

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

# Welcome to GEMS/MARS!

Grant Electronic Monitoring System / Michigan Administrative Review System					
🔃 🔰 🛔 🕻 Login Screen	Search Tip	(*) - Required	Sep-05-18		
The Michigan Department of Education (MDE) is required by la monitor implementation of Federal and State programs at the local to ensure funds and other resources are spent or used appropriat accordance with State and Federal law and Education policy. GEMS/MARS is the Grant Electronic Monitoring System / Michig Administrative Review System and supports this monitoring proces access the GEMS/MARS application, you <u>must</u> have a valid MEIS I an 'Active' user status in GEMS/MARS. If you have any problem accessing the application, please conta the GEMS Help Desk at (617) 241-6270 or at MDE- GEMS@michigan.gov. Please include your full name and comp telephone number (with area code) when you contact the Help D Additional support can be found at: www.michigan.gov/gems-mars website includes basic help documentation, as well as the necess security authorization forms to get access to the system.	w to level level san s. To D and En No lete esk. . This Secu sary Secu	Login * User Name: * Password: * Password: * Password: * Password is case sensitive. * Forgot User Name urity Authorization Form for Sub-	Create User Forgot Password Recipient Users		
MI.gov   GEMS/MARS Home   Contact   Privacy Policy   Security Policy   FOIA   Compliance   M GEMS Copyright © 2012	State Web Sites   ichigan Departmer ! State of Michigan	Link Policy   Accessibility Policy nt of Education			

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

Michigan Depa	an Education Information System
MEIS accounts are unique?	Create a New MEIS Account
Note: All accounts MUST b Name fields) will be remove Please provide us with you	be individual user accounts. Accounts found that appear to be 'generic' (i.e. accounts that have school names, etc. entered in the Last Name / First ed during periodic audits. r Name.
* = Required * First Name: * Last Name:	
	Submit Cancel MLgox Home MDE.Home Contact
	Policies EOIA Compliance Copyright © 2018 State of Michigan

#### **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.

Michigan Education Information System					
	Create a New MEIS Account				
* = Required					
First Name:	John Q				
Last Name:	Public-Test				
* Primary Email:	I				
* Do you have a second email:	Select V Select Answer				
* Password:					
	Password Policy				
	Password has at least 8 characters minimum.				
	Password meets 3 out of the following 4 criteria.				
	At least 1 upper case character.     At least 1 lower case character.				
	<ul> <li>At least 1 numerical character.</li> <li>At least 1 special character.</li> </ul>				
	Special characters include: $\odot_{::}^{*}=#\&V(-1@$%^{0?})$				
* Verify Password:					
* Primary Phone:					
Secondary Phone:					
* Address Line 1:					
Address Line 2:					
* City:					
* State:	MICHIGAN V				
* Zip:					
ISD:	~ ~				
	Filter Districts				
District:	<b>v</b>				
	Filter Buildings				

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

Grant Electronic Monitoring System / Michigan Administrative Review System					
The Michigan Department of Education (MDE) is required by law					
<ul> <li>monitor implementation of Federal and State programs at the local let to ensure funds and other resources are spent or used appropriately accordance with State and Federal law and Education policy.</li> <li>GEMS/MARS is the Grant Electronic Monitoring System / Michiga Administrative Review System and supports this monitoring process.</li> <li>access the GEMS/MARS application, you <u>must</u> have a valid MEIS ID an 'Active' user status in GEMS/MARS.</li> <li>If you have any problem accessing the application, please contact the GEMS Help Desk at (517) 241-6270 or at MDE-GEMS@michigan.gov. Please include your full name and completelephone number (with area code) when you contact the Help Desk</li> </ul>	vel yin . To and t Ente tk.	Login * User Name: * Password: User Name and Password. Password is case sensitive. Forgot User Name	♦ OK		
Additional support can be found at: www.michigan.gov/gems-mars. website includes basic help documentation, as well as the necessa security authorization forms to get access to the system.	This Secur Iry Secur	ity Authorization Form for Sub- ity Authorization Form for Sub-	Recipient Users 🖾 Recipient Administrators 🔟		
MI.gov   GEMS/MARS Home   Contact   Privacy Policy   State Web Sites   Link Policy   Accessibility Policy Security Policy   FOIA   Compliance   Michigan Department of Education GEMS Copyright © 2012 State of Michigan					

# 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.

User Information Login Name : First Name : Address Line <u>1</u> : City : Phone :	TestGEM3 GEMS4 123 Main Street		Last Name :			
Login Name : First Name : Address Line <u>1</u> : City : Phone :	TestGEM3 GEMS4 123 Main Street		Last Name :			
First Name : Address Line <u>1</u> : City : Phone :	GEMS4 123 Main Street		Last Name :			
Address Line <u>1</u> : Cit <u>y</u> : Phone :	123 Main Street			Test		
Cit <u>y</u> : Phone :			Address Line 2 :			
Phone :	Lansing		State :	MI Zip 1 :	12345 <u>Z</u> ip 2 :	
	(123) 123-1234	Ext. :	Fa <u>x</u> :			
e-Mail Address :	squierj@michigan.gov					
*Display <u>N</u> ame :	G Test		*Designation / Title	e : 🔤		
*Role :			*Office :			

#### 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 <u>GEMS/MARS Website</u> 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 : EMail Log - Wi	ndows Internet Explorer					
🕽 EMail Log						
From :	gems-help@mde.gov	Sent:	Oct-19-12 08:43:18 AM			
To:	squierj@michigan.gov					
Subject :	User Activation for GEMS2 Test in GEMS					
Message :						
Dear GEMS2 Test,						
Your user profile with user_name TestGEM1 has been activated in GEMS.						
To log in, go to http://gems/mde and use the "GEMS Login" screen to enter your user name and password.						
Once you have logged into GEMS, you may access the various functions assigned to your role by selection the desired function from the menu.						
Please note: access to the various functions in GEMS is based on your role. Access to some screens is restricted at a grant program level, and is only granted by your agency Project Director. If you're unable to access a grant program, contact your agency Project Director.						
Please note that Role and Parent Agency can only be changed by the MDE System Administrator. If you wish to change your Role or Parent Agency, please contact the GEMS Help Desk at (800) 123 4321 or by email at gems-help@mde.gov.						
GEMS Administrator						
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<			en	>		
			🥶 Local intranet 🦷 👻 10	5% *		

## 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