



Non-School Recipient Steps for Accessing the Educational Entity Master (EEM)

What is a non-school recipient?

A non-school recipient (NSR) is an entity that is neither a school nor a Unique Education Provider but receives monies of some kind through the Michigan Electronic Grants System (MEGS) or Cash Management System (CMS). These entities may or may not receive program dollars where individual student or staff reporting is required. Examples of non-school recipients include (but are not limited to) community action agencies, soup kitchens, day care centers, etc.

What is the Educational Entity Master?

The Educational Entity Master is a repository that contains numbers and basic contact information regarding educational systems in the state of Michigan. Information exists for public schools, nonpublic schools, intermediate school districts, institutions of higher education, and non-school recipients of certain funding. Commonly used information includes school/facility name, grade levels, address, and contact information for each entity.

What are the steps required to add a non-school recipient organization to the EEM?

Important note: If the organization already has an agreement number, please skip the next three steps and proceed to page 2.

1. The first step is to submit a request to add the new entity to the Educational Entity Master. Go to <https://cepi.state.mi.us/eem/othernsr.aspx> and complete the NSR entity form. This directory information will include:
 - a. Official Name of Entity
 - b. County Code
 - c. E-mail Address of Entity
 - d. Phone Number
 - e. Entity Open Date
 - f. Physical Contact Details
 - g. Primary Address Details
 - h. Mailing Address of the Contact
2. Once all fields have been completed, click the save button to send the request to CEPI Customer Support. **The requester will be notified via e-mail when the request has been reviewed.** When the non-school recipient entity has been added, it will be assigned an entity code/agreement number which will be included in the e-mail message. **Please make note of this number, as you will need it to complete the security process.**
3. After the non-school recipient has been added to the EEM, the requestor will need to become an authorized user of the application in order to maintain and edit the new entity's information. Please follow the steps outlined in the accompanying pages that describe how to request access to the application.



Steps for Becoming a NSR Authorized User for the Educational Entity Master (EEM)

Please do not return the instruction pages with your security agreement form.

Obtaining access is a two-step process:

1. Individuals must first request access to the application through their Single Sign-On (SSO) accounts.

Note: If you do not already have an SSO account, you may register for one online at: <https://sso.state.mi.us/> by clicking the Register button and following the on-screen directions.

2. Individuals must send the appropriate security access form to CEPI, signed by the district superintendent or chief administrator.

Access to the application will be granted only when both of the above steps have been completed and verified by CEPI.

Requesting Permission Through Your SSO Account

To request access to the EEM, log in to the SSO application at <https://sso.state.mi.us/> and follow these steps:

1. Click the "Subscribe to Applications" link in the bottom left-hand corner of the screen.
2. You will be taken to a new screen with drop-down menus. Select CEPI in the first drop-down and Educational Entity Master (EEM) from the second. Click **Next**.
3. You will be taken to a subscription page for the application. Review the information and click **Confirm**.

State of Michigan Single Sign On

SUBSCRIPTION

Please Select from the list

CEPI Select App

Select App
EEM Q/A
Educational Entity Master (EEM)
Michigan Student Data System (MSDS)
SDS Q/A

Next Back

4. You will receive a confirmation message (both on the screen and by e-mail) stating your subscription request was submitted successfully. If you have not already done so, you should now fax your signed security form to CEPI.



Completing your access agreement for the Educational Entity Master (EEM)

You may complete this form on your computer by tabbing through the designated fields and typing the required information. If you do not have access to a computer, please print clearly in the spaces provided.

The first step is to indicate the entity for which you are selecting access.

Step 1: Enter the entity information for which you are requesting access.

1 Entity Name: Ericca's Day Care 2 Entity Code: 123456789

1. **Entity Name.** Enter the name of the non-school recipient for which you are requesting access.
2. **Entity Code/Agreement Number.** Enter the entity code/agreement number that corresponds to the entity to which you are requesting access. **For a non-school recipient this is the entity agreement number assigned to your entity when it is added to the EEM.**

Next, provide the name and contact information of the individual who is requesting access.

Step 2: Enter the name of the designated individual whom the superintendent/PSA chief administrator authorizes to submit/edit the EEM data for the entity indicated above.

