![Secure Site — Michigan Department of Education]

# My Profile

Each user of the Secure Site has a My Profile page where they can manage their Secure Site user access and profile.

1. Log into the Secure Site at www.michigan.gov/oeaa-secure with your MEIS login and password. If you do not already have an enabled profile, the My Profile page will open and display the disabled profiles and/or requests that have been made but not processed yet.

   If the My Profile page does not come up initially, go to the Security menu at the top and click on My Profile.

You can do the following from the My Profile page.

## Verify Role, District, and School Access

There are various items that can viewed and verified on this page.

- Contact information such as email and phone number. This is pulled from MEIS. If it needs to be updated, you must log in to MEIS at https://mdoe.state.mi.us/MEIS/Login.aspx. After you have updated information in MEIS, just log into the Secure Site and this will trigger the Secure Site to update the information from MEIS.
- View roles, district, school, and assessments associated with a profile.
- View pending requests for access that have not been processed.
- Click on the role name under the Role column to get a description of the access for the specific role.

## Remove Assessment Access

If you no longer need access to a state assessment on the Secure Site, you can remove the assessment without removing the profile.

1. Locate the profile that you wish to modify under the Profiles list and scroll to the far right. Click on the Remove Assessment Access link.
2. The Remove Assessment Access box should pop up (disable pop up blockers if needed) and deselect the assessments that you would like to remove from the profile.
3. Click the Save button.
4. A Warning Message will display asking if you are sure you would like to delete the assessment, click Yes if you are sure or No if you do not wish to proceed.
5. If you removed the assessment in error or need access to it later, you will need to use the Request Additional Access button to request it.
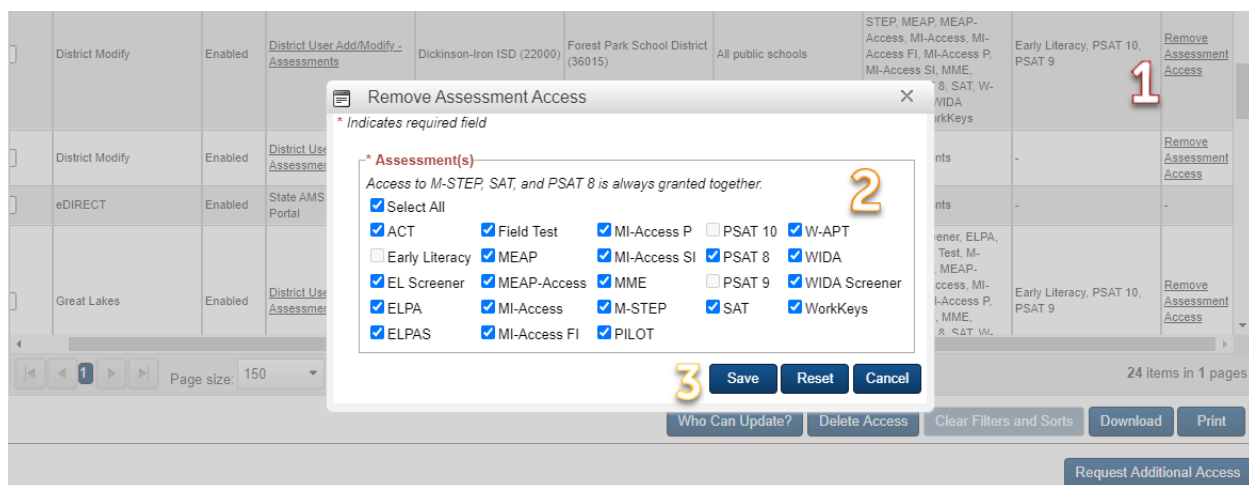


## Who Can Update your Security?

If you have questions about the access you have been given to the Secure Site, or the status of a pending request, you can view the name of the District, School or Nonpublic School Admin that can assist you.

1. Select one profile record for the appropriate district or school by placing a check mark to the far left of the Profile Name column.
2. Scroll to the bottom right of the page and click on the Who Can Update? button. A pop up window (please make sure pop ups are not disabled) with the profile information you selected along with a list of users from the Secure Site and their contact information that can assist you with access for the entity you selected.

