

**School Improvement Grant
Michigan Electronic Grants System *Plus*
(MEGS+)**



**MODIFYING USERS
in MEGS+
for SIG
Applications**

**School Improvement Support Unit
Office of Education Improvement and Innovation
Michigan Department of Education
March 2016**

MODIFYING USERS IN MEGS+

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MODIFYING USERS IN MEGS+

MEGS Security Level Structure

Agency Security Role – Agency role controls what actions the contact can perform for that agency. Certain levels are given the ability to initiate applications as well. If a contact is deactivated at this level, the contact will only have lost access to items for this agency specifically.

Application Security Role – When a contact is added to an application, the contact is given a role specific to that application itself. By default, authorized officials are given Authorized Official permission in any applications they initiate. Other users must be added to the application and assigned an application role.

NOTE: Level 1, 2 and 4 Security users are assigned to the application security and Level 5 Security users are assigned to application and agency security. Level 5 Security is also the Authorized Official for the agency.

Security Role	Security Level	Access
Application Security	Level 1 Viewer	<ul style="list-style-type: none">View all parts of assigned application, but not save.CANNOT: Input or edit any information.
Application Security	Level 2 Grant Writer	<ul style="list-style-type: none">View, edit and save all pages using normal page access rules.
	Level 3	<ul style="list-style-type: none">Not applicable to SIG applications.
Application Security	Level 4 Application Administrator	<ul style="list-style-type: none">View, edit and save all pages using normal page access rules.Assign lower level Application Security.Change status from Modifications Required to Modifications in Progress.Change status from Grant Funds Available or Plan Approved to Amendment in Progress.CANNOT: Submit an application; assign other Level 4 Administrators.
Agency Security	Level 5 Authorized Official	<ul style="list-style-type: none">Initiate, view, edit, save, submit, and amend applications.Access to all district applications.Manage MEGS+ accounts for district/agency.Add users to MEGS+ and assign agency security role.Add users to an application and assign lower security levels to allow edit or view status.

MODIFYING USERS IN MEGS+

MEGS+ System Requirements

Internet Access & Web Browser

- Internet Explorer 8 (preferred)
- Firefox 2.0+
- Safari 3.0+
- Adobe Acrobat Reader 4.0+

To login to the MEGS+ go to <https://mdoe.state.mi.us/megsplus>. Use the login and password obtained from the Michigan Education Information System (MEIS) registration process.



Helpful tips and information

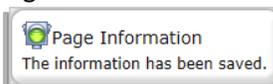
You CANNOT log in to MEGS+ until your MEIS Account is established and activated. Your Authorized Official must then give you access to the application within MEGS+. If you receive an error message that you have a valid MEIS account but are not authorized in MEGS+, contact your Authorized Official.

TIP: Avoid the **Back** and **Forward** buttons of your web browser in order to always see the latest information.

- It is highly recommended that users use the navigation provided within the application.
- By using the browser's Back button, the user is not getting the latest information from the website, but rather an "older" saved version of the screen.
- The browser's Back button will simply load the cached (or saved) version of the screen that exists on the local hard drive as it was the last time the screen was accessed.



TIP: When saving information, always wait for the icon indicating that the information has been saved before proceeding to the next task. A screen typically take several minutes to save.



MODIFYING USERS IN MEGS+

Adding a New Contact to an Agency

Only Level 4 and 5 Security can add users to MEGS+ and assign lower level security. Prior to adding a new user to MEG+, the user must have an active MEIS account. To create a MEIS account go to <https://mdoe.state.mi.us/meis> and follow the directions as indicated on that website.

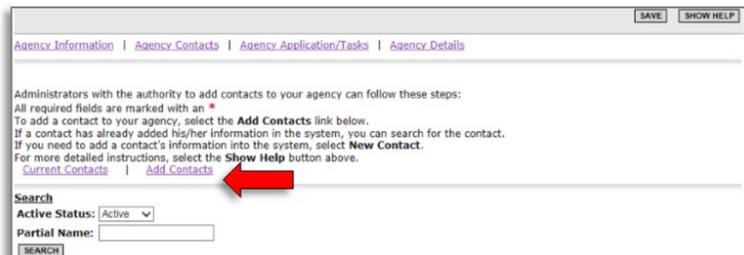
1. Click the **Agencies** link located at the top of the screen to view agencies you are assigning.
2. Select the district link under the **Agency** title to open the **Agency Information** screen. Most will have only one agency available, but some may have multiple agencies.



