Manage Access Requests
OEAA Secure Site

If a user has logged into the Secure Site with their MEIS login and password and requested access through the Secure Site, an email notification will be sent to the district and school administrator(s) notifying the administrator level user that a request has been made. The administrator level user will need to log on to the Secure Site and accept or reject the request.

Keep in mind if there is more than one administrator level user the request will not be available after it has been accepted or rejected by one of the users.

1. Log on to the Secure Site at www.michigan.gov/oeaa-secure.
2. Select *Manage Access Requests* from the *Security* menu at the top.
3. If you leave search filters blank and click the *Search* button, this will bring up all open requests that have been submitted.

4. Click on the *View Access Request* link to the far right of the user you wish to review.
5. To reject the request, click the *Reject* link to the far right of the user's request.
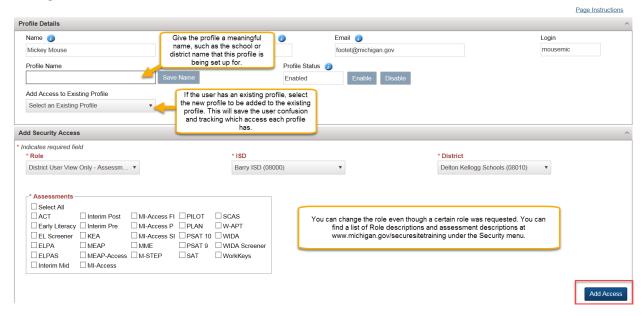6. To review additional information about the request for possible approval, click on the *Approve* link to the right of the request. There will still be another step to approve the request and view more information.

7. If the user already has a profile on the Secure Site, you can select it to add the additional security to by clicking in the *Add Access to Existing Profile* drop down. If you are not adding it to an existing profile, type in a new profile name in the *Profile Name* field for 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.

8. The *Role* field is populated based on the role that the user has requested. You can leave the role as they requested or you change it to a different role in the drop down. You can also change the *ISD*, *District*, and *School* to any that you as the admin level user has access to.

9. Once you have made the appropriate selections, click the *Add Access* button to the bottom right.

Manage User Profile Details

Page Instructions

Profile Details

Name	Email	Login
Mickey Mouse	footet@michigan.gov	mousemic

> Give the profile a meaningful name, such as the school or district name that this profile is being set up for.

Profile Name

Save Name

Profile Status: Enabled   Enable   Disable

Add Access to Existing Profile

Select an Existing Profile

> If the user has an existing profile, select the new profile to be added to the existing profile. This will save the user confusion and tracking which access each profile has.

Add Security Access

Indicates required field

* Role
District User View Only - Assessm… ▼

* ISD
Barry ISD (08000) ▼

* District
Delton Kellogg Schools (08010) ▼

* Assessments

- [ ] Select All
- [ ] ACT
- [ ] Early Literacy
- [ ] EL Screener
- [ ] ELPA
- [ ] ELPAS
- [ ] Interim Mid
- [ ] Interim Post
- [ ] Interim Pre
- [ ] KEA
- [ ] MEAP
- [ ] MEAP-Access
- [ ] MI-Access
- [ ] MI-Access FI
- [ ] MI-Access P
- [ ] MI-Access SI
- [ ] MME
- [ ] M-STEP
- [ ] PILOT
- [ ] PLAN
- [ ] PSAT 10
- [ ] PSAT 9
- [ ] SAT
- [ ] SCAS
- [ ] W-APT
- [ ] WIDA
- [ ] WIDA Screener
- [ ] WorkKeys

> You can change the role even though a certain role was requested. You can find a list of Role descriptions and assessment descriptions at www.michigan.gov/securesitetraining under the Security menu.

Add Access

10. A list of roles and assessments descriptions can be found at www.michigan.gov/securesitetraining under the Security section.

11. An email will be sent to the user's email address in MEIS informing them their access has been updated on the Secure Site.

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.

Only a District Administration or School Administration (public and non-public) Level user can approve, create, change or disable a user from the Secure Site. District administrators can only be disabled by a request from the district superintendent sent to mde-oeaa@michigan.gov or faxed on letterhead to 517-335-1186.