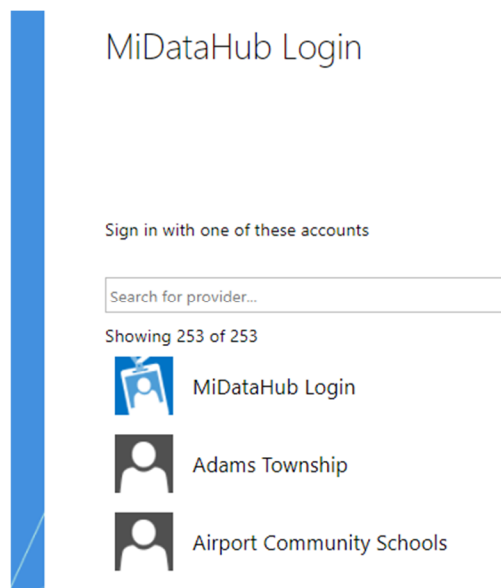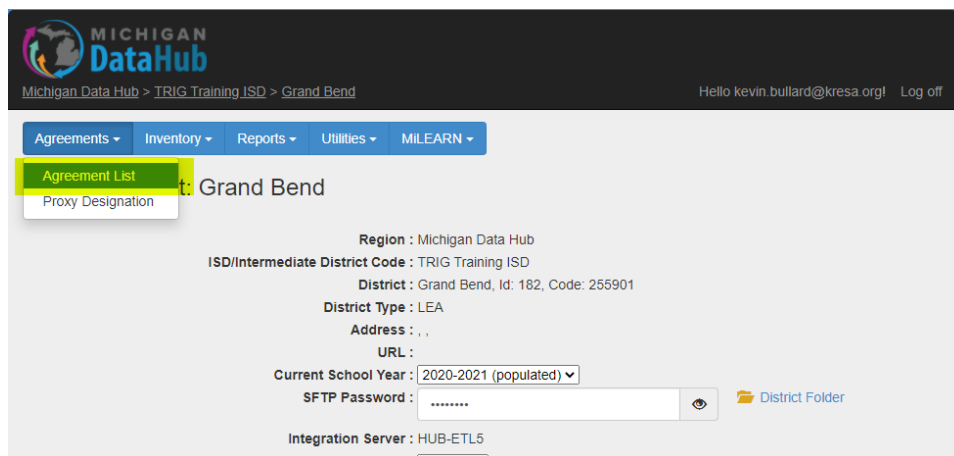## MiDataHub - Signing the MICIP Agreement

The purpose of this handout is to provide a superintendent and/or their proxy the steps to sign the MICIP agreement in the MIDataHub cockpit.
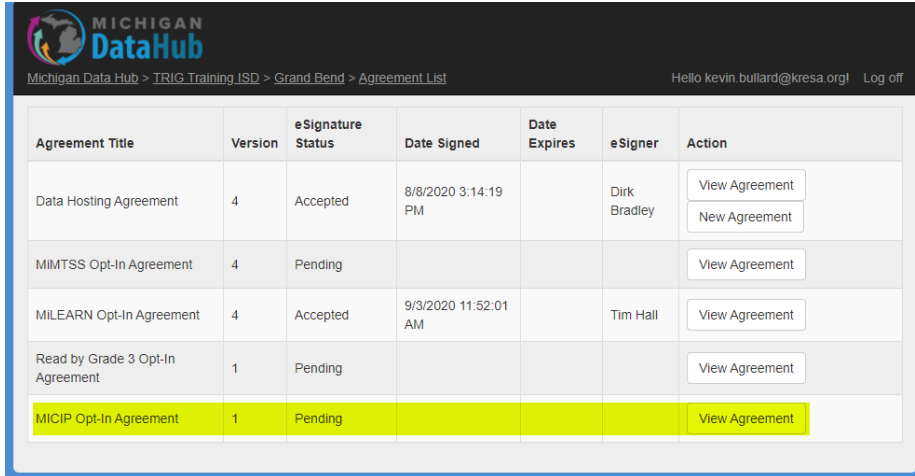
Step 1: Login to the Michigan Data Hub Cockpit by navigating to https://launchpad.midatahub.org/ . Please note upon navigating to this URL you will be presented with a list of districts. If your district is in the list please click on it and proceed to logging in. If your district is not in the list please select MiDataHub Login. If you need any assistance with logging in please email support@midatahub.org

Step 2: Locate and select the **Agreements** tab in the top left corner of the cockpit, click on **Agreement List**

Step 3: Select **View Agreement**

Step 4: If you would like to review the agreement please scroll through it in the current window, or you have the option to download to your computer by selecting the **Download button**.

Step 5: When you are ready to accept the terms, select **I have read and accepted the terms of the agreement** and click **save**

Step 6: Verify the agreement has been signed by repeating steps 1 and 2 above, and verifying the signature status says **Accepted**

Agreement Title	Version	eSignature Status	Date Signed	Date Expires	eSigner	Action
Data Hosting Agreement	4	Accepted	8/8/2020 3:14:19 PM		Dirk Bradley	View Agreement / New Agreement
MiMTSS Opt-In Agreement	4	Pending				View Agreement
MiLEARN Opt-In Agreement	4	Accepted	9/3/2020 11:52:01 AM		Tim Hall	View Agreement
Read by Grade 3 Opt-In Agreement	1	Pending				View Agreement
MICIP Opt-In Agreement	1	Accepted	10/2/2020 9:39:57 AM		Kevin Bullard	View Agreement

If you need any assistance with any of these steps please contact support by sending an email with your name and district to support@midatahub.org