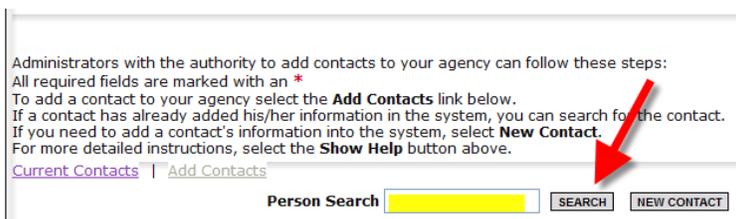
3. Click **Agency Contacts** to view all of the users in the agency.



4. Click **Add Contacts**.



5. Enter part of the name or the MEIS number of the contact to be assigned and then click **Search**.



6. Assign the appropriate **Role** (security level) and click **Save**.

MODIFYING USERS IN MEGS+

Main Menu > Administration > Agency Administration

Webberville Community Schools

Agency Information | Agency Contacts | Agency Application/Tasks | Agency Details

Administrators with the authority to add contacts to your agency can follow these steps:
 All required fields are marked with an *
 To add a contact to your agency, select the **Add Contacts** link below.
 If a contact has already added his/her information in the system, you can search for the contact.
 If you need to add a contact's information into the system, select **New Contact**.
 For more detailed instructions, select the **Show Help** button above.

Current Contacts | Add Contacts

Person Search

Person	MEGS+ Role	Active Dates	Last Modified	Last Modified Date
<input type="checkbox"/> DeYoung, Mr. Andrew	MEGS: Level 4 Application Administrator	1/9/2012 *		
<input type="checkbox"/> DeYoung, Mr. Andrew	MEGS: Level 2 Grant Writer MEGS: Level 1 Viewer	1/9/2012 *		

7. If the contact does not appear use the **New Contact** to add the individual.

Agency Information | Agency Contacts | Agency Application/Tasks | Agency Details

Administrators with the authority to add contacts to your agency can follow these steps:
 All required fields are marked with an *
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 If a contact has already added his/her information in the system, you can search for the contact.
 If you need to add a contact's information into the system, select **New Contact**.
 For more detailed instructions, select the **Show Help** button above.

Current Contacts | Add Contacts

Person Search

8. Enter the MEIS number and click **Search MEIS**.

Agency Information | Agency Contacts | Agency Application/Tasks | Agency Details

Administrators with the authority to add contacts to your agency can follow these steps:
 Please complete the information below. All required fields are marked with an *.

MEIS Number *

9. Assign the appropriate **Role** (security level) to the contact.

Agency Information | Agency Contacts | Agency Application/Tasks | Agency Details

Administrators with the authority to add contacts to your agency can follow these steps:
 Please complete the information below. All required fields are marked with an *.

Name Salutation * First Middle Last Suffix

Title

Email deyounga@state.mi.us

MEIS Account ID

Date Active 3/3/2011 Date Inactive

Role *

- MEGS: Application Level 3b Consortium Member
- MEGS: Level 3 Consortium - Authorized Official
- MEGS + Level 4 Application Administrator
- MEGS + Level 2 Grant Viewer
- MEGS + Level 1 Viewer

The fields below are required. This information may be default. However, you may edit the information from their Profile page.

MODIFYING USERS IN MEGS+

Adding an Existing MEGS User to an Agency

10. Click **Search**, using partial name or MEIS ID of the user to be assigned

Main Menu > Administration > Agency Administration

Webberville Community Schools

[Agency Information](#) | [Agency Contacts](#) | [Agency Application/Tasks](#) | [Agency Details](#)

Administrators with the authority to add contacts to your agency can follow these steps:
All required fields are marked with an *
To add a contact to your agency select the **Add Contacts** link below.
If a contact has already added his/her information in the system, you can search for the contact.
If you need to add a contact's information into the system, select **New Contact**.
For more detailed instructions, select the **Show Help** button above.

