

Center for Educational Performance and Information

REP Personnel Search User Guide

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Questions:

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Introduction

This user guide is intended for all authorized users of the Registry of Educational Personnel and the REP Search Application. The REP Personnel Identification Code search feature allows authorized users to obtain PICs for staff members.

General Information

What is the REP Personnel Search?

The REP Personnel Search is an online application that allows authorized users to obtain PICs for staff members at any time. The REP Personnel Search includes the following data:

- First and Last Name (Middle Name when available)
- Gender
- Date of Birth
- Social Security Number
- Michigan Credential License Number (when available)
- Personnel Identification Code (PIC)

Application Access

Step One: Create a MiLogin Account (if needed) and subscribe to REP

To be an authorized user of the REP application, you must have a MiLogin account. Please do not create another MiLogin account if you already have one. No user should need multiple MiLogin accounts.

If you do not have a MiLogin account, follow the link on the [REP Login page](#) to the [MiLogin User Guide](#) which provides instructions on how to create an account and subscribe to applications.

Step Two: Complete the CEPI Security Agreement

Complete and submit the appropriate security form, signed by the Lead Administrator as listed in the EEM. The security form can be emailed to CEPI. Security forms are found on the [CEPI Application Security Forms web page](#).

CEPI will grant your access when both steps have been completed.

Reminder: Email Addresses and Phone Numbers Must Be Up-to-Date

CEPI sends email messages to application users based on the addresses provided. Therefore, it is imperative that the email address provided to CEPI is current. Email is one of the primary means of communication used by CEPI.

For urgent matters, CEPI contacts users via telephone. CEPI will call users when data submissions are errant or late. It is better to rectify these matters earlier rather than later, especially if CEPI cannot contact users about late submissions before the close of a collection.

Visit the [MiLogin User Guide](#) for instructions to update your profile, including contact information.

REP Personnel Search Application – Where to Begin

Authorized users will log in to the [REP Application](#) to access the REP Personnel Search Application.

After you log in, the REP Main Menu will appear. Click the Personnel Search link.



The following screen will appear:

The header features the CEPI logo on the left, the text "Center for Educational Performance & Information" in the center, and the Michigan state logo with "Michigan.gov" on the right. Below this is a navigation bar with links: Michigan.gov Home, CEPI Home, Main Menu, FAQ, User's Guide, Teacher Verification, Contact CEPI, and Logout. A dark blue bar below the navigation bar contains the text "REP | Personnel Search".

Search for a PIC

Please enter the search criteria below. Click the **Search** button to perform a search and the **Clear** button to reset the form.

The search form is a light blue box with the following fields: Social Security Number (placeholder: xxxxyzzzz), Credential License Number, Last Name, First Name, PIC, Date of Birth (placeholder: mm/dd/yyyy), and Gender (dropdown menu with "Either" selected). At the bottom of the form are two buttons: "Clear Form" and "Search".

Search for an Existing PIC

To search for an existing PIC, enter the Social Security Number, Credential License Number or name of the individual whose PIC you wish to find. The following will appear when a PIC is located:

The search results page shows the same search form as above, but with the Social Security Number field populated with "00436". Below the form, a yellow banner states: "1 result(s) were found. If the personnel you are searching for is not in the results, you may Request a PIC." Below this is a table with the following data:

PIC	Last Name	First Name	Middle Name	Date of Birth	Gender	SSN	Credential(s)
685985	SMITH	MICHAEL			M	xxx-xx-0436	None

At the bottom of the page, there is a pagination bar with "<< Previous", "Go To Page 1 of 1 [GO]", and "Next >>". Below the table, it says "Page 1 of 1".

Requesting a New PIC



When an employee does not have a PIC in the REP database, the following will appear:

The screenshot shows the 'Search for a PIC' form in the REP system. The form is titled 'Search for a PIC' and includes instructions: 'Please enter the search criteria below. Click the Search button to perform a search and the Clear button to reset the form.' The form fields are: Social Security Number (with a placeholder 'xxxxxzzzz' and the value '7845'), Credential License Number, Last Name, First Name, PIC, Date of Birth (with a placeholder 'mm/dd/yyyy'), and Gender (with a dropdown menu set to 'Either'). There are 'Clear Form' and 'Search' buttons at the bottom. Below the form, a yellow banner displays the message: '0 result(s) were found. Do you want to Request a PIC?'.