1 Requester Name: John Smith 2 E-mail: email@yyyy.zzz

3 Single Sign-On ID: smithj2000 4 Phone: (517) 888-4444

1. **Requester Name.** Enter the full name of the individual who is requesting access.
2. **E-mail.** Enter the e-mail address the individual who is requesting access.
3. **Single Sign-On ID.** Enter the Single Sign-On ID of the individual requesting access. This user ID must match the ID that was used to subscribe to the application in SSO. The requester will be notified at the e-mail address provided in his/her SSO profile when the security agreement has been processed.
4. **Phone.** Enter the phone number where the individual requesting access can be reached.

The next step is to select the role which the entity's authorized user will perform in the application. To request permission, check the box next to the Entity Authorized User role. Non-school recipient users with this role will be able to modify their own entities in the EEM.

Step 3: Check the box below.

Indicate Selection	Role Name	Role Description
<input type="checkbox"/>	Entity Authorized User (Non-School Recipient)	Add, modify, and close entities.

After the role has been selected, the individual requesting access must sign the form to acknowledge his/her request and to confirm his/her responsibility to protect his/her identification and password from improper use, e.g., sharing log-in access with colleagues. Each user of the application should have his/her individual access.

Step 4: For the authorized individual: <i>Please sign below.</i>	
I agree to protect my user identification and password from unauthorized use. I understand all access under my user ID is my responsibility.	
<u>John Smith</u>	<u>9/1/2008</u>
Signature of Individual to be Authorized	Date

The name on the signature line must match the name provided on the requester name line. Otherwise, you will be asked to submit a revised agreement.

Next, the signature of the chief administrator of the entity is required to acknowledge that the individual indicated will be responsible for the entity's data submission. If the name and title are not provided or are illegible, the form cannot be processed, and you will be required to make the necessary revisions.

Step 5: For the chief administrator: <i>Please sign below.</i>	
I attest that the above-named individual is authorized by me to submit data to the Educational Entity Master for my entity and that the data are current and accurate.	
<u>Ericca's Day Care</u>	<u>9/1/2008</u>
Name of Entity	Date
<u>Jane Doe</u>	<u>Jane Doe, Administrator</u>
Chief Administrator of Entity	Name and Title

The chief administrator of the entity is the individual listed as the Lead Administrator in the Educational Entity Master (EEM). If the names do not match, you will be asked to either update the EEM for your entity or submit a revised request.

Once completed with the necessary signatures, the form should be faxed to CEPI Customer Support at 517-335-0488. CEPI staff members will verify that a request has been submitted to the application and that the information provided on the security agreement matches the request. When the requestor's information has been verified, permission will be granted and the requester will be notified by e-mail.



Non-School Recipient Security Agreement to Access the Educational Entity Master (EEM)

Please complete all items and type or print clearly; otherwise, the processing of your form may be delayed. Do not include the instruction pages when sending. If you are requesting access for more than one entity, you must complete a form for each.

Step 1: Enter the entity information for which you are requesting access.

Entity Name: _____ Entity/Agreement Number: _____

Step 2: Enter the name of the designated individual whom the chief administrator of the entity authorizes to submit/edit the EEM data for the entity indicated above.

Requester Name: _____ E-mail: _____

Single Sign-On ID: _____ Phone: _____

Step 3: Check the box below.

Indicate Selection	Role Name	Role Description
<input type="checkbox"/>	Entity Authorized User (Non-School Recipient)	Modify and close entity listed above.

Step 4: For the authorized individual: *Please read and sign below.*

I agree to protect my user identification and password from unauthorized use. I understand all access under my user ID is my responsibility.

Signature of Individual to be Authorized

Date

Step 5: For the chief administrator: *Please read and sign below.*

I attest that the above-named individual is authorized by me to submit data to the Educational Entity Master for my entity and that the data are current and accurate.

Name of Entity

Date

Signature of Chief Administrator (Signature)

Name and Title (Printed)

Step 6: Please fax this form to CEPI at: (517) 335-0488

E-mail questions to CEPI at: cepi@michigan.gov