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

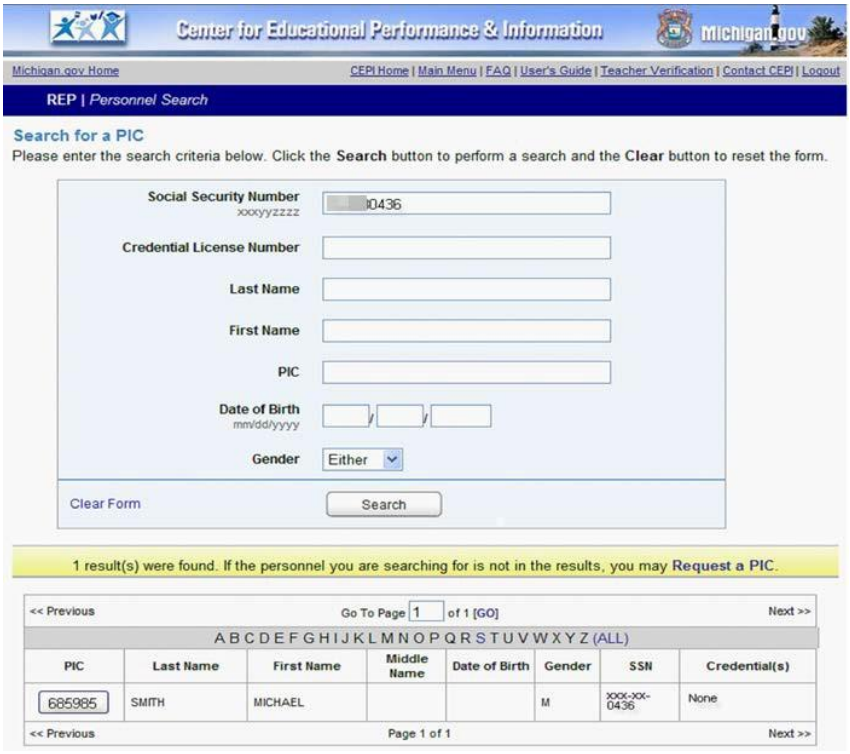
Authorized users will log in to the REP Application to access the REP Personnel Search Application.

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

The following screen will appear:

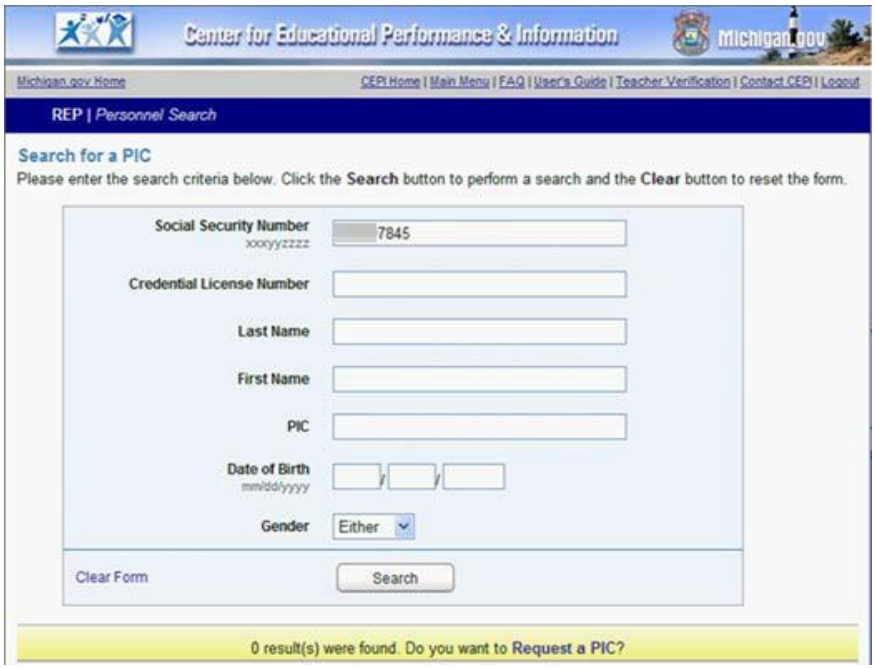
Search for an Existing PIC

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:

