



How to Add, Remove or Edit a Contact Type in the Educational Entity Master

Created: 8/26/2025

Many State of Michigan offices, as well as the public, use EEM to obtain contact information for Michigan educational entities. It's important that contacts for each entity are accurate and up to date.

At a minimum, each entity is required to have one contact person listed as the lead administrator. You may also be asked to add additional contact types such as your business manager, special education contact, homeless education liaison, food service director or assessment coordinators. When a change in contacts occurs, your EEM authorized user should update that information in EEM.

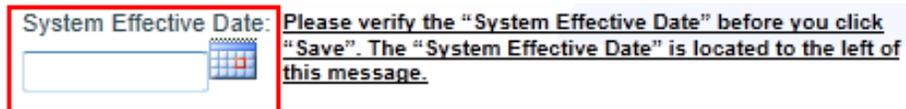
NOTE: As of September 2025, how contacts are entered in EEM has been restructured. A contact's *information* is now separate from the contact *type*. Adding a contact will make that contact person available for all contact types for that entity. Editing contact information changes that information for all contact types the person is assigned to within the entity, but not across other EEM entities.

To add, remove or edit a contact type:

1. [Log into EEM.](#)
2. Select "My Entities" and "List of Entities" from the left navigation bar.
3. Click the name of the entity you wish to modify.
4. Click "Edit Entity."

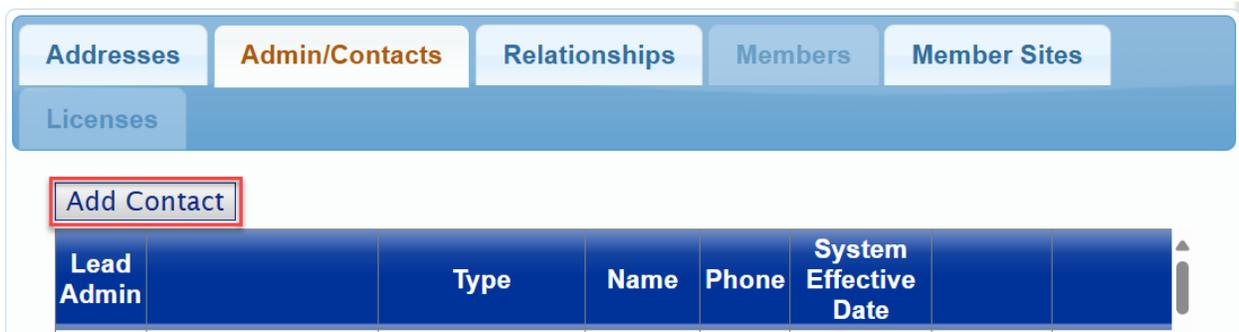


5. Go to the lower left corner of the page and enter a date in the "System Effective Date" field.
 - a. If the change will take effect during the current school year, submit the applicable date of the change.
 - b. If the change will take effect in the following school year, enter a date of July 1 of the upcoming school year.



Adding a New Contact

1. Select the Admin/Contacts tab
2. To add a new contact, click the "Add Contact" button on the Admin/Contacts tab. This will take you to the "Maintain Entity Contact" page.



3. Enter all required data for the new contact. Required fields are marked with a red asterisk.
 - a. Contact Type: Select the applicable contact type.
 - b. Contact:
 - i. Use the drop-down list to confirm the contact hasn't already been created for this or another contact type.
 - ii. Select "New" to go to the contact data submission page

The screenshot shows the "Maintain Entity Contact" form. The title "Maintain Entity Contact" is at the top. Below it, a legend indicates that an asterisk (*) denotes a required field. The form contains three required fields: "Contact Type" (a dropdown menu with "Assistant Superintendent" selected), "Contact" (a dropdown menu with "Select a Contact" selected), and "System Effective Date" (a text input field with "07/11/2025" entered). To the right of the "Contact" dropdown are "Edit" and "New" buttons, with the "New" button highlighted by a red box. At the bottom of the form are "Submit" and "Cancel" buttons.

- iii. Enter all required contact information on the "Maintain Entity Contact Details" page.

Note: If the address is the same as the mailing address of the entity or Lead Administrator, that can be selected from the drop-down menu and copied using the "Copy Address" button.

Maintain Entity Contact Details
Fowler High School (01284)

*** = Required**

*Honorific:

*First Name:

Mid Init:

*Last Name:

Suffix:

*Telephone Number: -

Fax Number: -

*Email:

*Confirm Email:

Mailing Address

*Street:

Address Line 2:

*City:

*State:

*Zip: -

*System Effective Date: 08/14/2025

Note: The System Effective Date reflects the System Effective Date entered on the main page prior to saving the record changes.

- iv. Click "Validate Address." Contact addresses are validated by USPS to ensure their accuracy.
- v. Once your address has been validated, click "Submit."

Note: The "Submit" button will remain grayed out until the address is validated.

- 4. You will be taken back to the initial "Maintain Entity Contact" screen with the new contact detail displayed along with the selected Contact Type. Click "Submit."

