

OEAA Secure Site District Administrator Approval Process and Responsibilities

The Office of Educational Assessment and Accountability (OEAA) Secure Site provides access to federally protected student data for the purpose of administering Michigan state assessments. It is imperative that both the district superintendent and the person requesting the District Administrator role in the OEAA Secure Site understand the sensitive and confidential nature of the data accessible on the OEAA Secure Site and affirm agreement with all [Family Educational Rights and Privacy Act \(FERPA\)](https://studentprivacy.ed.gov/ferpa) regulations (<https://studentprivacy.ed.gov/ferpa>).

Each district should have at least one District Administrator in the OEAA Secure Site. The expected duties of the District Administrator are as follows:

- Review and accept or reject all requests for access to the OEAA Secure Site for the district and public schools in the district within 30 days of the request being submitted.
 - Ensure each person requesting access is granted the least amount of access they need to perform their responsibilities.
 - If unfamiliar with the person requesting access or their responsibilities, check with that person's immediate supervisor to ensure they need access.
 - Ensure each person requesting access is familiar with FERPA regulations.
 - Ensure that each person requesting access understands that the student data contained in the OEAA Secure Site is protected under FERPA.
 - Ensure that each person requesting access understands that printed reports, documents, and test tickets containing student information are also protected under FERPA and are to be kept secure or securely destroyed.
 - Ensure that the OEAA Secure Site Security Agreement form is completed and attached to each request for access; if it is not completed or attached, the request must be rejected.
- Regularly check the list of district/school individuals who have access on the OEAA Secure Site and remove access promptly for individuals who no longer need it.
- Ensure that all individuals with access to the OEAA Secure Site understand that their login and password should never be shared; this includes logging in themselves and then sharing their screen with another person who does not have the same level of access to the OEAA Secure Site.
- Ensure that people with access to assessment vendor systems—such as the College Board, ACT, and Data Recognition Corp (DRC)—understand that all security rules also apply to these vendor systems.
- Notify OEAA at mde-oeaa@michigan.gov immediately if any of the above rules are broken.

The district superintendent and the person requesting District Administrator access must complete the OEAA Secure Site District Administrator Access Request form and the OEAA Secure Site Security Agreement form (pages 2 and 3 of this document). Once the forms are completed, the applicant must log into [MiLogin for Business](https://milogintp.michigan.gov/eai/tplogin/authenticate) (<https://milogintp.michigan.gov/eai/tplogin/authenticate>), launch the OEAA Secure Site service, and request the District Administrator role on the [Request Access](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining) page, with the completed forms attached.

OEAA Secure Site District Administrator Level User Access form directions:

- The district superintendent must complete all sections of the left-hand column, including acknowledging all statements. If the district superintendent is requesting the District Administrator Level role, they only need to complete the right-hand side of the form.
- The district administrator applicant must complete all sections in the right-hand column, including acknowledging all statements.

OEAA Secure Site District Administrator Access Request

District Superintendent	District Administrator Applicant
<p><input type="checkbox"/> I commit to notifying mde-oeaa@michigan.gov when the applicant no longer needs this access.</p> <p><input type="checkbox"/> I delegate to the applicant the responsibility of ensuring that OEAA Secure Site users are aware of FERPA regulations and how they apply to the data available in the OEAA Secure Site and vendor systems used for state assessments.</p> <p><input type="checkbox"/> I delegate to the applicant the responsibility of managing access to the OEAA Secure Site for my district including approving or rejecting access requests and removing users when access is no longer needed.</p> <p><input type="checkbox"/> I delegate to the applicant the responsibility of ensuring that the OEAA Secure Site Security Agreement form is completed for each user requesting access to the OEAA Secure Site.</p> <p>Name: _____</p> <p>Signature: _____</p> <p>District Name: _____</p> <p>Date: _____</p> <p>Email: _____</p>	<p><input type="checkbox"/> I have read and accept the responsibilities of the District Administrator role in the OEAA Secure Site.</p> <p><input type="checkbox"/> I commit to comply with FERPA regulations in the use of the OEAA Secure Site and vendor systems used for state assessments; I will ensure that people who are granted access to these systems are aware of FERPA regulations and are compliant.</p> <p><input type="checkbox"/> I accept the responsibility to review and approve or reject access requests to the OEAA Secure Site within 30 days of being submitted. I will only approve access requests for people who need it to complete their responsibilities for state assessment.</p> <p><input type="checkbox"/> I accept the responsibility to review users of the OEAA Secure Site on a regular basis and remove users promptly that no longer need access.</p> <p><input type="checkbox"/> I accept the responsibility of verifying the completed OEAA Secure Site Security Agreement form for each person requesting access to the OEAA Secure Site.</p> <p>Name: _____</p> <p>Signature: _____</p> <p>District Name: _____</p> <p>Date: _____</p> <p>Email: _____</p>

To complete the process, log in to [MiLogin for Business](https://milogintp.michigan.gov/eai/tplogin/authenticate) (<https://milogintp.michigan.gov/eai/tplogin/authenticate>), launch the OEAA Secure Site service, and request the District Administrator role on the [Request Access](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining) page, with the completed forms attached.

- OEAA Secure Site District Administrator Access Request form
- OEAA Secure Site Security Agreement form

If you have questions or need assistance, contact OEAA at 877-560-8378 (select option 1) or email mde-oeaa@michigan.gov.

OEAA Secure Site Security Agreement

It is the responsibility of districts, schools, and the Office of Educational Assessment and Accountability (OEAA) to ensure that student data accessed on the OEAA Secure Site or any state assessment vendor system is kept secured and is only accessed by individuals who need it to complete their responsibilities with Michigan state assessments.

If access to the OEAA Secure Site is being requested, this form must be attached to the request when it is submitted, or the access will be rejected.

Carefully read and initial each statement below. If you have any questions about FERPA or your responsibilities, contact your school principal or district superintendent for clarification.

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I understand that student data available in the OEAA Secure Site and other vendor systems related to state assessments is protected by the Federal Family Educational Rights and Privacy Act (FERPA).

☐

I require access to the OEAA Secure Site to complete my responsibilities with state assessments.

☐

I know how to protect student data and will comply with all FERPA regulations.

☐

I will never share my login and password for the OEAA Secure Site, or for any vendor systems used for state assessments; or allow someone else to login using my credentials (this also includes logging in myself and sharing the screen with a person who does not have approved access.)

☐

I understand that violations of FERPA could result in legal action.

☐

I understand that violations of FERPA or OEAA security policies will result in the termination of my access to the OEAA Secure Site, and my duties will be assigned to another staff member.

Signature

Date

District Name

School Name