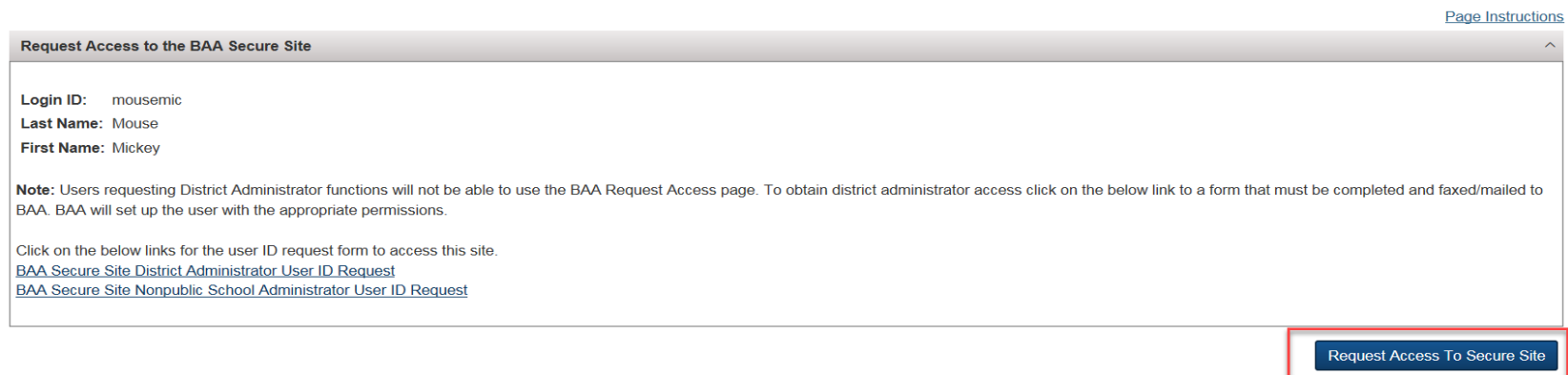


User access for Michigan cannot be created directly in the DRC INSIGHT Portal (formerly known as eDIRECT). Users must first have the appropriate roles in the OEAA Secure Site at www.michigan.gov/oeaa-secure to get access to the DRC INSIGHT Portal for the M-STEP, MI-ACCESS, and Early Literacy and Mathematics Benchmark assessments.

To request access:

1. Log on to the OEAA Secure Site at www.michigan.gov/oeaa-secure with your MEIS login and password, even if you do not already have access to the Secure Site.
 - You can reset your password or retrieve your MEIS login with the links on the OEAA Secure Site log in web page under the login box.
 - If you do not have a MEIS login and password go to <https://mdoe.state.mi.us/meis/Login.aspx> and create a MEIS account.
2. Go to the Request Access page under the Security menu if it does not come up initially.
3. Click on the “Request Access to Secure Site” button at the bottom right.

Request Access to the BAA Secure Site



Page Instructions

Request Access to the BAA Secure Site

Login ID: mousemic
Last Name: Mouse
First Name: Mickey

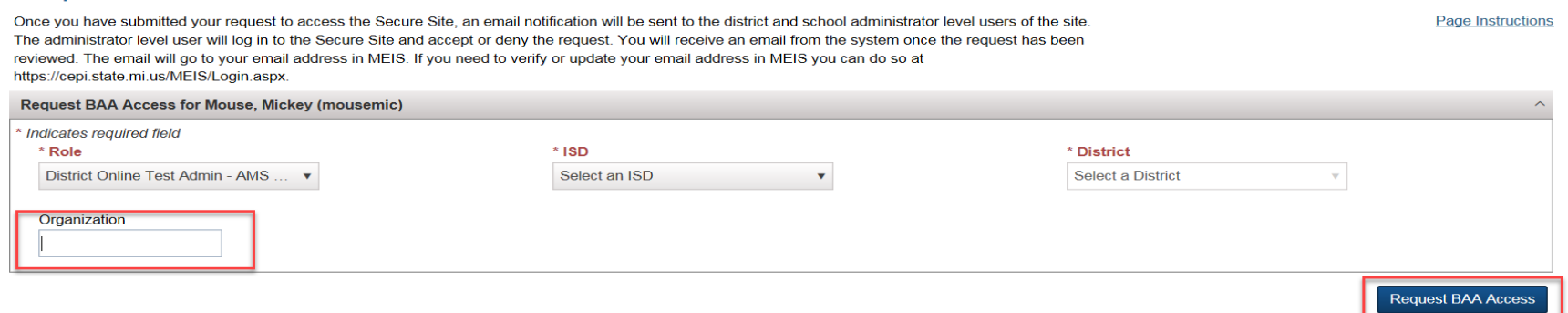
Note: Users requesting District Administrator functions will not be able to use the BAA Request Access page. To obtain district administrator access click on the below link to a form that must be completed and faxed/mailed to BAA. BAA will set up the user with the appropriate permissions.

Click on the below links for the user ID request form to access this site.
[BAA Secure Site District Administrator User ID Request](#)
[BAA Secure Site Nonpublic School Administrator User ID Request](#)

Request Access To Secure Site

4. Select one of the following roles:
 - District Online Test Admin – AMS & INSIGHT Portal
 - School Online Test Admin – AMS & INSIGHT Portal
 - Nonpublic School Online Test Admin – AMS & INSIGHT Portal
5. Select the ISD and District from the dropdown menus. If you selected the school level role (School or Nonpublic School Online Test Admin – AMS & INSIGHT Portal), then you will need to select the school also.
6. The Organization box is optional. It is suggested that you type “need access to M-STEP, MI-Access and/or Early Literacy and Mathematics”, even though that is not an organization. This will alert the district administrator that will review your request to which assessment you need access to.
7. Click on the Request BAA Access button at the bottom right.

Request Access to Secure Site



Page Instructions

Once you have submitted your request to access the Secure Site, an email notification will be sent to the district and school administrator level users of the site. The administrator level user will log in to the Secure Site and accept or deny the request. You will receive an email from the system once the request has been reviewed. The email will go to your email address in MEIS. If you need to verify or update your email address in MEIS you can do so at <https://cepi.state.mi.us/MEIS/Login.aspx>.

Request BAA Access for Mouse, Mickey (mousemic)

* Indicates required field

* Role: District Online Test Admin - AMS ...
 * ISD: Select an ISD
 * District: Select a District

Organization:

Request BAA Access

8. An email will alert the District Administrator or Nonpublic School Administrator that you have submitted a request for access. You will receive an email from the system once your request has been approved or denied.
9. After your request has been approved on the OEAA Secure Site, your information will be pulled by Data Recognition Corporation (DRC) and you will be given access to DRC INSIGHT Portal and should receive an email, usually within 24 hours, from DRC with your DRC INSIGHT Portal login and password.