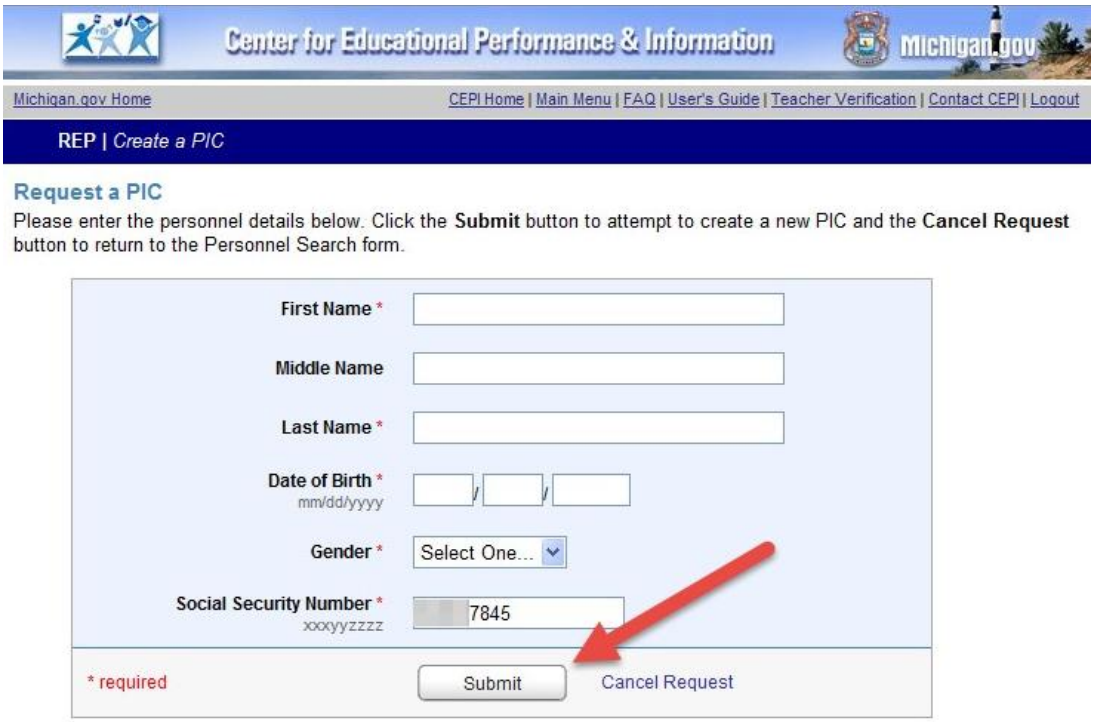


Requesting a New PIC

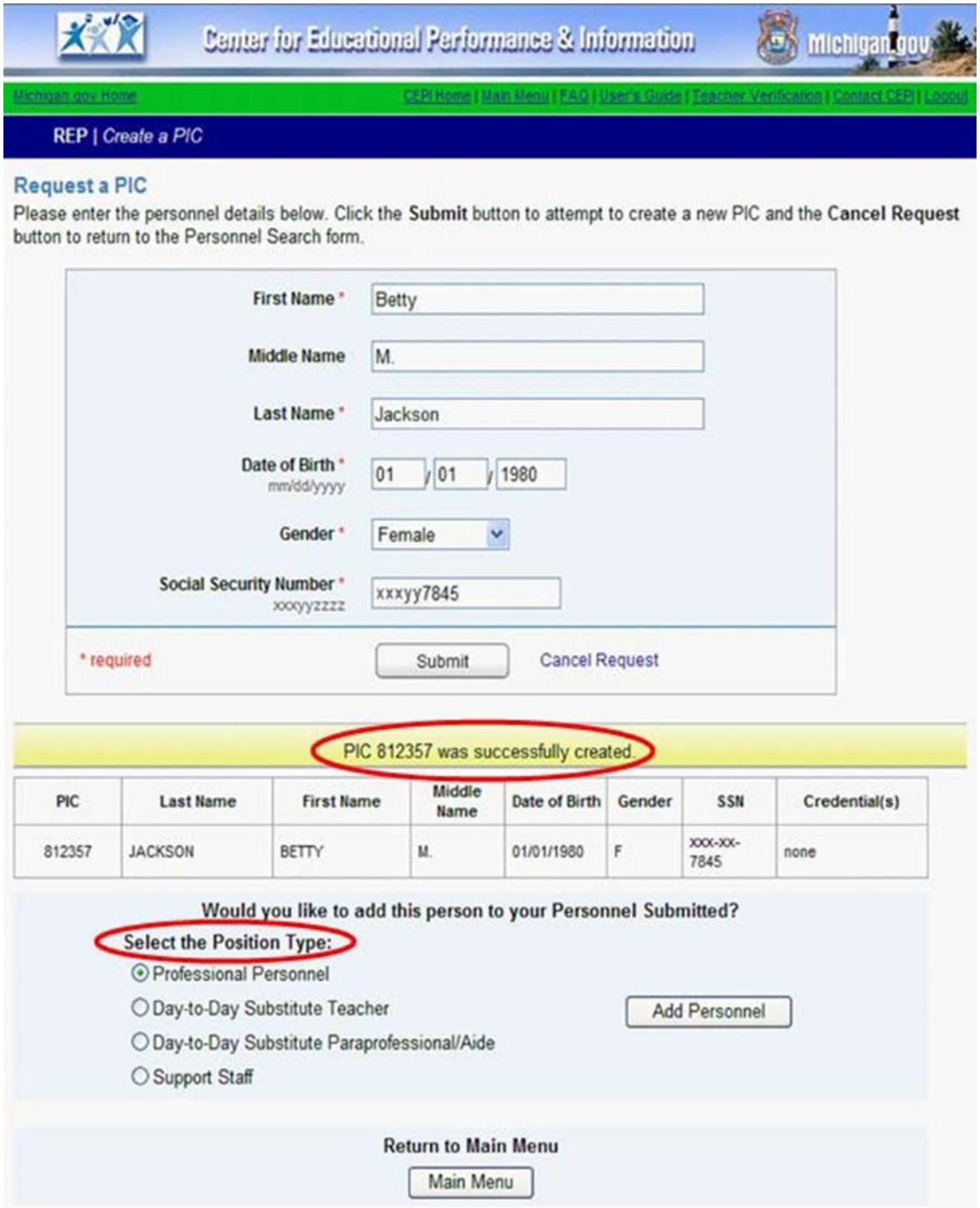
When an employee does not have a PIC in the REP database, the following will appear:



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:



