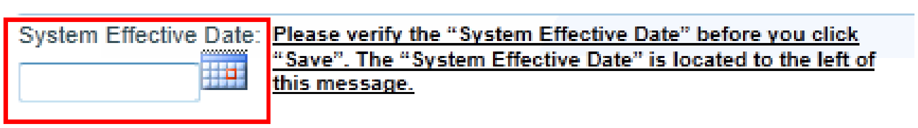
How to Add, Remove or Edit a Contact Type in the Educational Entity Master

Many State of Michigan offices, as well as the public, use the EEM to obtain contact information for the entities contained within the application. Therefore, it is important that all contact types listed for each entity are accurate and up-to-date. Each entity is required to have, at minimum, 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 contact type has occurred at an entity, it is necessary for the entities EEM authorized user to update that information in the EEM.

To add, remove or edit a contact type:

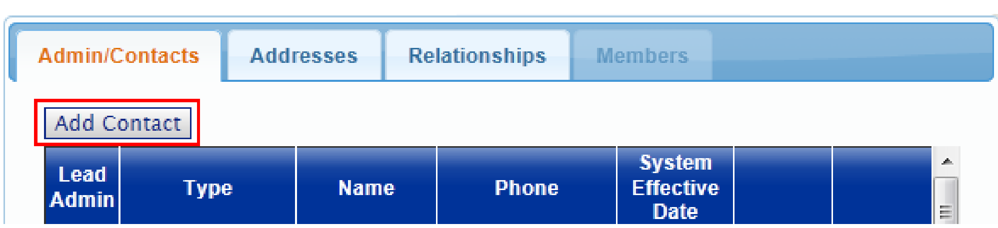
1. Log into the EEM.
2. Select “My Entities” and “List of Entities” from the left navigation bar.
3. Click the name hyperlink of the entity you wish to modify.
4. Click “Edit Entity.”

5. Go to the lower left corner of the page and enter the applicable date in the “System Effective Date” field of the grade change.
   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 system effective date of July 1 of the upcoming school year.