Maintain Entity Contact
Fowler Public Schools (19070)

* = Required

*Contact Type: Assistant Superintendent

*Contact: Snow White

Ms. Snow White
700 S MAIN ST
FOWLER, MI 48835-9736
Telephone: (989) 555-1111
Fax:
Email: test@gmail.com

*System Effective Date: 07/11/2025

5. You will be taken back to the main page of the Entity. You will still be in "Edit Entity" mode.
6. If this contact will be the Lead Administrator for this entity, click the "Set Lead Admin" button.
7. Click "Save" in the lower right corner of the screen. Otherwise, the information that you added will not be saved.

Addresses Admin/Contacts Relationships Members Member Sites

Licenses

<input type="checkbox"/>	<input type="button" value="Set Lead Admin"/>	Assistant Superintendent	Snow White	(989) 555-1111	07/11/2025	<input type="button" value="Details"/>	<input type="button" value="Remove"/>
<input type="checkbox"/>	<input type="button" value="Set Lead Admin"/>	Business Manager				<input type="button" value="Details"/>	<input type="button" value="Remove"/>
<input type="checkbox"/>	<input type="button" value="Set Lead Admin"/>	Career/Technical Education Coordinator				<input type="button" value="Details"/>	<input type="button" value="Remove"/>

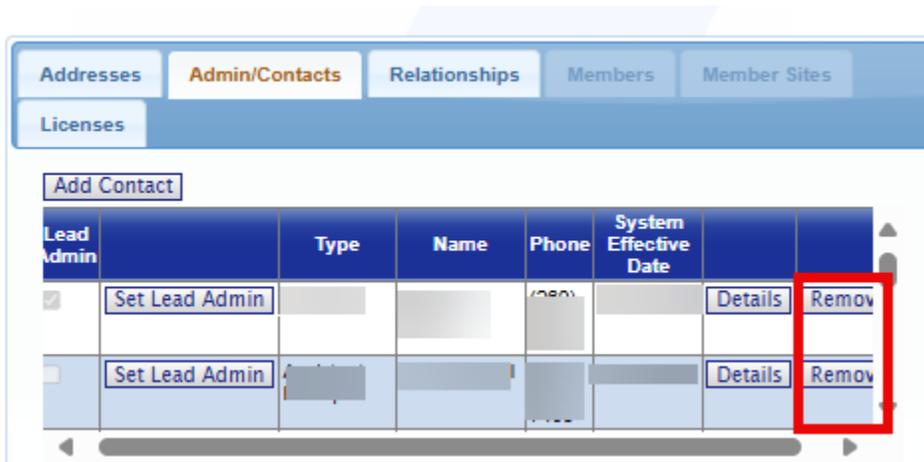
System Effective Date: 07/11/2025

Please verify the "System Effective Date" before you click "Save". The "System Effective Date" is located to the left of this message.

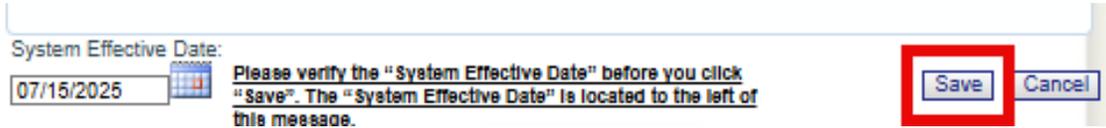
Note: Each contact person should only be listed in your contact list once *unless* that person has different contact information for their different contact types. In those instances, they should be listed as separate contacts with separate contact information.

Removing a Contact

1. Select the Admin/Contacts tab
2. To remove a contact, click the "Remove" button for the contact on the Admin/Contacts tab. A "Processing" pop-up will appear while the system removes the selected contact.

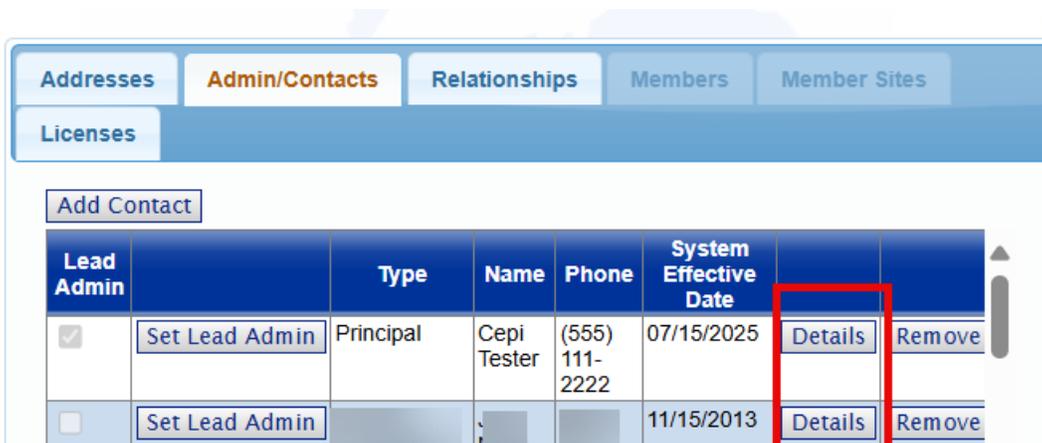


3. When the "Processing" pop-up disappears, click the "Save" button in the lower right corner of the screen. Otherwise, the information that you removed will not be deleted.