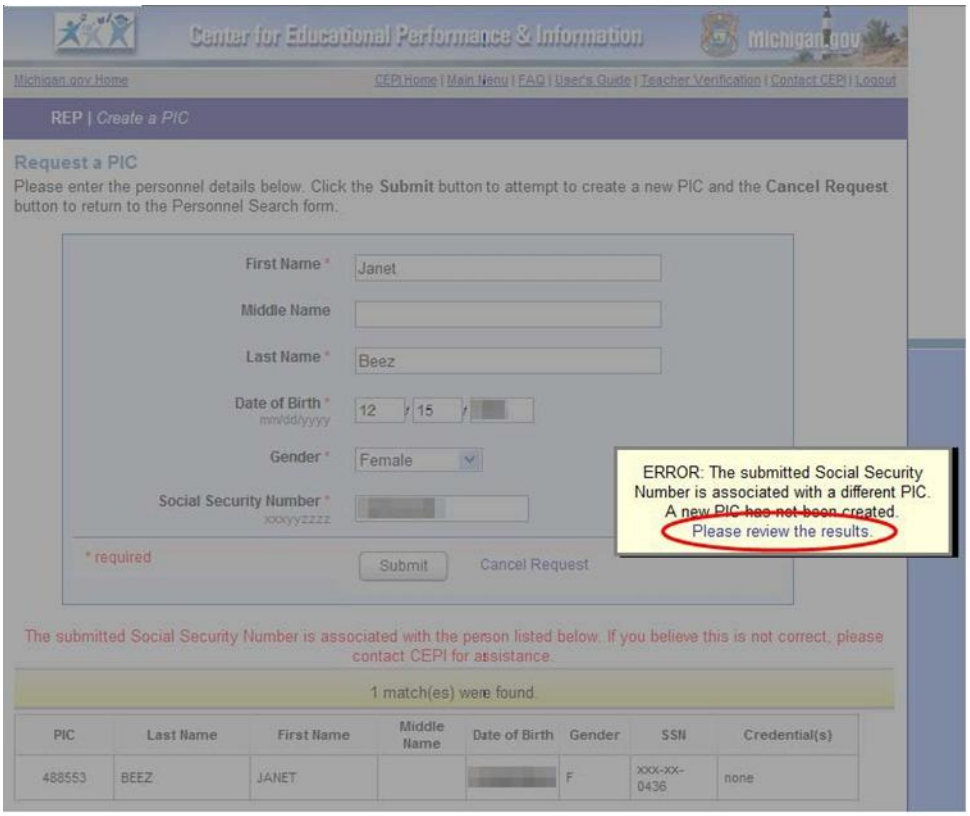
After the record is submitted, a new PIC will be created for the record. Select the position type for the staff member you are adding, then click "Add Personnel."