If a PIC is not found, you may click on "Request a PIC?" and enter the required data as indicated by the red asterisks in the screen shot below:

The screenshot shows the 'Request a PIC' form in the REP system. The form is titled 'Request a PIC' and includes instructions: 'Please enter the personnel details below. Click the Submit button to attempt to create a new PIC and the Cancel Request button to return to the Personnel Search form.' The form fields are: First Name *, Middle Name, Last Name *, Date of Birth *, Gender *, and Social Security Number *. The Social Security Number field has a placeholder 'xxxxxzzzz' and the value '7845'. There are 'Submit' and 'Cancel Request' buttons at the bottom. A red arrow points to the 'Submit' button. A red asterisk (*) indicates required fields.

After the record is submitted, a new PIC will be created for the record. Select the position type for the staff member you are adding, then click "Add Personnel."


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[Michigan.gov Home](#)
[CEPI Home](#)
[Main Menu](#)
[FAQ](#)
[User's Guide](#)
[Teacher Verification](#)
[Contact CEPI](#)
[Logout](#)

REP | Create a PIC

Request a PIC

Please enter the personnel details below. Click the **Submit** button to attempt to create a new PIC and the **Cancel Request** button to return to the Personnel Search form.

First Name *

Middle Name

Last Name *

Date of Birth *

mm/dd/yyyy

01 / 01 / 1980

Gender *

Female

Social Security Number *

xxxx-xx-7845

xxxxxyzzzz

* required

Submit

Cancel Request

PIC 812357 was successfully created.

Would you like to add this person to your Personnel Submitted?

Select the Position Type:

☒ Professional Personnel
 ☐ Day-to-Day Substitute Teacher
 ☐ Day-to-Day Substitute Paraprofessional/Aide
 ☐ Support Staff

Add Personnel

Return to Main Menu

Main Menu

During a REP submission cycle, REP authorized users will have the option to click on "Add Personnel" to enter the Online Single Submission REP Screen and submit the record. This option will not be available to users whose access is only to the REP Personnel Search.

Social Security Number Matches a PIC with Different Name

When a Social Security number is entered and it matches a PIC already in the REP database, the following grayed-out screen will appear with an error message box.

Center for Educational Performance & Information

Michigan.gov Home | CEPI Home | Main Menu | FAQ | User's Guide | Teacher Verification | Contact CEPI | Logout

REP | Create a PIC

Request a PIC

Please enter the personnel details below. Click the **Submit** button to attempt to create a new PIC and the **Cancel Request** button to return to the Personnel Search form.

First Name * Janet

Middle Name

Last Name * Beez

Date of Birth * mm/dd/yyyy 12 / 15 /

Gender * Female

Social Security Number * xxx-xx-xxxx

* required

Submit Cancel Request

ERROR: The submitted Social Security Number is associated with a different PIC.
A new PIC ~~has not been created.~~
Please review the results.

The submitted Social Security Number is associated with the person listed below. If you believe this is not correct, please contact CEPI for assistance.

1 match(es) were found.

PIC	Last Name	First Name	Middle Name	Date of Birth	Gender	SSN	Credential(s)
488553	BEEZ	JANET			F	xxx-xx-0436	none

Click on the link "Please review the results" to return to the Personnel Search Application. The following screen will appear:

Request a PIC

Please enter the personnel details below. Click the **Submit** button to attempt to create a new PIC and the **Cancel Request** button to return to the Personnel Search form.

First Name * Janet

Middle Name

Last Name * Beez

Date of Birth * mm/dd/yyyy

Gender * Female

Social Security Number * xxxxyzzzz XXX-XX-XXXX

* required Submit Cancel Request

The submitted Social Security Number is associated with the person listed below. If you believe this is not correct, please contact CEPI for assistance.

1 match(es) were found.

PIC	Last Name	First Name	Middle Name	Date of Birth	Gender	SSN	Credential(s)
488553	BEEZ	JANET			F	XXX-XX-XXXX	none

If the Social Security number is accurate for the individual that you have entered, contact CEPI customer support at cepi@michigan.gov. Include the PIC number of the record found, your name, phone number, district name and district code. **Do not include the Social Security Number in your email.**

Social Security Number Matches a PIC with the Same Name

When a Social Security Number is entered and it matches a PIC already in the REP database, the following grayed-out screen will appear with a warning message box.

Request a PIC

Please enter the personnel details below. Click the **Submit** button to attempt to create a new PIC and the **Cancel Request** button to return to the Personnel Search form.