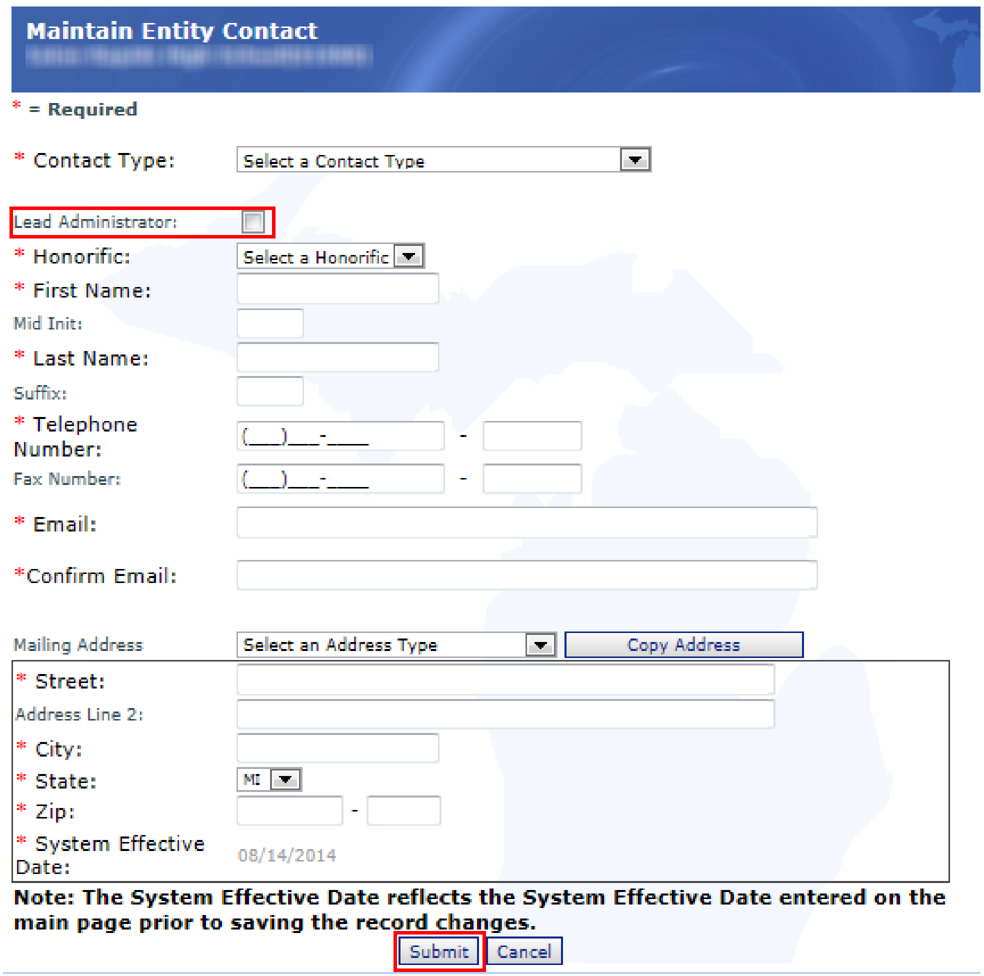


Adding a New Contact

1. To add a new contact, click the “Add Contact” button on the Admin/Contacts tab.



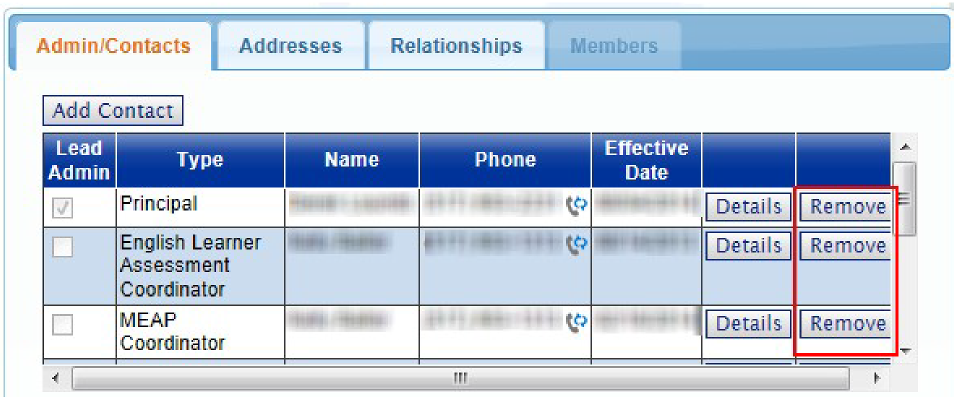
2. This will take you to the “Maintain Entity Contact” page. Enter all required data for the contact you wish to add. Required fields are denoted with a red asterisk.
    a. Contact Type: Select the applicable contact type from the Contact Type drop-down menu. If the contact is the lead administrator for the entity, click the Lead Administrator box.
    b. Honorific: Select the most applicable honorific type from the Honorific drop-down menu.
    c. Enter all other required data (e.g., first name, last name, telephone number, email address and mailing address of the entity).
    d. Click “Submit.”



3. You will be taken back to the main entity screen. Click the “Save” button in the lower right corner of the screen. Otherwise, the information that you added will not be saved.

Removing a Contact

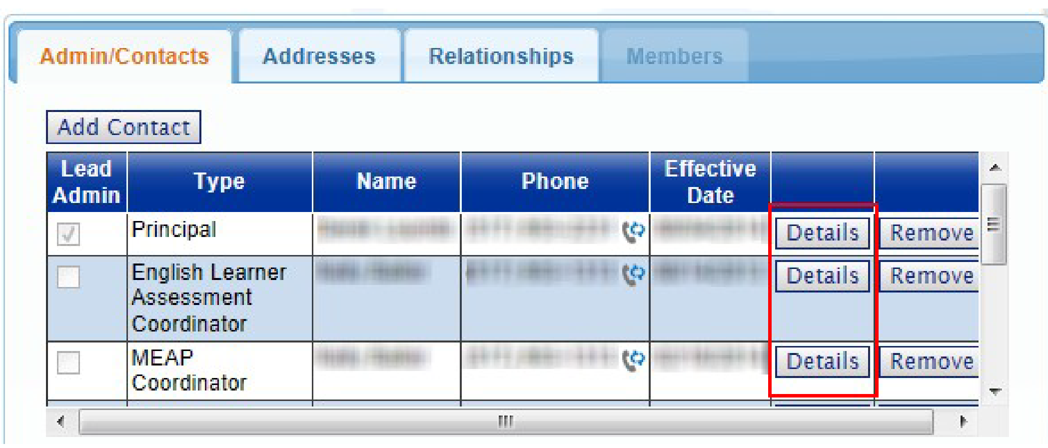
1. To remove a contact, click the “Remove” button for the contact you wish to remove on the Admin/Contacts tab.



