



Grant Electronic Monitoring System/Michigan Administrative Review  
System (GEMS/MARS)  
Security Authorization Form for Sub-Recipient Administrators

<b>Name:</b>	
<b>Email:</b>	
<b>Phone:</b>	
<b>District/Agency Name and Code:</b>	
<b>MEIS ID Number:</b>	

To verify or create a MEIS account, access the MEIS website <http://www.michigan.gov/meis>.

If you are requesting access to a specific program, please enter below:

<b>Program(s):</b>	
--------------------	--

If this request is a replacement for an existing Sub-recipient Administrator, please complete the following:

<b>Replacement For:</b>	
-------------------------	--

By signing this document you confirm that you agree to protect your user identification and password from others, whether authorized or not, to GEMS/MARS. You understand that ALL activity under your user identification is your responsibility and is tracked in GEMS/MARS.

Signature	Print Name	Date

Superintendent or Chief Operating Officer (COO) Signature:

Signature – Authorized Official*	Print Name	Date

\*For Public School Academies, this signature needs to be the school board president.

\*For Nonpublic Schools, this signature needs to be the principal/administrator.

Forms may be faxed to the Grants Coordination and School Support unit, Attn: GEMS/MARS Team, Fax: (517) 241-0496, or emailed to [MDE-GEMS@michigan.gov](mailto:MDE-GEMS@michigan.gov). Questions may be directed to [MDE-GEMS@michigan.gov](mailto:MDE-GEMS@michigan.gov) or (517) 241-6270.



## Security Authorization Form for Sub-Recipient Administrators FAQ

1. Question: How many Sub-recipient Administrators can I have?

Answer: You may have up to two Sub-recipient Administrators per District/Agency
2. Question: What happens if I need access as a Sub-recipient Administrator but my district already has two Sub-recipient Administrators?

Answer: In order to process the new security form one of the Sub-recipient Administrators will need to have their access removed.
3. Question: Where do I send my completed Security Authorization form?

Answer: Forms may be faxed to the Grants Coordination and School Support unit, Attn: GEMS/MARS Team, Fax: (517) 241-0496, or emailed to [MDE-GEMS@michigan.gov](mailto:MDE-GEMS@michigan.gov). Questions may be directed to [MDE-GEMS@michigan.gov](mailto:MDE-GEMS@michigan.gov) or (517) 241-6270
4. Question: What is the difference between a Sub-Recipient Administrator and a Sub-Recipient User?

Answer: The major difference between a Sub-Recipient Administrator and a Sub-Recipient User is that the Sub-Recipient Administrator can activate/assign new users for their district in GEMS/MARS. There may be other differences specific to individual Program Offices and their reviews in GEMS/MARS; your Program Office contact should be able to tell you which role is required.
5. Question: What if my district's Sub-Recipient Administrator is unavailable and I just need Sub-Recipient User access?

Answer: If your Sub-Recipient Administrator is unavailable, please download the form entitled "Security Authorization Form for Sub-Recipient Users" which is available at <http://www.michigan.gov/gems-mars>

Question: What is a MEIS account?

Answer: The MEIS User Management is a security system, implemented and used with various Michigan Department of Education (MDE) and Center for Educational Performance and Information (CEPI) applications. A MEIS user will need only one account which will allow access to multiple MDE or CEPI applications.