First Name * Ashley

Middle Name

Last Name

Date of Birth * mm/dd/yyyy

Gender

Social Security Number * xxxxyzzzz XXX-XX-XXXX

* required

WARNING: Possible matches for Name, Date of Birth, and Gender have been found. Please review the results.

Possible matches are listed below. Based on this information, please confirm if a new PIC should be created.

1 match(es) were found.

PIC	Last Name	First Name	Middle Name	Date of Birth	Gender	SSN	Credential(s)
1238598	Dangerfield	Ashley		01/20/1952	F	XXX-XX-XXXX	

Yes, Create a New PIC No, Use an Existing PIC

Click on the link "Please review the results" to return to the Personnel Search Application. The following screen will appear. Click the appropriate button to either create a PIC or cancel the request.

The screenshot shows the CEPI website header with the Michigan.gov logo and navigation links. Below the header is a blue bar with the text "REP | Create a PIC". The main content area is titled "Request a PIC" and includes instructions: "Please enter the personnel details below. Click the **Submit** button to attempt to create a new PIC and the **Cancel Request** button to return to the Personnel Search form."

The form contains the following fields:

- First Name *: Ashley
- Middle Name: (empty)
- Last Name *: Dangerfield
- Date of Birth *: 1 / 28 / 1952 (mm/dd/yyyy)
- Gender *: Female (dropdown menu)
- Social Security Number *: xxxxyzzzz (format: xxx-xx-xxxx)

A red asterisk indicates that fields marked with an asterisk are required.

Below the form, a message states: "Possible matches are listed below. Based on this information, please confirm if a new PIC should be created."

A yellow banner indicates: "1 match(es) were found."

PIC	Last Name	First Name	Middle Name	Date of Birth	Gender	SSN	Credential(s)
1238598	Dangerfield	Ashley		01/28/1952	F	xxx-xx-xxxx	

At the bottom, there are two buttons: "Yes, Create a New PIC" and "No, Use an Existing PIC". The "Yes, Create a New PIC" button is circled in red.

REP Reports to Obtain PICs for All Staff Members

Two REP reports are available to REP authorized users that provide a list of all PICs for current staff members as reported in REP by your district. These reports may be downloaded and saved to your local computer and then utilized by your district.

1. Download REP Data File
2. Employee Listing by District.

The screenshot shows the "Reports" section of the CEPI website. It includes a heading "Reports" and a subheading "To view a report or download personnel data, select from the following options:". Below this, there is a list of five options:

- Summary by District
- Complete Summary by District
- Download REP Data File
- Employee Listing by District
- REP Submission Reports

Download REP Data File

This selection will provide a downloadable XML file of the data submitted to REP for the submission cycles beginning with the Fall 2003 REP submission. XML is a structured computer language that is used to store data in a text-formatted file. A user may open this file in any text editor program (e.g., Notepad or Microsoft Word) or Web browser (e.g., Microsoft Internet Explorer or Firefox). Users may also import the file to a Microsoft Access database or open it in a Microsoft Excel spreadsheet.

The primary purpose of obtaining this file is to save a permanent record of the data your district has successfully submitted to CEPI.

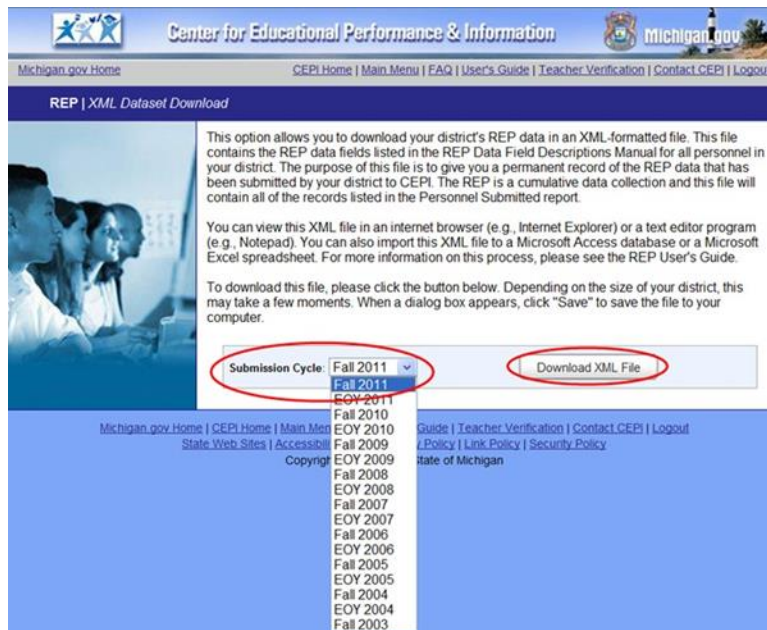
Using Microsoft Excel to View the XML Data File

