievement Objectives (AMAO) and the ability to file an appeal during the allowed appeal window.
School Accountability	User will have access to selected school's accountability scorecard and Annual Measurable Achievement

SECURE SITE ROLE NAME	DESCRIPTION OF ACCESS
	Objectives (AMAO) and the ability to file an appeal during the allowed appeal window.
District User Add/Modify-Assessments	User will have access to each school within the district and the ability to pre-identify students for testing, unassign students from testing, order testing materials (only a district level user can order MI-Access materials), work the Accountable Students and Test Verification process, view the Online Waiver screen (cannot create an online waiver) report a testing incident, request a WIDA Test Exception, and view student test data and scores. User will NOT have access to the accountability Scorecard or Annual Measurable Achievement Objectives (AMAO).
District User View Only-Assessments	User will have access to each school within the district and the ability to view all student data and functions but will not have the ability to add or unassign students from testing, submit answer document issues, submit not tested reasons. User will NOT have access to the accountability Scorecard or Annual Measurable Achievement Objectives (AMAO).
Nonpublic School Administrator	This role can only be requested by using the form titled Request Nonpublic School Administrator Access available on the log in page of the Secure Site before you login.

The user can see and use all functions in the Secure Site including creating and approve new users and inactivating users for the district. This role is also the only role that can submit a request for an Online Waiver.

This role will also receive access to AMS & eDIRECT, the online management software that schools will use to manage the online tests for M-STEP and MI-Access Functional Independence. |
| **Nonpublic School** User Add/Modify | User will have access to the selected nonpublic school and the ability to pre-identify students for testing, unassign students from testing, order testing materials, work the answer document verification process and submit issues, view the Online Waiver screen (cannot create an online waiver) report a testing incident, request a WIDA Test Exception, and view student test data and scores. Nonpublic schools do not have an accountability Scorecard or Annual Measurable Achievement Objectives (AMAO). |
| **Nonpublic School** User view Only | User will have access to the nonpublic school selected and the ability to view all student data and functions but will not have the ability to add or unassign students from testing, submit answer document issues, submit not tested reasons. Nonpublic schools do not have an accountability Scorecard or Annual Measurable Achievement Objectives (AMAO). |

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SECURE SITE ROLE NAME	DESCRIPTION OF ACCESS
Public School Administrator	User will have access to the selected school within the district and the ability to pre-identify students for testing, unassign students from testing, order testing materials (MI-Access can only be ordered by a district level user), work the Accountable Students and Test Verification process, view the Online Waiver screen (cannot create an online waiver) report a testing incident, request a WIDA Test Exception, and view student test data and scores. The user will also have the ability to create and approve new users on the Secure Site and inactivate users for the school selected. User will have access to the accountability Scorecard or Annual Measurable Achievement Objectives (AMAO). This role will also receive access to AMS & eDIRECT, the online management software that schools will use to manage the online tests for M-STEP and MI-Access Functional Independence.
Public School User Add/Modify-Assessments	User will have access to the selected school within the district and the ability to pre-identify students for testing, unassign students from testing, order testing materials (MI-Access can only be ordered by a district level user), work the Accountable Students and Test Verification process, view the Online Waiver screen (cannot create an online waiver) report a testing incident, request a WIDA Test Exception, and view student test data and scores. User will NOT have access to the accountability Scorecard or Annual Measurable Achievement Objectives (AMAO).
Public School user View Only-Assessments	User will have access to the selected school within the district and the ability to view all student data and functions but will not have the ability to add or unassign students from testing, submit answer document issues, submit not tested reasons. User will NOT have access to the accountability Scorecard or Annual Measurable Achievement Objectives (AMAO)
District Student Test Scores Only	User will have access to the Student Test Scores page that has previous score reports and data files and also to the Dynamic Score Reports page for all schools within the district. The user will not have access to any other functions or screens on the Secure Site.
School (nonpublic) Student Test Scores Only	User will have access to the Student Test Scores page that has previous score reports and data files and also to the Dynamic Score Reports page for the school(s) within the district. The user will not have access to any other functions or screens on the Secure Site.
School (public) Student Test Scores Only	User will have access to the Student Test Scores page that has previous score reports and data files and also to the Dynamic Score Reports page for the school(s) they are

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SECURE SITE ROLE NAME	DESCRIPTION OF ACCESS
	given access to. The user will not have access to any other functions or screens on the Secure Site.

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