

Assigning Roles in Secure Site for eDIRECT

Division of Accountability Services (DAS)

If you are administering the M-STEP or MI-Access Functional Independence online (even if only to a few students) and/or administering the MI-Access Participation and Supported Independence (only available online), it is important that you read and follow the instructions below.

eDIRECT is the online management software that schools will use to manage the online tests for M-STEP and MI-Access Functional Independence. 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.

Access in 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 eDIRECT and assign them a role on the Secure Site. The list of available roles and how they translate to eDIRECT is at the end of this document. The user will receive an email from Data Recognition Corporation with a login and password once they are set up in eDIRECT within 48 business hours, this will not be the same login and password as the Secure Site. **The email address is pulled from MEIS, so it is very important that all users make sure their email address in MEIS (<https://cepi.state.mi.us/MEIS/Login.aspx>) is correct prior to access being created in the Secure Site.**

District Administrator or School Administrator (public and non-public) level user of the Secure Site will automatically be given access to the new role of District or School Online Technology for access in eDIRECT now. The end of March, when student data is loaded into eDIRECT, they will automatically be given the District or School Online Test Administrator access in eDIRECT. District Administrator and School Administrator (public and non-public) level users of the Secure Site do not need to do anything additional to obtain access in eDIRECT.

A District Administration or School Administration (public and non-public) Level user can add the role allowing access to eDIRECT to an 1) existing user, 2) create a new user account to add the role or 3) instruct users to submit a request on the Secure Site for access with the new role. Directions for each of these methods are below:

Assign an Existing User a Role

Only a District Administration, School Administration (public and non-public) Level User of the Secure Site can do the following:

1. Log on to the Secure Site at <https://baa.state.mi.us/BAASecure/Login.aspx?ReturnUrl=%2fBAASecure>
2. Select *Security-Manage User Profiles* from the *Admin* 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 *Add New Profile* link to the far right of the user's name.

5. The Login ID should be populated and you do NOT need to enter the MEIS Account ID. Enter in the *User Profile Name* field the name of the new role you will be assigning the user. For example, District Online Technology, School Online Technology, etc. The list of available roles are on the last page of this document.
6. Click *Add Security* button found at the bottom right.
7. Select from the *Role* dropdown the appropriate role name (listed at the end of the document).
8. Select the ISD and District from the dropdowns.
9. If it is a school level role, in the *Schools* field move the appropriate school(s) from the box on the left to the right by highlighting it and using the single right arrow.
10. From the *Assessments* field, highlight the MI-Access, MI-Access FI, MI-Access P and MI-Access SI and M-STEP and use the single right arrow to move them to the right hand box.
11. Click the *Save Security* button at the bottom right.
12. An email will be sent to the user informing them their access has been updated on the Secure Site.
13. A separate email will be sent from DRC within 48 business hours with the user's login, password and link for eDIRECT.

In the Secure Site when a user logs in, if they have more than one profile, they will be required to select the profile they wish to log in with. They never need to select the new profile for the Secure Site, this will not give them to access to anything in the Secure Site. Again, this is only being used as a designation that the user needs access to in eDIRECT and what their role in eDIRECT will be.

Create a New User and Role

Only a District Administration and School Administration Level User (public and non-public) of the Secure Site can do the following:

1. Log on to the Secure Site at
<https://baa.state.mi.us/BAASecure/Login.aspx?ReturnUrl=%2fBAASecure>
2. Select *Security-Manage User Profiles* from the *Admin* 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 above on how to "Assign an Existing User a Role".
 - b. If the user is not found, go to the next step below.
4. Click the *Add 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, make sure it matches the users name.
 - a. If the user does not have their MEIS Account ID, they can go to
<https://cepi.state.mi.us/MEIS/Login.aspx> to login and get their MEIS Account ID or they can create a MEIS account if needed.
 - b. If the user is not already in the Secure Site, you cannot use the Login ID to add the user, you just user the MEIS Account ID.

6. Enter in the *User Profile Name* field the name of the new role you will be assigning the user. For example, District Online Technology, School Online Technology, etc. The list of available roles are on the last page of this document.
7. Click *Add Security* button found at the bottom right.
8. Select from the *Role* dropdown the appropriate role name (listed at the end of the document).
9. Select the *ISD* and *District* from the dropdowns.
10. If it is a school level role, in the *Schools* field move the appropriate school(s) from the box on the left to the right by highlighting it and using the single right arrow.
11. From the *Assessments* field, highlight the MI-Access, MI-Access FI, MI-Access P, MI-Access SI and M-STEP and use the single right arrow to move them to the right hand box.
12. Click the *Save Security* button at the bottom right.
13. An email will be sent to the user informing them their access has been updated on the Secure Site.
14. A separate email will be sent from DRC within 48 business hours with the user's login, password and link for eDIRECT.

Since this is a new user and did not already have access to the Secure Site, this will NOT give them access to any data or functions on the Secure Site. This is only being used as a designation that the user needs access to in eDIRECT and what their role in eDIRECT will be.

User Request Access and/or Role

Users that need access to eDIRECT can request access directly from the Secure Site for the District or School Administrator level user to review and approve or deny. To do this, the user must first have a MEIS account. If they do not have a MEIS account or do not remember their MEIS login and password, they can go to <https://cepi.state.mi.us/MEIS/Login.aspx> to create an account or to locate their MEIS login.

The email address is pulled from MEIS, so it is very important that all users make sure their email address in MEIS (<https://cepi.state.mi.us/MEIS/Login.aspx>) is correct prior to requesting access in the Secure Site.

1. Log on to the Secure Site at <https://baa.state.mi.us/BAASecure/Login.aspx?ReturnUrl=%2fBAASecure> with your MEIS login and password.
 - a. If you already have access to the Secure Site, click on *Request Access* under the *Security* menu at the top.
 - b. If you do not already have access to the Secure Site, the *Request Access* page will come up automatically.
2. From the *Role* dropdown, select the role that you are asking for. You can find a list of role names along with a brief description of the access you will be given in eDIRECT associated with the role at the bottom of this document.
3. Select the *ISD* and *District* that you are requesting access to.
4. If it is a school level role, in the *Schools* field move the appropriate school(s) from the box on the left to the right by highlighting it and using the single right arrow.

5. In the *Organization* text box, if you are not a staff member of the district, type in the name of the organization or company that you represent. This is helpful when a district has a third party vendor involved to help with some assessment functions. This is not a required field.
6. Click on the *Request BAA Access* button at the bottom right of the page.
7. An email will be sent to the District Administrator and Building Administrator level users of the Secure Site that access to the Secure Site has been requested. It will be reviewed and administrator level user can modify the request, accept the request as submitted or reject the request.
8. You will receive an email from the Secure Site (using the email address on your MEIS account) notifying you when the request has been accepted or rejected.
9. If accepted, a separate email will be sent from DRC within 48 business hours with the user's login, password and link for eDIRECT.

Secure Site Roles/eDIRECT Permissions

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

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