If there is no administrator level user for the entity, it will be noted in the pop up as shown below. Please work with your district assessment coordinator and district superintendent to have one identified and submit access.
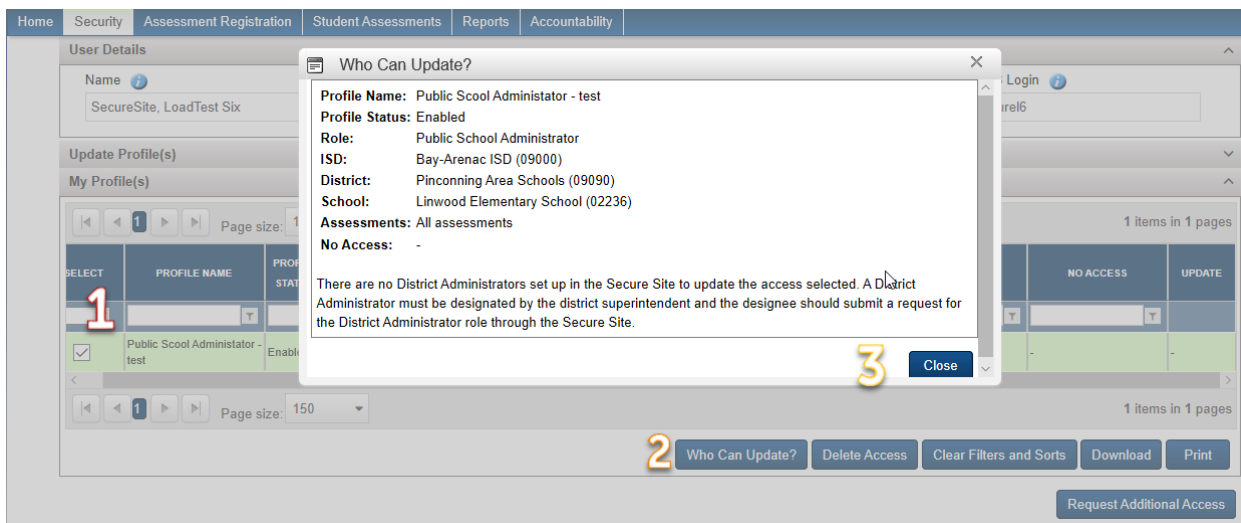
## Delete Access

If you no longer require access to the Secure Site for a district and/or school, you can and should remove your access to the Secure Site for the entity.

1. Select one profile record for the appropriate district or school by placing a check mark to the far left of the Profile Name column.
2. Scroll to the bottom right of the page and click on the Delete Access button.
3. A pop up will ask if you sure you want to delete the access, click Yes to delete or No if this was an error and you do not want to delete.
4. If you delete access accidently or need access again later, you will need to use the Request Additional Access button to request the access.
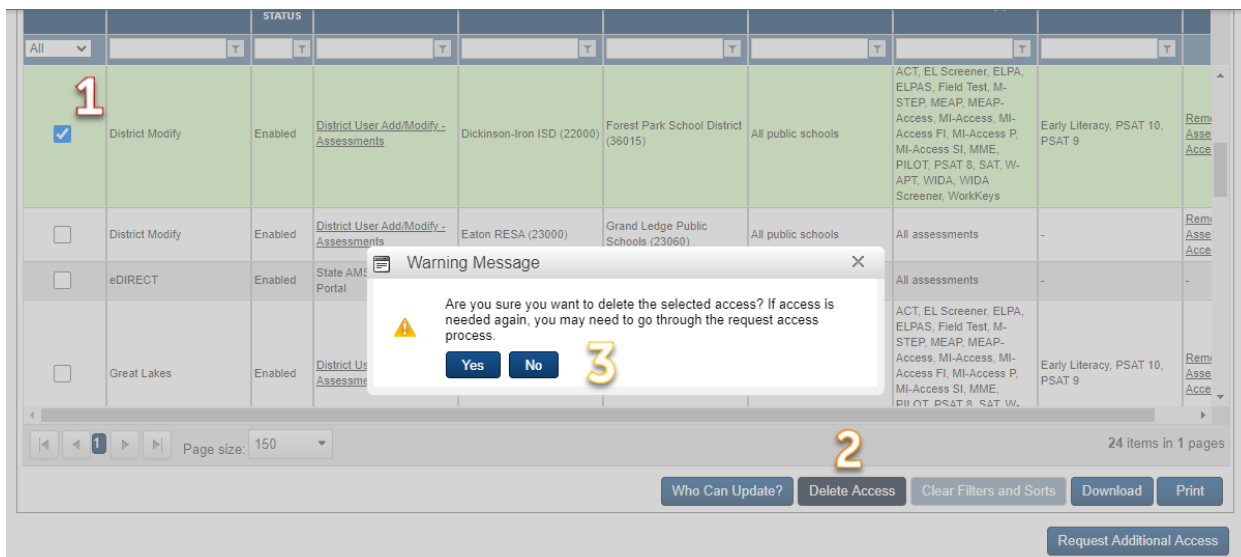
## Request Additional Access

 If you need access to a district or school, need a different role than what you have or need access to assessment types that you do not currently have you can submit a request.