Steps to “Download REP Data File”

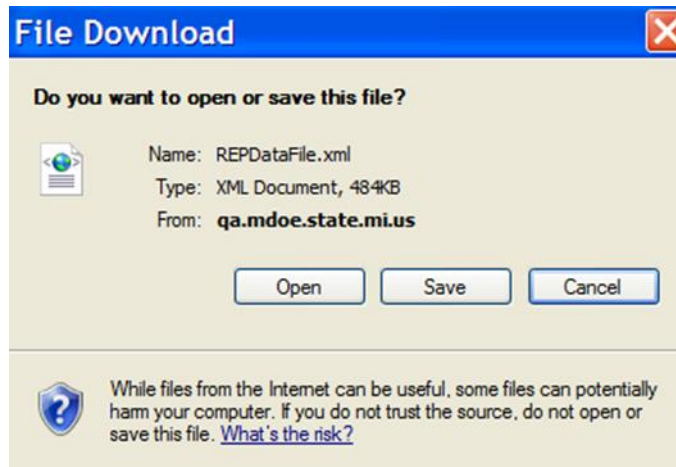
To download a personnel data file, follow these steps:

Step One: Select “Download REP Data File” under the heading Reports on the REP Main Menu.

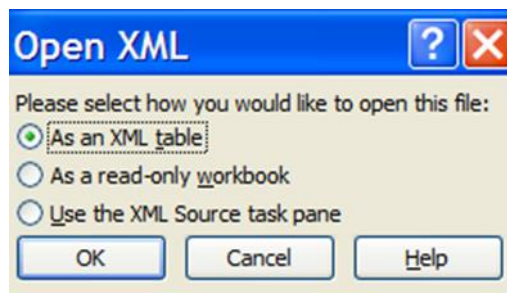
Step Two: Select the submission cycle from the drop-down list.



Step Three: Click on “Download XML File” and save the file to your computer. The following pop-up window will appear:



Step Four: Open Excel on your computer. Next, click on "File" in the upper left-hand corner of the spreadsheet and then click on "Open" and locate the XML File on your computer. Click on the file and the following will appear. Click on "As an XML table" to open the file as a spreadsheet.



Step Five: An Excel spreadsheet will open with all the fields of data as column headings: This is a sample of the column headings layout:

Pic	PersonnelRecordID	DateOfCount	Isd	District	LastName	FirstName	MiddleName	CredentialLicenseNumber	DateOfHire
-----	-------------------	-------------	-----	----------	----------	-----------	------------	-------------------------	------------

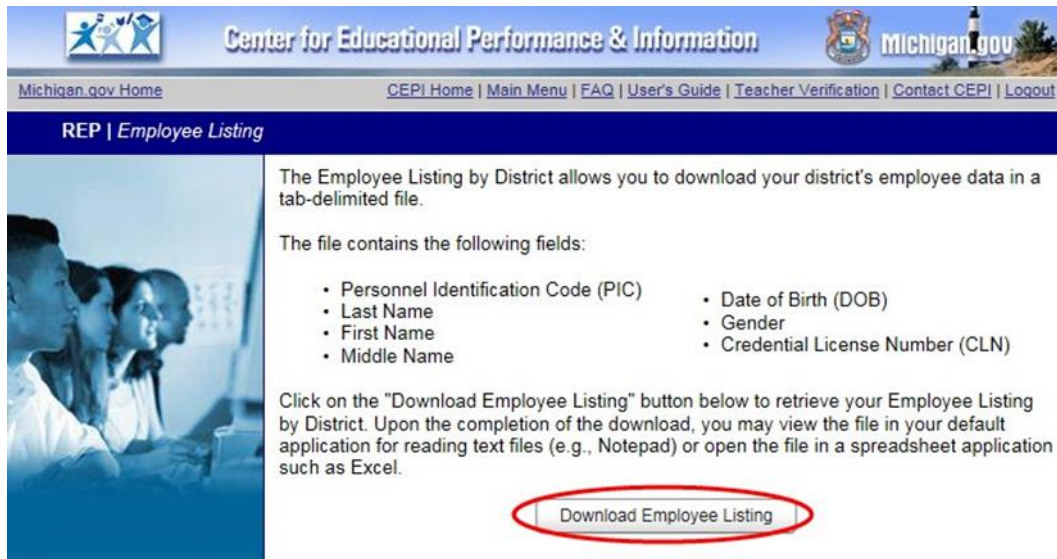
All data submitted for a given submission cycle will be included in the spreadsheet.