Editing an Existing Contact

1. Select the Admin/Contacts tab
2. To edit an existing contact, click the "Details" button for the contact you wish to edit on the Admin/Contacts tab.



Add/Remove/Edit a Contact in EEM

- a. This will take you to the Maintain Entity Contact page for the selected Contact Type.
- b. Click "Edit."

Maintain Entity Contact
Fowler High School (01284)

* = Required

*Contact Type: Principal

*Contact: Cepi Tester **Edit** New

Dr. Cepi Tester
702 W KALAMAZOO ST
LANSING, MI 48915-1609
Telephone: (555) 111-2222
Fax:
Email: test@gmail.com

*System Effective Date: 07/15/2025

Submit Cancel

- 3. This will take you to the "Maintain Entity Contact Details" page for the individual contact.
 - a. Edit all applicable contact information.
 - b. Click "Validate" to verify the address with the USPS.

Maintain Entity Contact Details
Fowler High School (01284)

* = Required

*Honorific: Dr.

*First Name: CEPI

Mid Init:

*Last Name: Tester

Suffix:

*Telephone Number: (555)111-2222 -

Fax Number: -

*Email: test@gmail.com

*Confirm Email: test@gmail.com

Mailing Address: Lead Administrator Address **Copy Address**

*Street: 702 W KALAMAZOO ST

Address Line 2:

*City: LANSING

*State: MI

*Zip: 48915 - 1609

*System Effective Date: 08/14/2025

Note: The System Effective Date reflects the System Effective Date entered on the main page prior to saving the record changes.
Your address was validated by www.usps.com, if the information does not look correct, you can change it before submitting.

Validate Address Submit Cancel

- c. Click "Submit" after the address was validated.

Commit Email: test@gmail.com

Mailing Address: Select an Address Type

* Street: 702 W KALAMAZOO ST

Address Line 2:

* City: LANSING

* State: MI

* Zip: 48915 - 1609

* System Effective Date: 07/15/2025

Note: The System Effective Date reflects the System Effective Date entered on the main page prior to saving the record changes.

Your address was validated by www.usps.com, if the information does not look correct, you can change it before submitting.

4. You will be taken back to the Maintain Entity Contact screen for the Contact Type.
- a. Click "Submit"

Maintain Entity Contact
Fowler High School (01284)

* = Required

*Contact Type: Principal

*Contact: Cepi Tester

Dr. Cepi Tester
702 W KALAMAZOO ST
LANSING, MI 48915-1609
Telephone: (555) 111-2222
Fax:
Email: test@gmail.com

*System Effective Date: 07/15/2025

5. You will be taken back to the main entity screen. Click "Save" in the lower right corner of the screen. Otherwise, the information that you edited will not be saved.

Add/Remove/Edit a Contact in EEM

The screenshot shows the 'Admin/Contacts' tab in the EEM system. At the top, there are navigation tabs: 'Addresses', 'Admin/Contacts' (selected), 'Relationships', 'Members', and 'Member Sites'. Below these is a 'Licenses' section. The main area is titled 'Add Contact' and contains a table with the following columns: 'Lead Admin', 'Type', 'Name', 'Phone', 'System Effective Date', 'Details', and 'Remove'. There are two rows of contact data. The first row is for a 'Principal' named 'Cepi Tester' with phone '(555) 111-2222' and a system effective date of '07/15/2025'. The second row is for an 'M-Step Coordinator' with a system effective date of '11/15/2013'. Below the table, there is a 'System Effective Date' field with a calendar icon and a date of '07/15/2025'. A message reads: 'Please verify the "System Effective Date" before you click "Save". The "System Effective Date" is located to the left of this message.' To the right of the message are 'Save' and 'Cancel' buttons. The 'Save' button is highlighted with a red rectangle.

Lead Admin	Type	Name	Phone	System Effective Date	Details	Remove
<input checked="" type="checkbox"/>	Principal	Cepi Tester	(555) 111-2222	07/15/2025	Details	Remove
<input type="checkbox"/>	M-Step Coordinator			11/15/2013	Details	Remove

System Effective Date: 07/15/2025

Please verify the "System Effective Date" before you click "Save". The "System Effective Date" is located to the left of this message.

Save Cancel

Note: Editing the contact information for a contact will update the contact information for all contact types that person is assigned to for that entity.

Questions

If you have any questions about adding, editing or removing contacts in EEM, email CEPI customer support at cepi@michigan.gov. Please provide your name, district code and district name, your telephone number (including area code and extension), your email address and your specific questions.