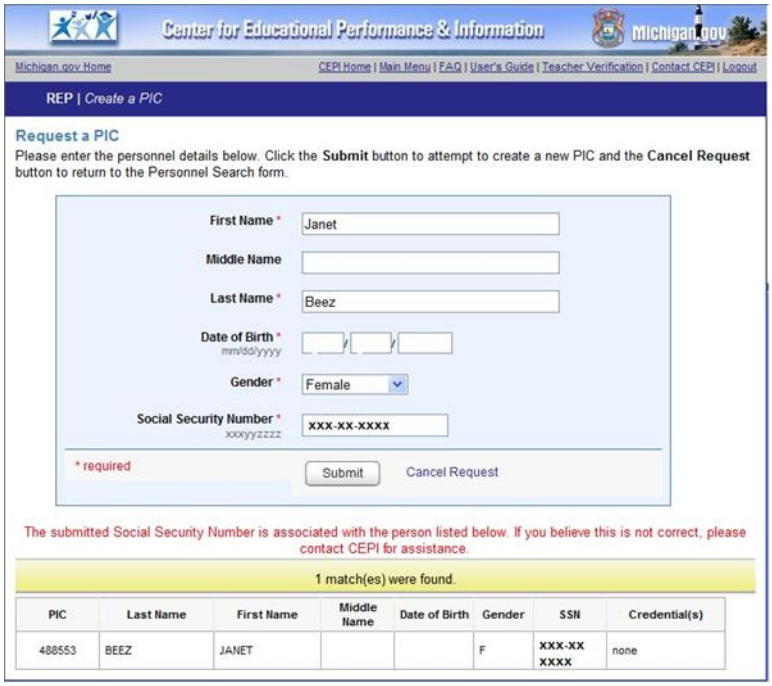
During a REP submission cycle, REP authorized users will have the option to click on "Add Personnel" to enter the Online Single Submission REP Screen and submit the record. This option will not be available to users whose access is only to the REP Personnel Search.

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.



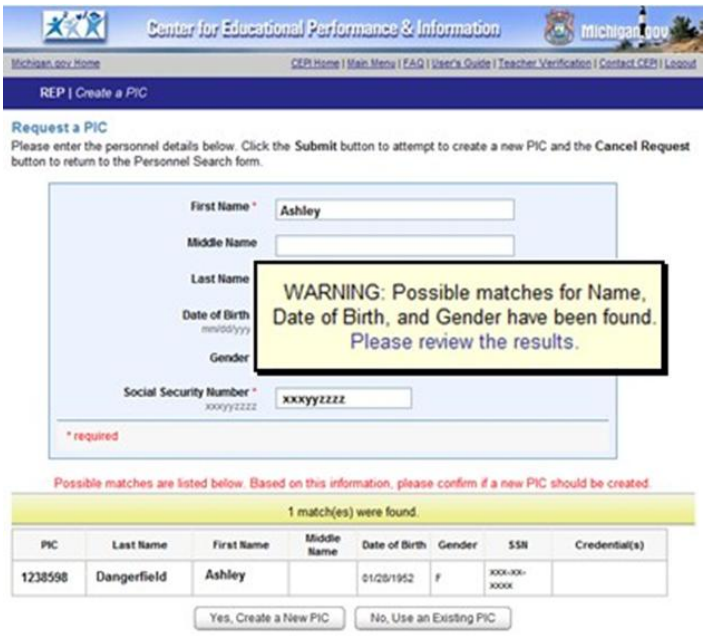
Click on the link "Please review the results" to return to the Personnel Search Application. The following screen will appear:



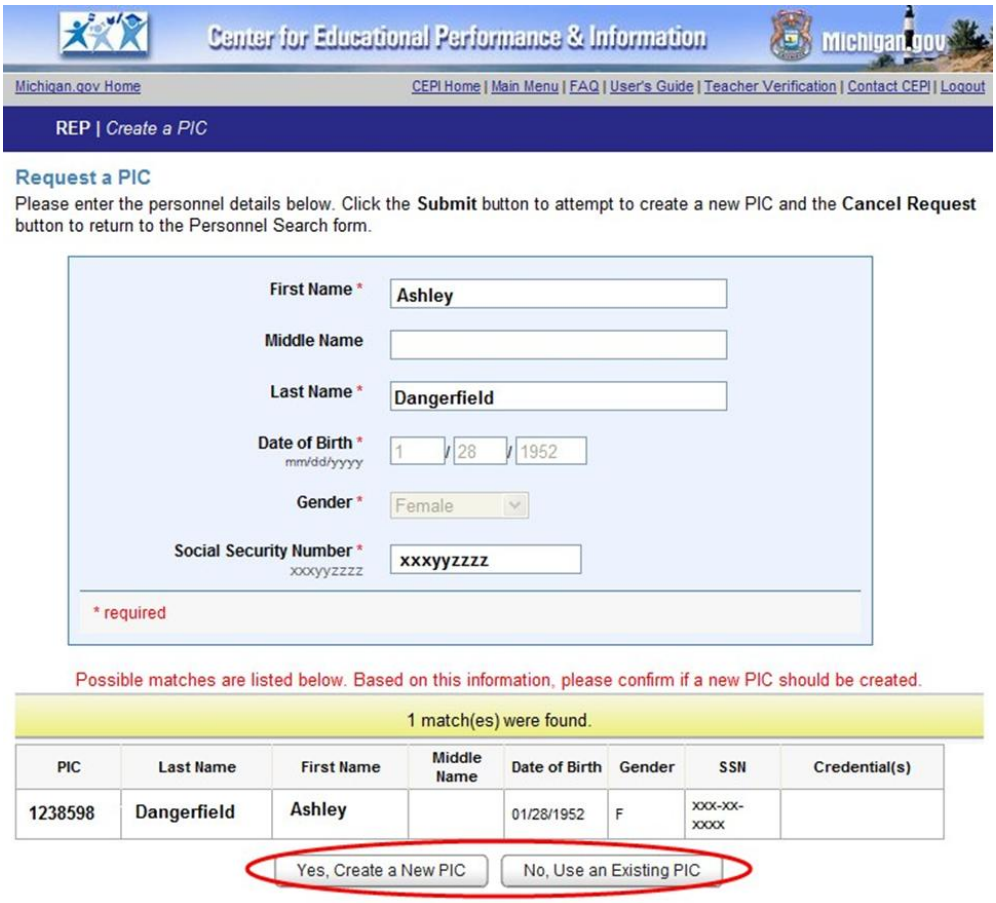
If the Social Security number is accurate for the individual that you have entered, contact CEPI customer support at cepi@michigan.gov. Include the PIC number of the record found, your name, phone number, district name and district code. **Do not include the Social Security Number in your email.**

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.



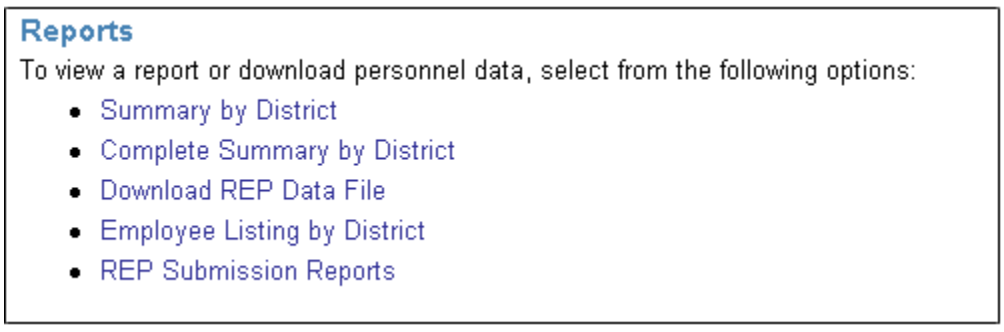
Click on the link "Please review the results" to return to the Personnel Search Application. The following screen will appear. Click the appropriate button to either create a PIC or cancel the request.



