User Request Access and Roles

Users that need new access or different access to the Secure Site can request access directly from the Secure. One 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 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 MEIS Log In to create an account or to locate their MEIS login.

The email address is pulled from MEIS, so it is very important that all users make sure their email address in MEIS (MEIS Log In) is correct prior to requesting access in the Secure Site.

1. Log on to the Secure Site at Secure Site 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.
2. From the *Role* dropdown, select the role that you are asking for. You can find a list of role names along with a brief description at the bottom of these instructions.
3. Select the *ISD* and *District* that you are requesting access to.
4. If it is a school level role, in the *Schools* field move the appropriate school(s) from the box on the left to the right by highlighting it and using the single right arrow.
5. 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.
6. Click on the *Request BAA Access* button at the bottom right of the page.
7. An email will be sent to the District Administrator and Building Administrator level users of the Secure Site that access to the 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.
8. You will receive an email from the Secure Site (using the email address on your MEIS account) notifying you when the request has been accepted or rejected.
9. 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 Secure Site.

Secure Site Roles

SECURE SITE ROLE NAME	DESCRIPTION OF ACCESS
District Administrator	This role can only be requested by using the form titled Request District Administrator Access available on the log in page of the Secure Site. The district administrator can see and use all functions (including accountability Scorecard and Annual Measurable Achievement Objectives (AMAO)) in the Secure Site including creating and approve new users and inactivating users for the district. This role is the <u>only</u> role that can submit a request for an Online Waiver for a public school. This role will also receive access to AMS & eDIRECT, the online management software that schools will use to manage the online tests for M-STEP and MI-Access Functional Independence.
District Accountability	User will have access to each schools accountability scorecard and Annual Measurable Achievement Objectives (AMAO) and the ability to file an appeal during the allowed appeal window.
School Accountability	User will have access to selected school's accountability scorecard and Annual Measurable Achievement Objectives (AMAO) and the ability to file an appeal during the allowed appeal window.
District User Add/Modify-Assessments	User will have access to each school within the district and the ability to pre-identify students for testing, unassign students from testing, order testing materials (only a district level user can order MI-Access materials), work the Accountable Students and Test Verification process, view the Online Waiver screen (cannot create an online waiver) report a testing incident, request a WIDA Test Exception, and view student test data and scores. User will NOT have access to the accountability Scorecard or Annual Measurable Achievement Objectives (AMAO).
District User View Only-Assessments	User will have access to each school within the district and the ability to view all student data and functions but will not have the ability to add or unassign students from testing, submit answer document issues, submit not tested reasons. User will NOT have access to the accountability Scorecard or Annual Measurable Achievement Objectives (AMAO).
Nonpublic School Administrator	This role can only be requested by using the form titled Request Nonpublic School Administrator Access available on the log in page of the Secure Site before you login. The user can see and use all functions in the Secure Site including creating and approve new users and inactivating users for the district. This role is also the only role that can submit a request for an Online Waiver.

SECURE SITE ROLE NAME	DESCRIPTION OF ACCESS
	This role will also receive access to AMS & eDIRECT, the online management software that schools will use to manage the online tests for M-STEP and MI-Access Functional Independence.
Nonpublic School User Add/Modify	User will have access to the selected nonpublic school and the ability to pre-identify students for testing, unassign students from testing, order testing materials, work the answer document verification process and submit issues, view the Online Waiver screen (cannot create an online waiver) report a testing incident, request a WIDA Test Exception, and view student test data and scores. Nonpublic schools do not have an accountability Scorecard or Annual Measurable Achievement Objectives (AMAO).
Nonpublic School User view Only	User will have access to the nonpublic school selected and the ability to view all student data and functions but will not have the ability to add or unassign students from testing, submit answer document issues, submit not tested reasons. Nonpublic schools do not have an accountability Scorecard or Annual Measurable Achievement Objectives (AMAO).
Public School Administrator	User will have access to the selected school within the district and the ability to pre-identify students for testing, unassign students from testing, order testing materials (MI-Access can only be ordered by a district level user), work the Accountable Students and Test Verification process, view the Online Waiver screen (cannot create an online waiver) report a testing incident, request a WIDA Test Exception, and view student test data and scores. The user will also have the ability to create and approve new users on the Secure Site and inactivate users for the school selected. User will have access to the accountability Scorecard or Annual Measurable Achievement Objectives (AMAO).

This role will also receive access to AMS & eDIRECT, the online management software that schools will use to manage the online tests for M-STEP and MI-Access Functional Independence. |
| **Public School** User Add/Modify-Assessments | User will have access to the selected school within the district and the ability to pre-identify students for testing, unassign students from testing, order testing materials (MI-Access can only be ordered by a district level user), work the Accountable Students and Test Verification process, view the Online Waiver screen (cannot create an online waiver) report a testing incident, request a WIDA Test Exception, and view student test data and scores. |

SECURE SITE ROLE NAME	DESCRIPTION OF ACCESS
	User will NOT have access to the accountability Scorecard or Annual Measurable Achievement Objectives (AMAO).
Public School user View Only-Assessments	User will have access to the selected school within the district and the ability to view all student data and functions but will not have the ability to add or unassign students from testing, submit answer document issues, submit not tested reasons. User will NOT have access to the accountability Scorecard or Annual Measurable Achievement Objectives (AMAO)
District Student Test Scores Only	User will have access to the Student Test Scores page that has previous score reports and data files and also to the Dynamic Score Reports page for all schools within the district. The user will not have access to any other functions or screens on the Secure Site.
School (nonpublic) Student Test Scores Only	User will have access to the Student Test Scores page that has previous score reports and data files and also to the Dynamic Score Reports page for the school(s) within the district. The user will not have access to any other functions or screens on the Secure Site.
School (public) Student Test Scores Only	User will have access to the Student Test Scores page that has previous score reports and data files and also to the Dynamic Score Reports page for the school(s) they are given access to. The user will not have access to any other functions or screens on the Secure Site.

Roles in Secure Site for eDIRECT and/or AMS access only

ROLE NAME IN SECURE SITE	PERMISSIONS IN AMS & eDIRECT
District Online Technology-AMS & eDIRECT Only	The user will have the ability to download the Test Site Manager (TSM) and INSIGHT testing software from AMS and/or eDIRECT
District Online Test Admin-AMS & eDIRECT Only	The user will have the ability to manage test sessions, assign accommodations, print student test tickets, and to monitor testing progress in eDIRECT and/or AMS for all schools in the district testing online
Public School Online Tech- AMS & eDIRECT Only	The user will have the ability to download the Test Site Manager (TSM) and INSIGHT testing software from eDIRECT and/or AMS
Public School Online Test Admin-AMS & eDIRECT Only	The user will have the ability to manage test sessions, assign accommodations, print student test tickets, and to monitor testing progress in eDIRECT and/or AMS for their assigned school
Non-public School Online Tech-AMS & eDIRECT Only	The non-public school user will have the ability to download the Test Site Manager (TSM) and INSIGHT testing software from eDIRECT and/or AMS
Non-public School Online Test Admin-AMS & eDIRECT Only	The non-public school user will have the ability to manage test sessions, assign accommodations, print student test

ROLE NAME IN SECURE SITE	PERMISSIONS IN AMS & eDIRECT
	tickets, and to monitor testing progress in eDIRECT and/or AMS for their assigned school

NOTE: The roles listed above will only be used as a designation that the user needs access to AMS and/or eDIRECT and what their role in AMS and/or eDIRECT will be, it will NOT give the user access to data or functions on the Secure Site.