Security Form Checklist

The Center for Educational Performance and Information (CEPI) has created this helpful checklist to assist in completing the CEPI Security Agreement forms for the MiLogin Applications (Michigan Student Data System-MSDS and Educational Entity Master-EEM) and the MEIS Applications (School Infrastructure Database-SID, Graduation and Dropout Review-GAD, Registry of Educational Personnel-REP, Financial Information Database-FID, and Non Public School Users-NPSPR). All of our security forms are found on the [CEPI website](#).

MiLogin Applications (MSDS and EEM):

Step 1:

☐   I have entered the entity name and the entity code.

Step 2:

☐   I have entered the name of the individual requesting access to the application.

Step 3:

☐   I have entered the authorized individual MiLogin account information. *Hint: This is usually the last name and the first initial of the first name followed by four numbers.*

☐   I have subscribed to the application. *Hint: Please reference the "Instructions page" at the beginning of the form.*

Step 4:

☐   I have selected the appropriate role(s) for the authorized user (**EEM Form**).

☐   I have selected the roles **and** the type for the authorized user (**MSDS Form**). *Hint: The authorized user may have more than one role, but **only one type** per role (Edit or View).*

Step 5:

☐   The **Individual to be Authorized** has signed and agreed to the terms.

Step 6:

☐   The **Lead Administrator** has signed and agreed to the terms. *Hint: The Lead Administrator **must** be the individual listed within the district's record in the EEM. If the contact listed is not accurate, the current EEM Authorized User can update the name to reflect the appropriate personnel.*

Step 7:

☐   I have completed and faxed the form to CEPI at 517-335-0488, or scanned and emailed it to CEPI@michigan.gov.

MEIS Applications (SID, GAD, REP, FID, NPSPR):

Step 1:

☐ I have selected the role being requested *Hint: Not required for the SID and the NPSPR application. Choose only **one** role.*

☐ I have entered my district and intermediate school district (ISD) information.

Step 2:

☐ I have entered the name of the individual requesting access to the application.

Step 3:

☐ The individual has an existing MEIS account; or has created one if necessary.

Step 4:

☐ I have entered the MEIS account information of the **Individual to be Authorized**.

Step 5:

☐ The **Individual to be Authorized** has signed and agreed to the terms.

Step 6:

☐ The **Lead Administrator** has signed and agreed to the terms. *Hint: The Lead Administrator **must** be the individual listed within district's record in the EEM. If the contact listed is not accurate, the current EEM Authorized User can update the name to reflect the appropriate personnel.*

Step 7:

☐ I have completed and faxed the form to CEPI at 517-335-0488, or scanned and emailed it to CEPI@michigan.gov.