

Requesting Access to OEAA Secure Site

OEAA Secure Site

Users that need new access or different access to the Secure Site can request it on the OEAA Secure Site. Once you submit a request, the district and school administrator level users are notified that there is a request pending. They will log on to the OEAA Secure Site to review the request and approve or deny the request. They also have the ability to modify the request you have submitted.

To do this, the user must first have a MEIS account. If they do not have a MEIS account or do not remember their MEIS login and password, they can go to <https://mdoe.state.mi.us/meis/Login.aspx> to create an account, to locate their MEIS login or reset your password.

The OEAA Secure Site uses the email address from MEIS, so it is very important that all users make sure their email address in MEIS is correct prior to requesting access in the Secure Site.

1. Log on to the Secure Site at www.michigan.gov/oeaa-secure with your MEIS login and password.
 - a. If you already have access to the Secure Site, click on *Request Access* under the *Security* menu at the top.
 - b. If you do not already have access to the Secure Site, the *Request Access* page will come up automatically.

Request Access to the BAA Secure Site

Request Access to the BAA Secure Site

Page Instructions

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

2. From the *Role* dropdown, select the role that you are asking for. You can find a list of available roles along with a description at www.michigan.gov/securesitetraining.
3. Select the *ISD* and *District* that you are requesting access to.
 - a. If it is a school level role, in the *Schools* select the school(s) that you are requesting access to.
4. In the *Organization* text box, if you are not a staff member of the district, type in the name of the organization or company that you represent. This is helpful when a district has a third party vendor involved to help with some assessment functions or using a data warehouse. This is not a required field. You can also use this field to type a note to the district or school administrator that will be reviewing your request if needed.
5. Click on the *Request BAA Access* button at the bottom right of the page.

Request Access to Secure Site

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>.

[Page Instructions](#)

Request BAA Access for Mouse, Mickey (mousemic)

* Indicates required field

* Role Public School User Add/Modify - A...	* ISD Barry ISD (08000)	* District Delton Kellogg Schools (08010)
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* Schools

- Check All
- Delton Kellogg Elem. School (00901)
- Delton-Kellogg High School (00900)
- Delton-Kellogg Middle School (06422)
- DK Academy (07761)

Organization

Request BAA Access

- An email will be sent to the District Administrator and Building Administrator level users of the OEAA Secure Site that access to the OEAA Secure Site has been requested. It will be reviewed and administrator level user can modify the request, accept the request as submitted or reject the request.
- You will receive an email from the OEAA Secure Site (using the email address on your MEIS account) notifying you when the request has been accepted or rejected.
- If you have requested a role that includes access to eDIRECT and/or AMS, you will receive a separate email from DRC within 2 business days with the login and password for AMS and eDIRECT. This will be a different login and password than the OEAA Secure Site.