[Current Contacts](#) | [Add Contacts](#)

Person Search

11. Select user box, assign **Role** (security level) and **Save**.

Main Menu > Administration > Agency Administration

Webberville Community Schools

[Agency Information](#) | [Agency Contacts](#) | [Agency Application/Tasks](#) | [Agency Details](#)

Administrators with the authority to add contacts to your agency can follow these steps:
All required fields are marked with an *
To add a contact to your agency, select the **Add Contacts** link below.
If a contact has already added his/her information in the system, you can search for the contact.
If you need to add a contact's information into the system, select **New Contact**.
For more detailed instructions, select the **Show Help** button above.

[Current Contacts](#) | [Add Contacts](#)

Person Search

Agency Contacts

Person	MEGS+ Role	Active Dates	Last Modified	Last Modified Date
<input checked="" type="checkbox"/> DeYoung, Mr. Andrew	MEGS: Level 4 Application Administrator	1/9/2012	*	-
<input checked="" type="checkbox"/> DeYoung, Mr. Andrew	MEGS: Level 4 Application Administrator			
<input type="checkbox"/> DeYoung, Mr. Andrew	MEGS: Level 2 Grant Writer	1/9/2012	*	-
<input type="checkbox"/> DeYoung, Mr. Andrew	MEGS: Level 1 Viewer			

- To assign the user to multiple applications, go to page 8
- To assign the user to a Single application, go to page 9

MODIFYING USERS IN MEGS+

Adding a New Contact to an Agency

1. Click **New Contact**



Main Menu > Administration > Agency Administration

Webberville Community Schools

[Agency Information](#) | [Agency Contacts](#) | [Agency Application/Tasks](#) | [Agency Details](#)

Administrators with the authority to add contacts to your agency can follow these steps:
All required fields are marked with an *
To add a contact to your agency select the **Add Contacts** link below.
If a contact has already added his/her information in the system, you can search for the contact.
If you need to add a contact's information into the system, select **New Contact**.
For more detailed instructions, select the **Show Help** button above.

[Current Contacts](#) | [Add Contacts](#)

Person Search

2. Enter the MEIS number and click **Search MEIS**.



Main Menu > Administration > Agency Administration

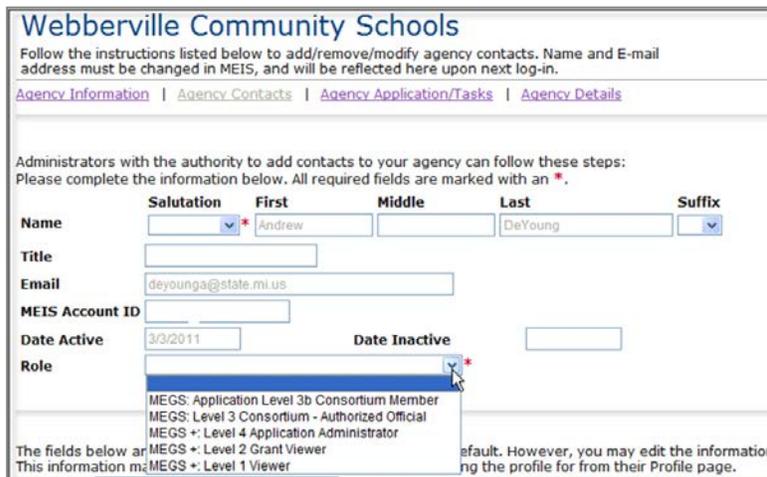
Webberville Community Schools

[Agency Information](#) | [Agency Contacts](#) | [Agency Application/Tasks](#) | [Agency Details](#)

Administrators with the authority to add contacts to your agency can follow these steps:
Please complete the information below. All required fields are marked with an *.

MEIS Number *

3. Assign Role (security level).



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Follow the instructions listed below to add/remove/modify agency contacts. Name and E-mail address must be changed in MEIS, and will be reflected here upon next log-in.