Employee Listing by District

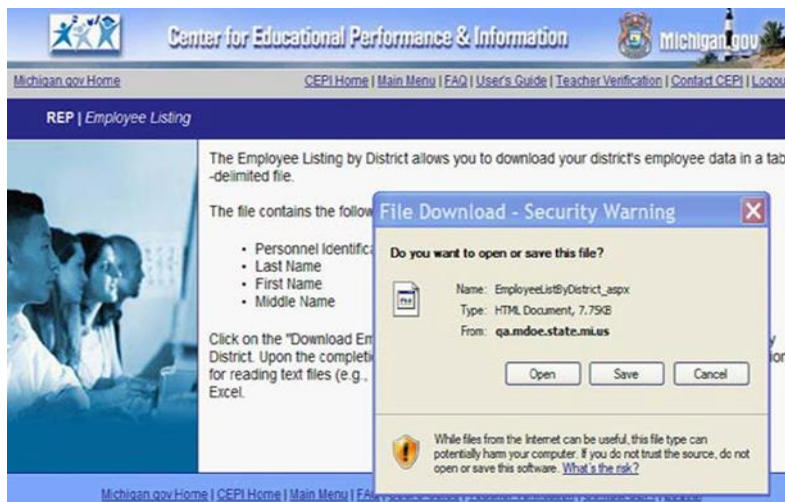
This report lists employees for whom the district user has successfully submitted records. This list file is tab-delimited, and the format of the report is as follows: PIC, Last Name, First Name, Middle Name, Date of Birth, Gender and Credential License Number. As this report provides a list of all PICs for the employees of the district, it may be helpful for the Teacher Student Data Link Data Submission in the Michigan Student Data System.

The following information screen will appear when you click on "Employee Listing by District:"

REP Personnel Search User Guide

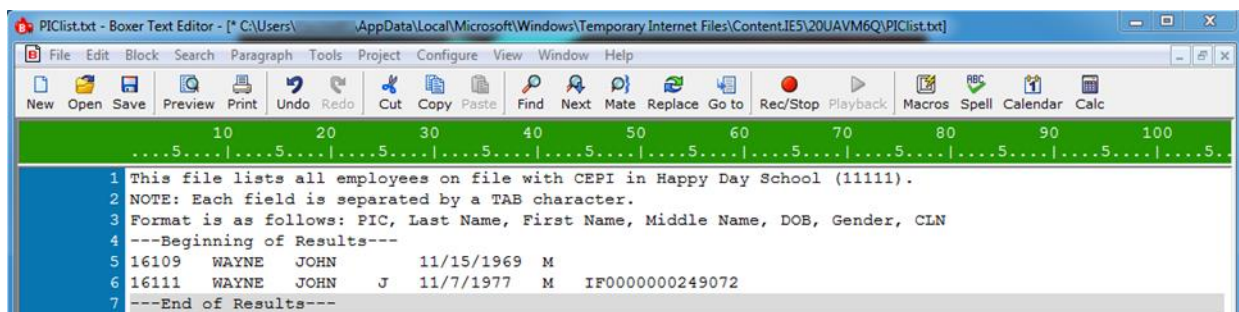


The File Download window will appear when you click on "Download Employee Listing File."



Follow the steps below to open the file:

Step One: Save the file to your computer and open in an application for reading text files (e.g., Notepad or Boxer). The file will open with the following information:



Step Two: Highlight and copy the data you want to move into an Excel spreadsheet. You will need to add the column headings separately.

```
This file lists all employees on file with CEPI in Happy Day School (11111).
NOTE: Each field is separated by a TAB character.
Format is as follows: PIC, Last Name, First Name, Middle Name, DOB, Gender, CLN
---Beginning of Results---
16109 WAYNE JOHN 11/15/1969 M
16111 WAYNE JOHN J 11/7/1977 M IF0000000249072
---End of Results---
```

Step Three: Copy and paste the selection into an Excel Worksheet.

	A	B	C	D	E	F	G
1	PIC	Last Name	First Name	Middle Name	DOB	Gender	CLN
2	16109	WAYNE	JOHN		11/15/1969	M	
3	16111	WAYNE	JOHN	J	11/7/1977	M	IF0000000249072
4	--- End of Results ---						