Grant Electronic Monitoring System (GEMS) / Michigan Administrative Review System (MARS)

Welcome to GEMS/MARS!

Users need to have a MEIS User Name and Password.   If you have a MEIS account, skip to GEMS Login.

Create a New MEIS Account

If you don't have a MEIS Account, it's just a few quick steps.

➢ Enter First and Last Name then Submit

Contact Information

On the screen below:

- ➢ Enter, at a minimum, the required fields.
- ➢ Once you click "Create Account" an information screen will be displayed. This page provides the information associated with your Account.
    - ▪ We suggest you print this page and keep it in a secure location.
    - ▪ Please keep information current, especially your email address.

GEMS Login

- ➢ Return to the GEMS/MARS Login screen.
- ➢ Enter User MEIS Name and Password, then select OK.

GEMS/MARS User Profile

- ➢ Most of your GEMS/MARS User Profile comes from MEIS. However, update Display name if desired.
- ➢ Select your Role, Designation/Title, and Office.
  - ▪ Hint: Click on 3-dot box. Mark your choice, it will self-populate. If the box with choices does not appear, you may have to remove a popup blocker.
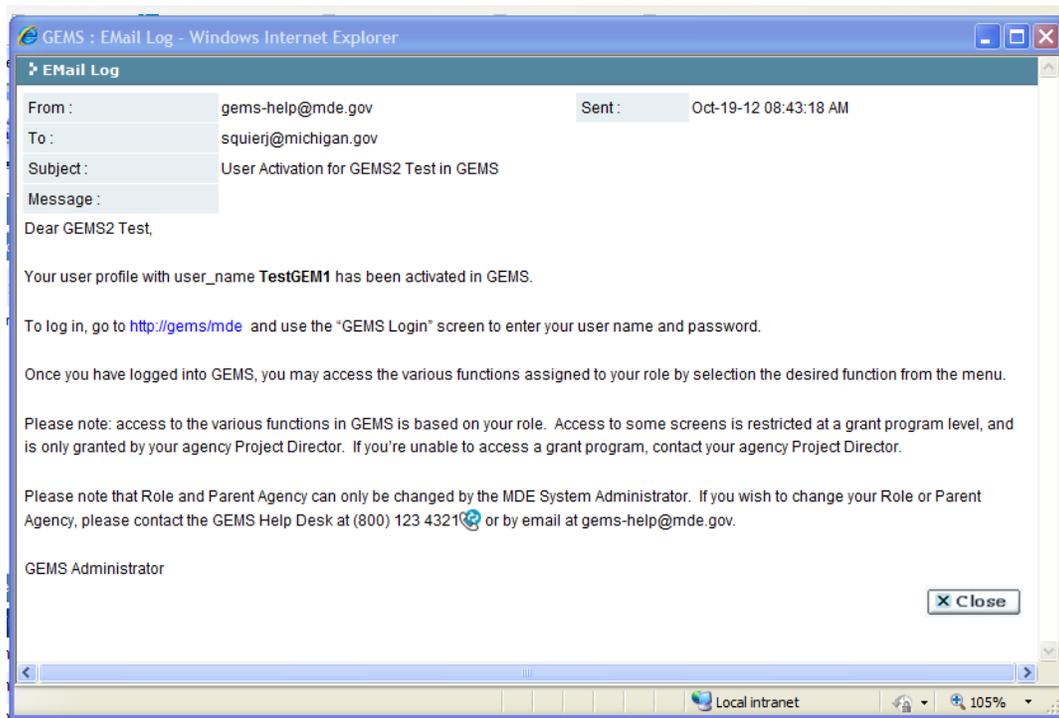- ➢ Click Save.

Sub-Recipient/Sponsor Section

➢ In the Sub-Recipient/Sponsor page, click on 3-dot box, a box will appear.
➢ Put in your district code, mark the district when it appears. It will self-populate.
➢ Enter one or more subs. One sub-recipient must be marked as primary (even if only one is entered).
➢ Select Save. This will log you out of the system.
  ▪ The GEMS team, or your administrator, will then need to activate your security access before being able to log in.

Security Authorization Form(s)

➢ Only, two Sub-Recipient Administrators are allowed by MDE per district.
➢ To be granted security authorization as a Sub-Recipient Administrator or Sub-Recipient User, fill out the appropriate security form located on the GEMS/MARS Website at www.michigan.gov/gems-mars.
➢ The form must be signed by the district superintendent or Chief Operating Officer, and your MEIS profile must be completed for access. Scan and email the form to MDE-GEMS@Michigan.gov.
  ▪ Form processing takes approximately 24-48 hours using this method.
  ▪ If you do not have access to scanner/email you can fax your form to 517-241-0496. Form processing takes approximately 48-72 hours using this method.
  ▪ **Please note:** Each form is reviewed and cross-checked against MEIS.

Notification

➢ You will receive an email (as shown) to inform you when activated.
➢ You may now login and use GEMS/MARS.

GEMS Help

Links:

To GEMS/MARS login screen:

      https://mdoe.state.mi.us/GEMS/

To GEMS/MARS website:

      http://michigan.gov/gems-mars

To MEIS login screen:

      https://cepi.state.mi.us/MEIS/login.aspx

Contact Us:

By Email: MDE-GEMS@michigan.gov

By phone: 517-241-6270