Center for Educational Performance and Information

MI School Data Secure User FAQs

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Recent Changes to MI School Data Login Process

Q: How has the MI School Data login process changed?

A: [MILogin for Third Party](#) will be used to log into the redesigned MI School Data. MILogin is the same security system currently used by EEM, MSDS, GAD, REP, SID and FID, and moves CEPI applications to a single sign-on stance. Secure MI School Data accounts were recently migrated with MILogin for Third Party accounts as part of this effort. MILogin User IDs have the format of last name, first initial and four digits.

Q: What does it mean to be a "migrated user"?

A: Secure MI School Data accounts were recently migrated with MILogin for Third Party accounts where possible. All account information including roles, locations and permissions were retained during the migration. This means logging in using a MILogin for Third Party account will give you the same access you had to MI School Data prior to the migration.

Q: How do I know if my account was migrated?

A: Migrated users received an email from CEPI alerting them that secure access to the redesigned MI School Data was available. Your MILogin for Third Party ID is included in that email. Those who were not migrated received an email letting them know that the redesigned MI School Data was available and containing instructions to create an account as a new user. You may also contact CEPI for assistance in determining whether your account was migrated: cepi@michigan.gov.

Q: Why wasn't my account migrated?

A: Account migration was performed by matching the email address associated with the MI School Data account to a MILogin for Third Party account. If a MILogin for Third Party account could not to be found using the email address in your MI School Data account, the account could not be migrated. You should follow instructions in the [MILogin User Guide for MI School Data Users](#) to request access as a new user in this case. To obtain a security form, inquire about the status of a MI School Data subscription request, or to modify your location access, please contact your [ISD Contact](#) or [College/University Keyholder](#).

Q: I used more than one account in MI School Data prior to the migration. How can I continue to access these?

A: As part of the migration effort, multiple MI School Data accounts belonging to the same user were consolidated into one account. This was then migrated with a MILogin for Third Party account where possible. Logging in using a MILogin for Third Party account will give you the same access available in MI School Data prior to the migration, now under one User ID.

Logging into MI School Data

Q: What data are available to secure users of MI School Data?

A: Secure users of MI School Data have access to information that is not available to the public. Examples include:

1. Smaller numbers in reports that appear as suppressed to the public.
2. Various secure reports, including student-level assessment, postsecondary and graduation data.
3. Data updates and new reports during a preview period, before public release.
4. Automatic subscription to the CEPI Announcements, a twice-monthly newsletter that contains news of reports that are recently posted and coming soon.
5. MDE Accountability reporting, Annual Education Report and other data needed for school improvement, graduation and dropout statistic appeals work, etc.

Q: I'm an educator who already has secure access. How do I log into MI School Data?

A: Click "Sign In" at the top right of the MI School Data website. Then click on the "MILogin Third Party" button. Once you are logged into MILogin for Third Party, you will be taken back to MI School Data as a secure and signed in user.

If you are already logged into your MILogin for Third Party account when you click on the "MILogin Third Party" button, you will be logged into MI School Data without having to go through MILogin for Third Party again. In either scenario, the "Sign In" button will turn to "Sign Out" when you are logged in.

Q: I'm an educator who already has secure access. How do I request access to a new location or role?

A: Please contact your ISD Contact or College/University Keyholder for assistance.

Q: I'm a new user. How do I obtain secure access to MI School Data?

A: Obtaining access to MI School Data is a three-step process. Please see the MILogin User Guide for MI School Data Users for detailed instructions.

1. Create a MILogin for Third Party account (if you don't already have one) and subscribe to MI School Data.

2. Click on the MI School Data link within MILogin for Third Party once you have subscribed.

3. Complete and submit the appropriate security form, signed by the Lead Administrator as listed in the EEM. Please contact your ISD Contact or

College/University Keyholder to obtain a form and return the completed form to your contact or keyholder.

Q: After I log into MI School Data, I see a message "Your access is pending email verification." What does this mean?

A: Migrated users must verify their email address before logging into MI School Data. Please check the email address that is associated with your MILogin for Third Party account and click on the link within the email to verify. The email will be sent from cepi@michigan.gov, and may arrive in your junk folder.

Q: After I log into MI School Data, I see a message "Your account approval is pending by the system administrator." What does this mean?

A: This message means your subscription request has been received through MILogin for Third Party, but your access has not yet been set up. After subscribing to MI School Data within MILogin for Third Party, you must complete and submit the appropriate security form, signed by the Lead Administrator as listed in the EEM. Please contact your ISD Contact or College/University Keyholder to obtain a form.

Q: Can I still access the previous version of MI School Data?

A: The previous version of MI School Data will remain available for approximately two months after public launch and is accessible by clicking the "Previous MI School Data website" link at the very bottom of the redesigned MI School Data. Secure users can log into that website using the same credentials used prior to the MILogin for Third Party migration.

Help with MILogin for Third Party

Q: How can I check to see if I already have a MILogin for Third Party account?

A: Please try clicking on the "Forgot your User ID?" link on the MILogin for Third Party login page, and enter your work email address. If you already have a MILogin for Third Party account, your information will be emailed to you. If further assistance is needed, contact CEPI customer support: cepi@michigan.gov.

Q: I don't know my MILogin for Third Party User ID or password, where can I find this?

A: Please try clicking on the "Forgot your User ID?" or "Forgot your password?" links on the MILogin for Third Party login page, and your information will be emailed to you. If further assistance is needed, contact CEPI customer support: cepi@michigan.gov.

Q: My MILogin for Third Party account is locked after <u>three</u> failed login attempts, what do I do?

A: After three failed login attempts, your account will be temporarily locked. Please wait 30 minutes before attempting another log in. Your User ID and Password can be obtained by clicking on the "Forgot your User ID?" or "Forgot your password?" links on the MILogin for Third Party login page if needed.

Q: My MILogin for Third Party account is locked after <u>one</u> login attempt, what do I do?

A: MILogin for Third Party accounts are inactivated if not used for 18 months. Receiving a "Your account has been temporarily locked" message after only one login attempt means your account has been inactivated. Please contact CEPI customer support for assistance with this: cepi@michigan.gov.

Q: When attempting to create a User ID for a new MILogin for Third Party account, there is a message: "Sorry, the User ID you provided is not available."

A: You might need to try several combinations of four digits before finding a User ID that is available. If you continue to receive this message after trying several different four digit combinations, please contact CEPI customer support for assistance: cepi@michigan.gov.

Updating Account Information

Q: How can I review my account information within MI School Data?

A: Once you are signed in, click the "Sign Out" button at the top right of MI School Data, and click "View My Account Information." This will provide the name, phone number and email address associated with your account as well as the location(s) and role(s) to which you have access.

Q: How can I update my account information?

A: The name, phone number and email address associated with your MI School Data access can be updated within MILogin for Third Party. Once logged into MILogin, click the "Update Profile" tab. Make necessary changes and click "Submit." The next time you log in, the changes will be reflected.

Need More Help?

For questions/problems related to MILogin for Third Party account reactivation, User ID or Password recovery that is not resolved by using the links on the MILogin for Third Party login screen, or for other general MILogin issues/questions, please contact the CEPI help desk: cepi@michigan.gov.

To obtain a security form, inquire about the status of a MI School Data subscription request, or to modify your location access, please contact your ISD Contact or College/University Keyholder.