



Office of Professional Preparation Services

Michigan Online Education Certification System (MOECS)

MEIS Security Agreement Form for Substitute Staffing Agencies

Step 1. You must have a MEIS account to complete this form. If you already have a MEIS account, go to Step 2. If you do not have a MEIS account, go to [MEIS](#). Click on the MEIS logo. On the next screen, click on “Create a MEIS account” and follow the directions.

Step 2. Identify the type of request:

- New User Add Profile/Access Add Feature/ Access
- Add School/ LEA Duplicate Request

Date Requested

Step 3. Provide Authorized User Information

Staffing Agency Name:

School Name:

Name: _____

Email: _____

Telephone Number: _____

Title: _____

MEIS Account Number: _____

Step 4. In order to receive authorization to access MOECS, the user must sign this agreement.

As an authorized user of MOECS, I agree to protect my user identification and password from unauthorized use. I understand all access under my user ID is my responsibility. I agree to comply with the requirements of the Privacy Act of 1974 governing records maintained on individuals. A copy of the Privacy Act of 1974 is available at [The United States Department of Justice](#) website.

Signature of Individual Requesting Authorization

Date

Step 5: Superintendent or Chief Operating Officer Information

Name: _____

Title: _____

Email: _____

Telephone Number _____

I attest that the above-named individual has authorization to access MOECS and perform the functions checked below on behalf of the schools listed.

Signature of Superintendent/Chief Operating Officer

Date

Substitute Staffing Agency Access allows the user to perform these functions on behalf of the school district/school and are limited to:

- **edit demographic information**
- **apply for permits**
- **view permit reports**
- **manage permits** (i.e., delete a pending permit that was applied for in error, or resend a "pay fee" link email to the educator)

Please email this completed form along with a letter from the school district/school listed above (on the district's/school's letterhead and signed by the superintendent or chief business officer) stating that the above named user has authorization to apply for and manage substitute permits on behalf of the district/school to MOECSSupport@michigan.gov.