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.



Download REP Data File

This selection will provide a downloadable XML file of the data submitted to REP. 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., Edge or Chrome). Users may also import the file to 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.

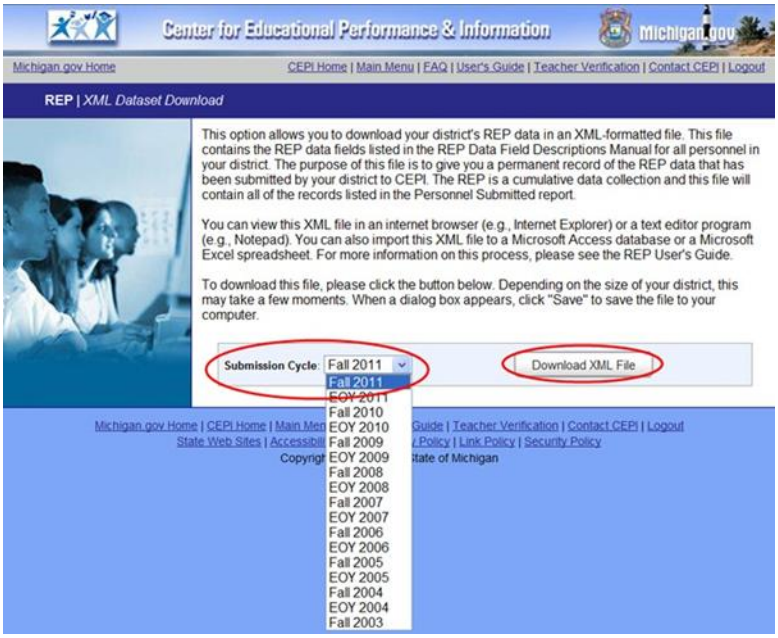
Using Microsoft Excel to View the XML Data File

Steps to "Download REP Data File"

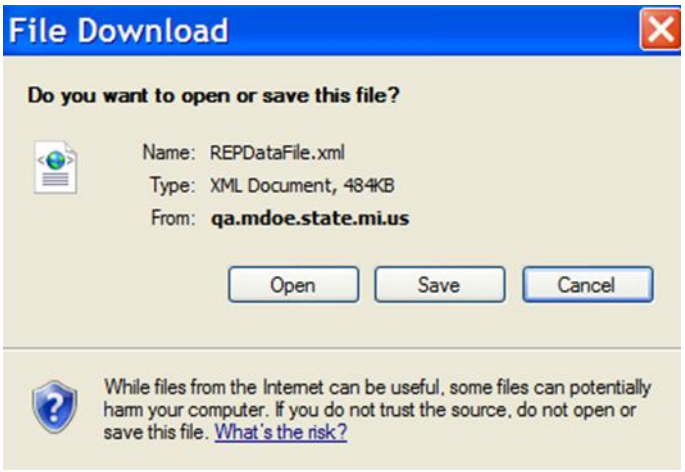
To download a personnel data file, follow these steps:

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

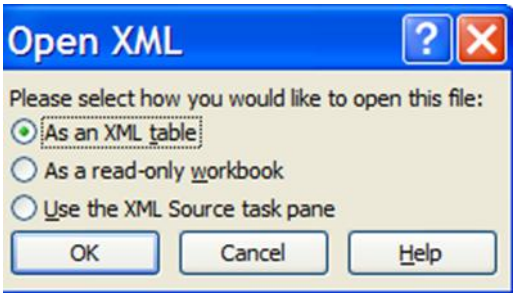
Step Two: Select the submission cycle from the drop-down list.



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.



