

# Create a New User

## OEAA Secure Site

A district or school administrator level user (public and nonpublic) can create a new user without the user submitting a request through the Secure Site. First you must get the MEIS account number (always starts with an “A”) from the user before you can create a new user account.

To gain access to the Secure Site, a user must first have a MEIS account. A user can create a MEIS account, look up their MEIS login information, update their account information (email address is important) and reset their password at <https://mdoe.state.mi.us/meis/Login.aspx>.

1. Log on to the Secure Site at [www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure)
2. Select *Manage Current Access* from the *Security* menu at the top
3. Search for the user using the Login ID, if known, or enter a few letters of the first name and a few letters of the last name, click the *Search* button at the bottom right.
  - a. If the user is found in the search, go to the instructions for modifying a user’s access at [www.michigan.gov/secsitesettraining](http://www.michigan.gov/secsitesettraining).
  - b. If the user is not found, go to the next step below.
4. Click the *Create New Profile* button at the bottom right of the screen.

### Manage User Profiles

If the user does not already exist in the Secure Site, click on Create New Profile.

[Page Instructions](#)

Search Criteria

\* Indicates required field

Login ID

Last Name

First Name

Role

ISD

District

School

Profile Status

5. Type in the users *MEIS Account ID*, this is always a numeric number with an “A” at the beginning. You will need to get this from the user. Click the *Verify* button to the right of the MEIS Account ID box. The Last Name and First Name field will populate, verify it matches the users name.
  - a. If the user does not have their MEIS Account ID, they can go to <https://mdoe.state.mi.us/meis/Login.aspx> and login to get their MEIS Account ID or they can create a MEIS account if needed.
  - b. The Login ID can only be used if the user already has access to the Secure Site, you can only use the MEIS Account ID for new users to the Secure Site.
6. Enter in the *User Profile Name* field as the name of the new role you will be assigning the user. Make it meaningful such as the role, district or school name so the user knows what the profile will give them access to. This will not be seen by the user unless multiple profiles are created for the user.
7. Click *Add Security* button found at the bottom right.

**Enter User Profile Details**

\* Indicates required field

\* Login ID  Or \* MEIS Account ID

Last Name:

First Name:

\* User Profile Name

If the user does not already have access to the Secure Site, you cannot use the Login ID, you will need to use the MEIS Account ID, which always starts with an A. This needs to be obtained from the user.

Create a user Profile Name that makes sense to the user and will describe the access that you will be giving them. For Example user the district or school name to ensure if additional access is added, they know which school they can access with this profile.

8. Scroll to the bottom left of the page and select the *Role* from the drop down. (List and description of Roles available can be found at [www.michigan.gov/securesitetraining](http://www.michigan.gov/securesitetraining) under the Security section)
9. Select the ISD, District and if you have selected a school level role select the School from the drop downs. Note the *Assessments* section has now opened below the drop downs.
10. From the *Assessments* sections that has opened, click in the “Select All” check box or select each assessment that the user will need access to the in the Secure Site. (List and description of assessments can be found at [www.michigan.gov/securesitetraining](http://www.michigan.gov/securesitetraining) under the Security section)
11. Click the *Add Access* button at the bottom right.

### Manage User Profile Details

This page can be used to add additional access to a user, disable a user or delete one or more lines of access listed. [Page Instructions](#)

**Profile Details**

Name: Mickey Mouse Phone Number: 5173357172 Email: footet@michigan.gov Login: mousemic

Profile Name: District Admin  Profile Status: Enabled

**Add Security Access**

\* Indicates required field

\* Role: Public School User Add/Modify - A... (00900) \* District: Delton Kellogg Schools (08010)

\* Schools:

- Check All
- Delton Kellogg Elem. School (00901)
- Delton-Kellogg High School (00900)
- Delton-Kellogg Middle School (06422)
- DK Academy (07761)

\* Assessments:

- Select All
- ACT  Interim Post  MI-Access F1  PILOT  SCAS
- Early Literacy  Interim Pre  MI-Access P  PLAN  W-APT
- EL Screener  KEA  MI-Access SI  PSAT 10  WIDA
- ELPA  MEAP  MME  PSAT 9  WIDA Screener
- ELPAS  MEAP-Access  M-STEP  SAT  WorkKeys
- Interim Mid  MI-Access

A list of and description of Roles can be found at [www.michigan.gov/securesitetraining](http://www.michigan.gov/securesitetraining) under the Security section.

If a school level Role was selected, a list of schools will display. One or more schools can be selected. If a district level Role was selected, the list of schools will not display, the user will be given access to all public schools in the district.

A list and description of the Assessments can be found at [www.michigan.gov/securesitetraining](http://www.michigan.gov/securesitetraining) under the Security section.

12. An email will be sent to the user’s email address in MEIS informing them their access has been updated on the Secure Site.
13. If you are assigning a user a role for eDIRECT and/or AMS (online management tool for MI-Access Functional Independence and M-STEP online assessments) a separate email will be sent from Data Recognition Corp (DRC) within 1 business days with the user’s login, password and link for eDIRECT and/or AMS.