If you are requesting **District Administrator level access**, the District Administrator Level Access form must be completed by you and the district superintendent. If you are requesting **Nonpublic School Administrator level** access, the Nonpublic School Administrator Level Access form must be completed by you and the nonpublic school principal or administrator. The form will be required to be uploaded with the request using the Attach Documents section at the bottom of the page.

1. Scroll down to the bottom right and click on Request Additional Access button
2. From the Entity Access Level drop down menu, select District, Public School, or Nonpublic school based on access to entities that you need.
3. From the ISD drop down, select the ISD, from the District drop down, select the District. If you are requesting access to a school or to a nonpublic school (based on what you selected in #2), you will be required to select a school from the School drop down. Note that at the top of each of the drop down options, you can select the option to request access to multiple ISDs, multiple districts and multiple schools.



4. Click on the Search button at the bottom right.
5. A list of roles with a description will open. Select one or more roles based on your need.
6. Under the Assessment(s) section, select the assessments that you will need access to in the Secure Site. You may notice when you select one, other assessments that apply may also be automatically selected.
7. In the Additional Information text box, you may wish to include some additional information as to why you need the access, what your responsibilities on the Secure Site may entail or if you are with the ISD or a data warehouse and the person receiving the request may not recognize your name.
8. If you already have a profile, under the Profile section you can chose to have the access you are requesting added to an existing profile by selecting "Add access to one of my existing profiles" and then select the profile it should be added to from the Existing Profile Name drop down.

   If you do not want it added to an existing profile, select "Create new profile with this access request" and then type in the profile name you would like the profile to be named. For example, Queen of M-STEP. Please do not use social security numbers or any sensitive information as a profile name.
9. Click the Submit button at the bottom right after making all selections.
10. The request for access is sent to the District Administrator, School Administrator, or Nonpublic School Administrator level user for the district or school depending on your request. If there is no administrator level user active for the school, a failure message will appear that an administrator must be set up before you can request access. Please work with your district

assessment coordinator and district superintendent to have one identified and submit access. Once there is a district, school, or nonpublic school administrator in the Secure Site, you will need to resubmit your request.

11. All access requests that have not been processed within 30 days will be deleted.

## My Profile

**User Details**

| Name ℹ️ | Email ℹ️ | Phone Number ℹ️ | MEIS Login ℹ️ |
|---|---|---|---|
| SecureSite, LoadTest Six | LoadTestSix@michigan.gov | 666-666-6666 | securel6 |

**Update Profile(s)**

**My Profile(s)**

|◀ ◀ **1** ▶ ▶| Page size: 150 ▾ | | | | | | | 1 items in 1 pages |

| SELECT | PROFILE NAME | PROFILE STATUS | ROLE | ISD | DISTRICT | SCHOOL | ASSESSMENT(S) | NO ACCESS | UPDAT |
|---|---|---|---|---|---|---|---|---|---|
| All ▾ | | | | | | | | | |
| ☐ | Public Scool Administrator - test | Enabled | Public School Administrator | Bay-Arenac ISD (09000) | Pinconning Area Schools (09090) | Linwood Elementary School (02236) | All assessments | - | - |

|◀ ◀ **1** ▶ ▶| Page size: 150 ▾ | | | | | | | 1 items in 1 pages |

[ Who Can Update? ] [ Delete Access ] [ Clear Filters and Sorts ] [ Download ] [ Print ]

**1** [ Request Additional Access ]

## Request Access

After submitting the request for access to 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, please login to your MEIS account to do so. ✏️

**List and Description of Roles Available**

**User Details**

| Name ℹ️ | Email ℹ️ | Phone Number ℹ️ | MEIS Login ℹ️ |
|---|---|---|---|
| Foote, Tina | footet@michigan.gov | 517-335-7172 | footetin |

**Search Criteria**

*Indicates required field*

**3**

| * Entity Access Level | * ISD ℹ️ | * District ℹ️ | * School ℹ️ |
|---|---|---|---|
| ○ District  **2** | Barry ISD (08000) ▾ | Delton Kellogg Schools (08010) ▾ | Delton Kellogg Elem. School (00... ▾ |
| ● Public School | | | |
| ○ Nonpublic School | | | |