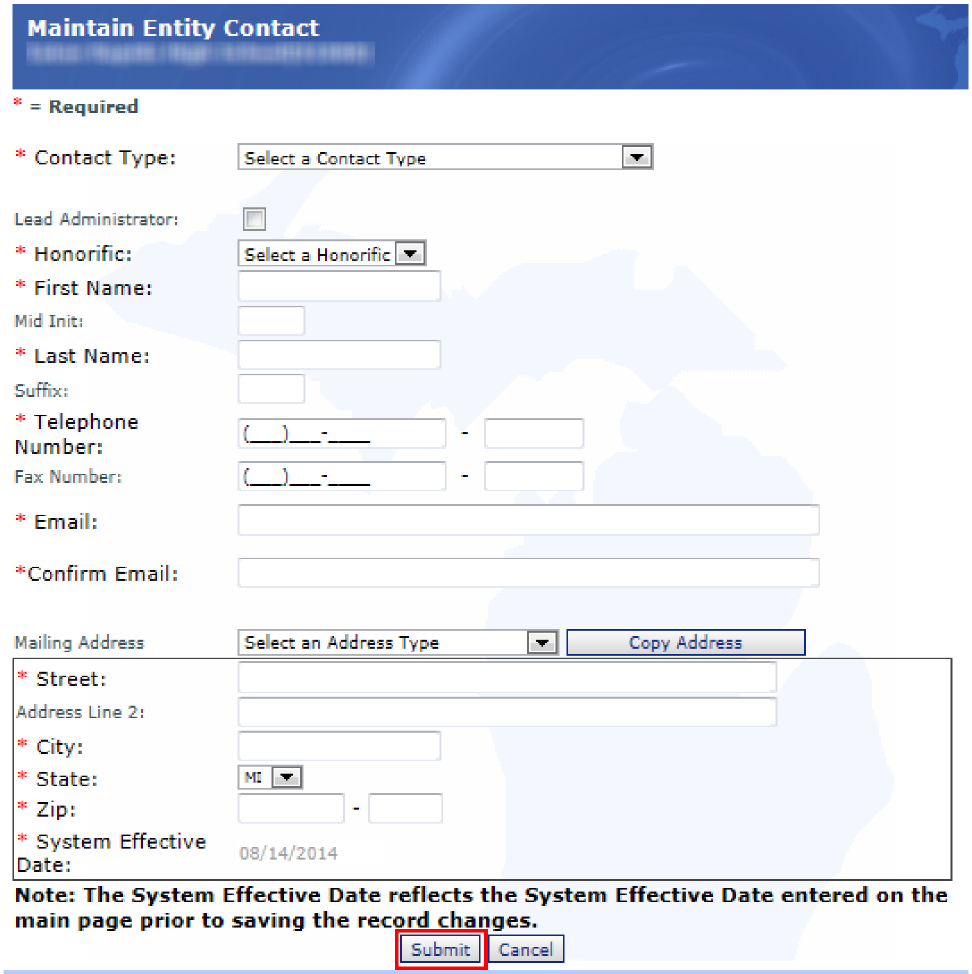
   a. A “Processing” pop-up box will appear while the system is in the process of removing the contact that was selected.
2. When the “Processing” pop-up box disappears, click the “Save” button in the lower right corner of the screen. Otherwise, the information that you removed will not be deleted.

Editing an Existing Contact

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



2. This will take you to the “Maintain Entity Contact” page.
   a. Edit all applicable information on the screen.
   b. Click “Submit.”



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

If you have any questions about adding or removing grades in the EEM, please send an email message to CEPI customer support at CEPI@michigan.gov or call 517-335-0505 x3. Please provide your name, district code and district name, your telephone number (including area code and extension), your email address and your specific questions.