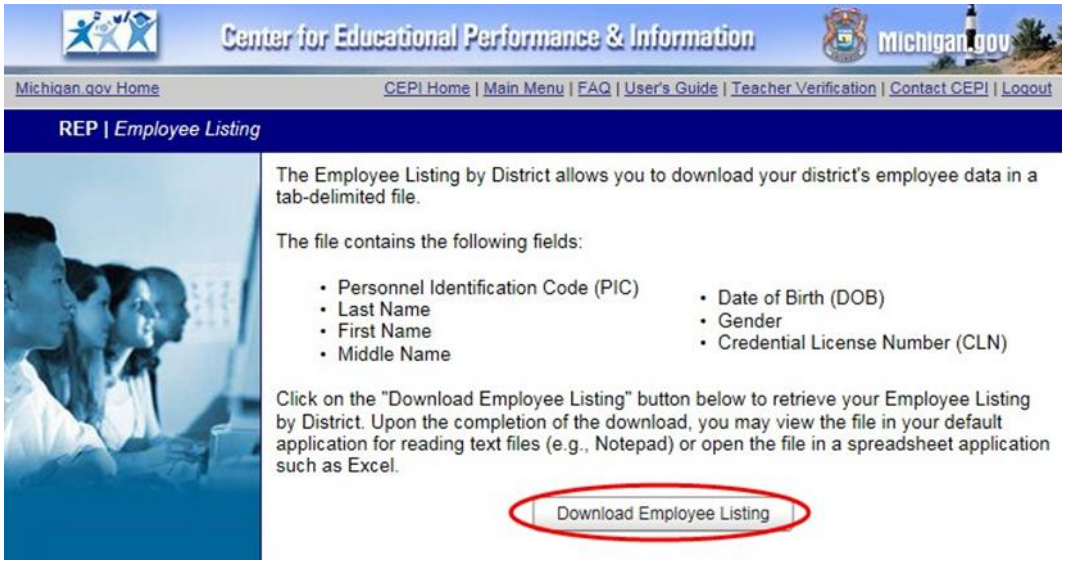
Step Five: An Excel spreadsheet will open with all the fields of data as column headings: This is a sample of the column headings layout:

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

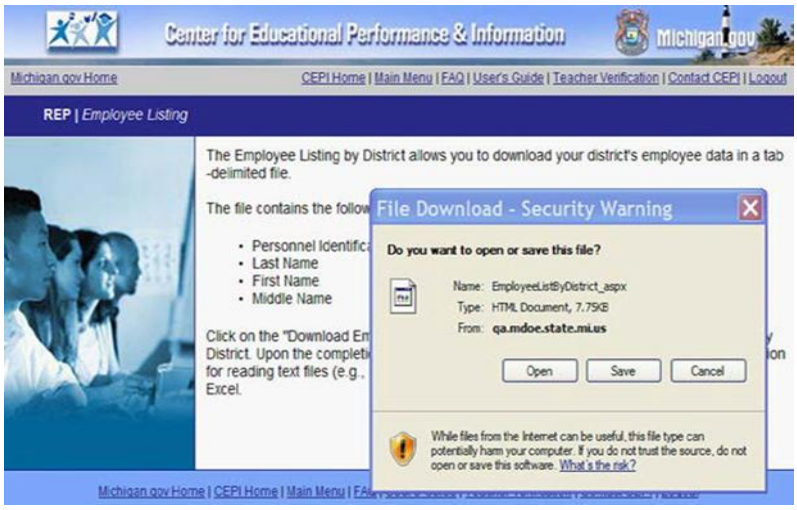
Employee Listing by District

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:"

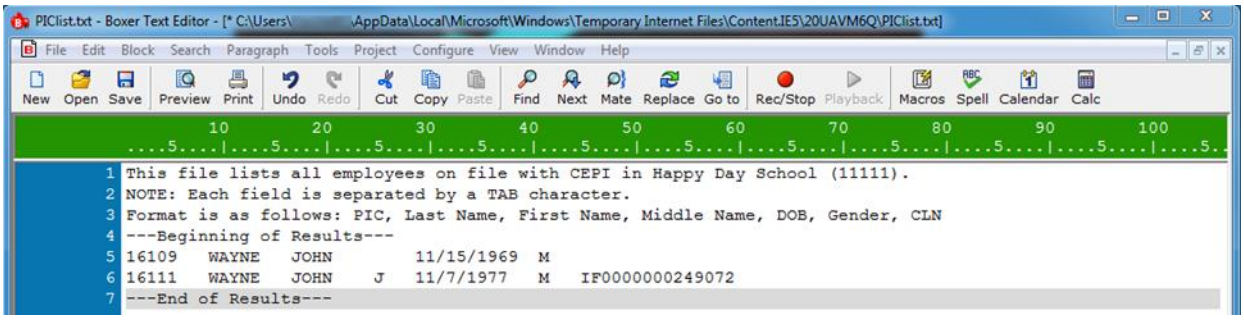


The File Download window will appear when you click on "Download Employee Listing File."



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 ---						