



# Non-School Recipient Steps for Accessing the Educational Entity Master (EEM)

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## What is a non-school recipient?

A non-school recipient (NSR) is an entity that is neither a school nor a Unique Education Provider but receives monies of some kind through the Michigan Electronic Grants System (MEGS) or Cash Management System (CMS). These entities do not receive program dollars where individual student or staff reporting is required. Examples of non-school recipients include (but are not limited to) community action agencies, soup kitchens, day care centers, etc.

## What is the Educational Entity Master?

The Educational Entity Master is a repository that contains numbers and basic contact information regarding educational systems in Michigan. Information exists for public schools, nonpublic schools, intermediate school districts, institutions of higher education, and non-school recipients of certain funding. Commonly used information includes school/facility name, grade levels, address, and contact information for each entity.

## What are the steps required to add a non-school recipient organization to the EEM?

**Important note: If the organization already has an agreement number, please skip the next three steps and proceed to page 2.**

1. The first step is to submit a request to add the new entity to the Educational Entity Master. Go to <https://cepi.state.mi.us/eem/othernsr.aspx> and complete the NSR entity form. This directory information will include:
  - a. Official Name of Entity
  - b. County Code
  - c. E-mail Address of Entity
  - d. Phone Number
  - e. Entity Open Date
  - f. Physical Contact Details
  - g. Primary Address Details
  - h. Mailing Address of the Contact
2. Once all fields have been completed, click the save button to send the request to CEPI Customer Support. **The requester will be notified via e-mail when the request has been reviewed.** When the non-school recipient entity has been added, it will be assigned an entity code/agreement number which will be included in the e-mail message. **Please make note of this number, as you will need it to complete the security process.**
3. After the non-school recipient has been added to the EEM, the requestor will need to become an authorized user of the application in order to maintain and edit the new entity's information. Please follow the steps outlined in the accompanying pages that describe how to request access to the application.

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

Obtaining access is a two-step process:

1. An individual must first request access to the application through his/her Single Sign-On (SSO) account.



**Note:** You will need a SSO account to complete the security agreement. **If you do not already have a SSO account**, you may register online at: <https://sso.state.mi.us/>.

2. The individual's request for access must be approved by the chief administrator of the entity by submitting the appropriate security access form to CEPI.

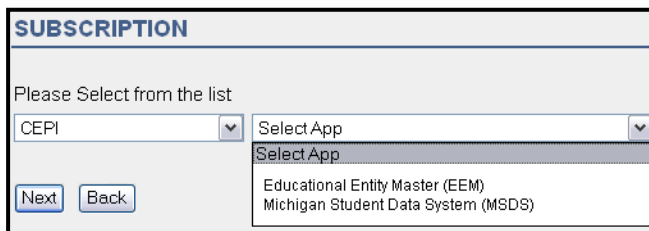
Only when all steps have been completed and verified will access will be granted.

### Requesting Permission through Your SSO Account

To request access to the application, log in to the SSO application and follow these steps:

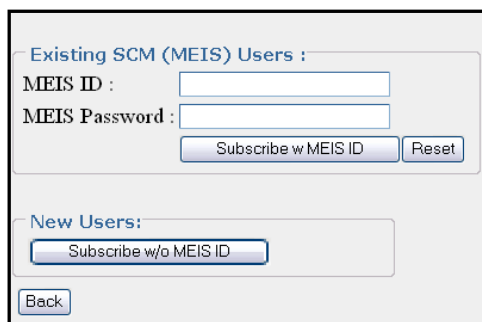
1. To subscribe to an application, click on the "Subscribe to Applications" link in the bottom left-hand corner of the screen.

2. You will be taken to a new screen with drop-down menus. Select the agency which owns the application in the first drop-down and the desired application from the second drop-down.



3. The user will then be taken to a subscription page for the particular application.

4. **New users for the application** should click on the **Subscribe w/o MEIS ID** button. These users will also need to submit security agreement forms to CEPI. Access is not granted until the appropriate security agreement has been submitted to and verified by CEPI Customer Support.



5. Review information and click "**Confirm.**"

You will receive a confirmation message (both on the screen and by e-mail) stating your subscription request was submitted successfully. You will receive an e-mail message once access has been granted by CEPI staff.



# Completing your access agreement for the Educational Entity Master (EEM)

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

This security agreement is designed so that you may complete the form on your computer by tabbing through the designated fields and typing the required information. Otherwise, please print clearly on the form and only in the spaces provided. Complete all items.

The first step in completing your security agreement is indicating the entity for which you are requesting access.

<b>Step 1: Enter the entity information for which you are requesting access.</b>	
1 Entity Name: <u>Ericcka's Day Care</u>	2 Entity Code: <u>123456789</u>

1. **Entity Name.** Enter the name of the non-school recipient for which you are requesting access.
2. **Entity Code/Agreement Number.** Enter the entity code/agreement number which corresponds to the entity to which you are requesting access. **For a non-school recipient this is the entity agreement number assigned to your entity when it is added to the EEM.**

Next, provide the name and contact information of the individual for whom you are requesting access.

<b>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.</b>	
1 Requester Name: <u>John Smith</u>	2 E-mail: <u>email@yyyy.zzz</u>
3 Single Sign-On ID: <u>smithj2000</u>	4 Phone: <u>(517) 888-4444</u>

1. **Requester Name.** Enter the full name of the individual for whom you are requesting access.
2. **E-mail.** Enter the e-mail address of the individual for whom you are requesting access.
3. **Single Sign-On ID.** Enter the Single Sign-On ID of the individual requesting access. This ID must match the ID that is requested through the application. The requester will be notified at the e-mail address provided in his/her SSO profile when his/her security agreement has been processed.
4. **Phone.** Enter the phone number where the person who is requesting access can be reached by customer support staff members in case questions regarding his/her access arise.

The next step is to select the role which the entity's authorized user will perform in the application. To request permission, check the box next to the Entity Authorized User role. Non-school recipient users with this role will be able to modify their own entities in the EEM.

<b>Step 3: Check the box below.</b>		
Indicate Selection	Role Name	Role Description
<input type="checkbox"/>	<b>Entity Authorized User (Non-School Recipient)</b>	Add, modify, and close entities.

After the role has 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.

<b>Step 4: For the authorized individual: <i>Please sign below.</i></b>	
I agree to protect my user identification and password from unauthorized use. I understand all access under my user ID is my responsibility.	
<u>John Smith</u>	<u>9/1/2008</u>
<b>Signature of Individual to be Authorized</b>	<b>Date</b>

The name on the signature line must match the name provided on the requester name line. Otherwise, you will be asked 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.

<b>Step 5: For the chief administrator: <i>Please sign below.</i></b>	
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.	
<u>Ericka's Day Care</u>	<u>9/1/2008</u>
<b>Name of Entity</b>	<b>Date</b>
<u>Jane Doe</u>	<u>Jane Doe, Administrator</u>
<b>Chief Administrator of Entity</b>	<b>Name and Title</b>

The chief administrator of the entity is the individual who has executive oversight and administration rights within an organization or educational entity. Depending on the type of entity to which access is requested, this title can differ among organizations.

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 the requestor's information has been verified, permission will be granted and the requester will be notified by e-mail.



# 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](mailto:cepi@michigan.gov)