[Agency Information](#) | [Agency Contacts](#) | [Agency Application/Tasks](#) | [Agency Details](#)

Administrators with the authority to add contacts to your agency can follow these steps:
Please complete the information below. All required fields are marked with an *.

Name	Salutation	First	Middle	Last	Suffix
	<input type="text"/>	<input type="text" value="Andrew"/>	<input type="text"/>	<input type="text" value="DeYoung"/>	<input type="text"/>
Title	<input type="text"/>				
Email	<input type="text" value="deyounga@state.mi.us"/>				
MEIS Account ID	<input type="text"/>				
Date Active	<input type="text" value="3/3/2011"/>	Date Inactive	<input type="text"/>		
Role	<input type="text"/>				

The fields below are required. This information must be entered at the time of creation. However, you may edit the information on the profile for from their Profile page.

- MEGS: Application Level 3b Consortium Member
- MEGS: Level 3 Consortium - Authorized Official
- MEGS+: Level 4 Application Administrator
- MEGS+: Level 2 Grant Viewer
- MEGS+: Level 1 Viewer

There two ways to return to the Application Menu

4. Click **Management Tools** from the top of the screen.

MODIFYING USERS IN MEGS+

View / Edit
Select the **View/Edit** button below to view, edit, and complete the application/task.
[VIEW / EDIT](#)

Change Status
Select the **View Status Options** button below to perform actions such as submitting applications or request modifications.
[VIEW STATUS OPTIONS](#)

View Management Tools
Select the **View Management Tools** button below to perform actions such as **adding people to this document** or viewing the document history.
[VIEW MANAGEMENT TOOLS](#)

5. Click the **Add/Edit People** link.

Management Tools

[CREATE FULL PRINT VERSION](#)
Select the link above to create a printable version of the document.

[EDIT INFORMATION](#)
Select the link above to go to the Edit information page.

[ADD/EDIT PEOPLE](#)
Select the link above to perform actions such as adding people, changing a security role, or altering people's active dates on this document.

6. Check the box next to the person(s) name and select **Role**, or you can select **Grant Contact Type**. This screen also provides information on current people assigned to the application.

7. Click **Save**.

Application: FY 2013 - Consolidated Application | **Status:** Application In Progress | **Security Level:** MEGS: Level 5 Authorized Official

The functionality on this page will allow you add, delete or edit people on this document.
Use the keyword search function to locate a person you would like to add. Select the check box next to the name in the search results. Or, you can uncheck the box next to the person(s) name under the Current People Assigned area to remove people. After you perform your modifications, remember to select the **SAVE** button to save your changes.

Person Search
Enter a name or partial name: [SEARCH](#)

Current People Assigned

Search
Active Status: Active
Partial Name:
Agency: All
[SEARCH](#)

Sort By: Name

<input type="checkbox"/>	Person	Agency	Role	Grant Contact Type	Active Dates	Last Modified	Last Modified Date
<input checked="" type="checkbox"/>	Mr. Brian Friddle	Webberville Community Schools	MEGS: Level 5 Authorized Official	Main Contact	4/9/2012	Grant System	4/9/2012 2:50:07 PM
<input checked="" type="checkbox"/>	Mrs. Barbara Weathers	Webberville Community Schools	MEGS: Level 5 Authorized Official		4/9/2012	Grant System	4/9/2012 2:50:07 PM

MODIFYING USERS IN MEGS+

Contact Us

School Improvement Grant (SIG)

Office of Education Improvement and Innovation
Michigan Department of Education
(517) 373-4872 or email MDE-SIG@michigan.gov

Michigan Electronic Grants System *Plus* (MEGS+)

Office of Grand Coordination and School Support Office
Michigan Department of Education
(517) 373-1806 or email MEGS@Michigan.gov

Michigan Education Information System (MEIS)

Education Entity Master (EEM)

Center for Educational Performance and Information
Michigan Department of Technology, Management, and Budget
517-335-0505 x3 or email cepi@michigan.gov