

## **Requesting Access to Secure Site**

To request access to the OEAA Secure Site, you will need a MEIS account. If you do not have a MEIS account or are not sure what your MEIS login and/or password is, you can get it at <a href="https://mdoe.state.mi.us/MEIS/Login.aspx">https://mdoe.state.mi.us/MEIS/Login.aspx</a>.

If you are requesting **District Administrator level access**, the <u>District Administrator Level Access form</u> must be completed by you and the district superintendent. If you are requesting **Nonpublic School Administrator level** access, the <u>Nonpublic School Administrator Level Access form</u> must be completed by you and the nonpublic school principal or administrator. The form will be required to be uploaded with the request using the Attach Documents section at the bottom of the page.

- 1. Log into the Secure Site at <a href="www.michigan.gov/oeaa-secure">www.michigan.gov/oeaa-secure</a> with your MEIS login and password. Either the My Profile page or the Request Access page will come up. If the My Profile page comes up, scroll, down to the bottom right and click on Request Additional Access button.
- 2. From the Entity Access Level drop down menu, select District, Public School or Nonpublic school based on access to entities that you need.
- 3. From the ISD drop down, select the ISD, from the District drop down, select the District. If you are requesting access to a school or to a nonpublic school (based on what you selected in #2, you will be required to select a school from the School drop down. Note that at the top of each of the drop down options, you can select the option to request access to multiple ISDs, multiple districts and multiple schools.

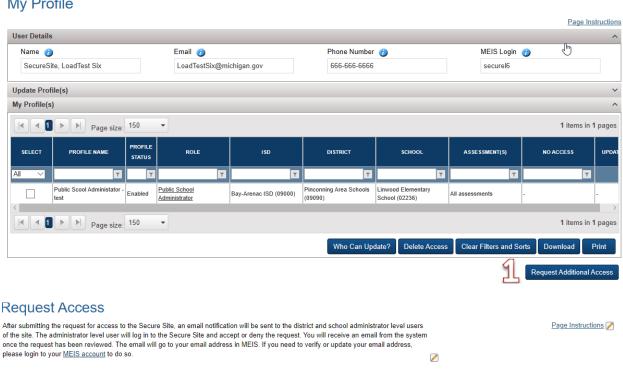


- 4. Click on the Search button at the bottom right.
- 5. A list of roles with descriptions will open. Select one or more roles based on your need.
- 6. Under the Assessment(s) section, select the assessments that you will need access to in the Secure Site. You may notice when you select one, other assessments that apply may also be automatically selected.
- 7. In the Additional Information text box, you may wish to include some additional information as to why you need the access, what your responsibilities on the Secure Site may entail or if you are with the ISD or a data warehouse and the person receiving the request may not recognize your name.
- 8. If you already have a profile, under the Profile section you can chose to have the access you are requesting added to an existing profile by selecting "Add access to one of my existing profiles" and then select the profile it should be added to from the Existing Profile Name drop down.

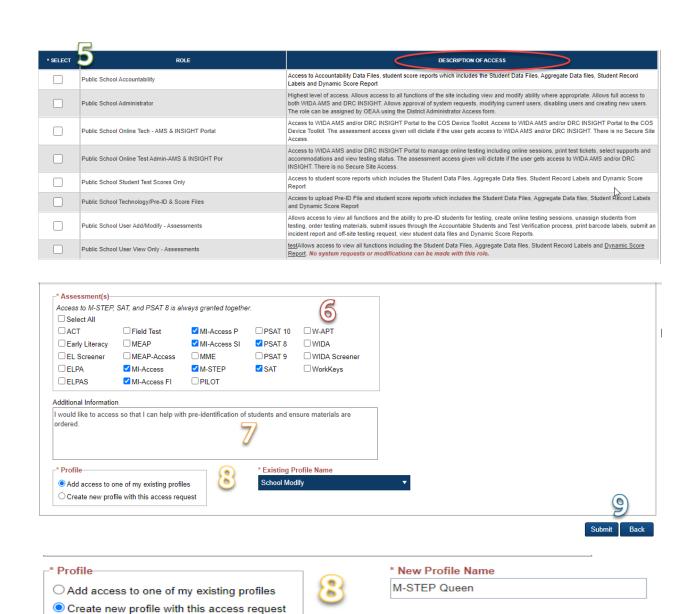
If you do not want it added to an existing profile, select "Create new profile with this access request" and then type in the profile name you would like the profile to be named. For example, Oueen of M-STEP. Please do not use social security numbers or any sensitive information as a profile name.

- 9. Click the Submit button at the bottom right after making all selections.
- 10. The request for access is sent to the District Administrator, School Administrator, or Nonpublic School Administrator level user for the district or school depending on your request. If there is no administrator level user active for the school, a failure message will appear that an administrator must be set up before you can request access. Please work with your district assessment coordinator and district superintendent to have one identified and submit access. Once there is a district, school, or nonpublic school administrator in the Secure Site, you will need to resubmit your request.
- 11. All access requests that have not been processed within 30 days will be deleted.

## My Profile



please login to your MEIS account to do so. List and Description of Roles Available User Details MEIS Login 🕜 Name 🍘 Email 6 Phone Number 👩 517-335-7172 Foote, Tina footet@michigan.gov footetin Search Criteria Indicates required field Entity Access Level-\* ISD 🕧 \* District 們 \* School 🝘 Objective Barry ISD (08000) Delton Kellogg Schools (08010) Delton Kellogg Elem. School (00.. Public School O Nonpublic School B



Page 3 of 3