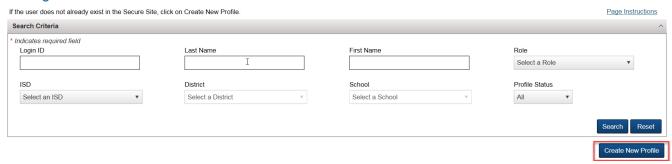
Create a New User OEAA Secure Site

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
- 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/securesitetraining.
 - 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.

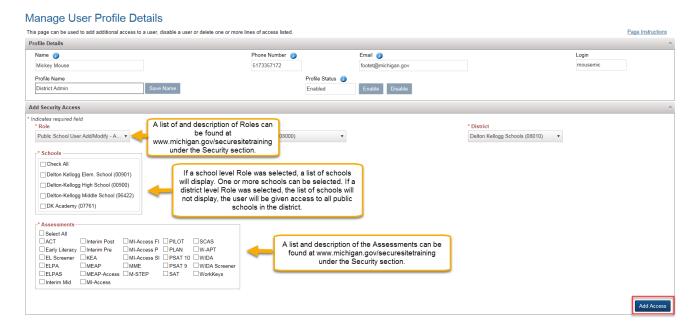
Manage User Profiles



- 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.



- 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 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 under the Security section)
- 11. Click the Add Access button at the bottom right.



- 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.

OEAA Secure Site Create a New user