**4** [ Search ] [ Reset ]

| * SELECT | ROLE | DESCRIPTION OF ACCESS |
|---|---|---|
| ☐ | Public School Accountability | Access to Accountability Data Files, student score reports which includes the Student Data Files, Aggregate Data files, Student Record Labels and Dynamic Score Report |
| ☐ | Public School Administrator | Highest level of access. Allows access to all functions of the site including view and modify ability where appropriate. Allows full access to both WIDA AMS and DRC INSIGHT. Allows approval of system requests, modifying current users, disabling users and creating new users. The role can be assigned by OEAA using the District Administrator Access form. |
| ☐ | Public School Online Tech - AMS & INSIGHT Portal | Access to WIDA AMS and/or DRC INSIGHT Portal to the COS Device Toolkit. Access to WIDA AMS and/or DRC INSIGHT Portal to the COS Device Toolkit. The assessment access given will dictate if the user gets access to WIDA AMS and/or DRC INSIGHT. There is no Secure Site Access. |
| ☐ | Public School Online Test Admin-AMS & INSIGHT Por | Access to WIDA AMS and/or DRC INSIGHT Portal to manage online testing including online sessions, print test tickets, select supports and accommodations and view testing status. The assessment access given will dictate if the user gets access to WIDA AMS and/or DRC INSIGHT. There is no Secure Site Access. |
| ☐ | Public School Student Test Scores Only | Access to student score reports which includes the Student Data Files, Aggregate Data files, Student Record Labels and Dynamic Score Report |
| ☐ | Public School Technology/Pre-ID & Score Files | Access to upload Pre-ID File and student score reports which includes the Student Data Files, Aggregate Data files, Student Record Labels and Dynamic Score Report |
| ☐ | Public School User Add/Modify - Assessments | Allows access to view all functions and the ability to pre-ID students for testing, create online testing sessions, unassign students from testing, order testing materials, submit issues through the Accountable Students and Test Verification process, print barcode labels, submit an incident report and off-site testing request, view student data files and Dynamic Score Reports. |
| ☐ | Public School User View Only - Assessments | testAllows access to view all functions including the Student Data Files, Aggregate Data files, Student Record Labels and Dynamic Score Report. *No system requests or modifications can be made with this role.* |

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**Assessment(s)**

Access to M-STEP, SAT, and PSAT 8 is always granted together.

☐ Select All

| | | | | |
|---|---|---|---|---|
| ☐ ACT | ☐ Field Test | ☑ MI-Access P | ☐ PSAT 10 | ☐ W-APT |
| ☐ Early Literacy | ☐ MEAP | ☑ MI-Access SI | ☑ PSAT 8 | ☐ WIDA |
| ☐ EL Screener | ☐ MEAP-Access | ☐ MME | ☐ PSAT 9 | ☐ WIDA Screener |
| ☐ ELPA | ☑ MI-Access | ☑ M-STEP | ☑ SAT | ☐ WorkKeys |
| ☐ ELPAS | ☑ MI-Access FI | ☐ PILOT | | |

**Additional Information**

I would like to access so that I can help with pre-identification of students and ensure materials are ordered.

**Profile**

◉ Add access to one of my existing profiles
◯ Create new profile with this access request

**\* Existing Profile Name**

School Modify ▼

[Submit] [Back]

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**\* Profile**

◯ Add access to one of my existing profiles
◉ Create new profile with this access request

**\* New Profile Name**

M-STEP Queen

## Combine Enabled Profiles

Sometimes users will have multiple profile names with different entities or types of access under each one. There are instances where this may benefit the user; however, it can also make the use of the Secure Site very cumbersome. If you would like to combine profiles, whether it be two or all, you can easily do so.

1. From the Update Type drop down, select Combine Enabled Profiles
2. From the Enabled Profile Names to Combine section, select two or more profiles that you would like to be combined under one. You can "Select All" to combine all that are displayed under one.
3. From the Combine Within Profile Name drop down, select the profile name that you want all the profiles selected to be combined under.
4. Click the Save button at the bottom right.

## Update Profile Name

If the profile name for your access is not descriptive enough or you would prefer another name, you can update it.

1. From the Update Type drop down, select Update Profile Name.
2. From the Current Profile Name, select the profile name that you wish to update.
3. In the New Profile Name text box, enter the new name to be shown on the profile. Please do not use social security numbers or any sensitive information as a profile name.
4. Click the Save button at the bottom right.