



Office of Educator Excellence

Michigan Online Education Certification System (MOECS)

MEIS Security Agreement Form for Charter School Management Companies

Step 1. You must have a MEIS account to complete this form. If you already have a MEIS account, go to Step 2. If you do not have a MEIS account, go to [MEIS](#). Click on the MEIS logo. On the next screen, click on "Create an MEIS account" and follow the directions.

Step 2. Identify the type of request:

New User

Add Profile/Access

Add Feature/ Access

Add School/ LEA

Duplicate Request

Date Requested: _____

Step 3. Enter your information as an authorized user

Name of Management Company:

Name: _____

Email: _____

Telephone Number: _____

Title: _____

MEIS Account Number: _____

Step 4. In order to receive authorization to access MOECS, the user must sign this agreement.

As an authorized user of MOECS, I agree to protect my user identification and password from unauthorized use. I understand all access under my user ID is my responsibility. I agree to comply with the requirements of the Privacy Act of 1974 governing records maintain on individuals. A copy of the Privacy Act of 1974 is available at [The United States Department of Justice](#) website.

Signature of Individual Requesting Authorization

Date

