

Michigan Cancer Surveillance Program (MCSP)
Michigan Department of Health and Human Services
Local Administrator Web Plus User Account Request Form and Acknowledgement

MCSP will establish one Web Plus user account per reporting entity for the individual designated by the facility, laboratory, physician, dentist and/or clinic as the Local Administrator. All other Web Plus user accounts for the reporting entity must be established by the reporting entities Local Administrator.

A Local Administrator must be an employee of the reporting entity and not a consultant or contractor.

As a Local Administrator of the MCSP Web Plus application, you are responsible for:

- Establishing user accounts and permissions for users at your reporting entity
- Monitoring/modifying user accounts as necessary for users at your reporting entity
- Removing user accounts when users no longer need access to Web Plus or are no longer employed by your reporting entity
- Reset of passwords for user accounts at your reporting entity
- Submission of reportable cancer case reports in the format and timeframe as specified by MCSP
- Return of the completed/signed Local Administrator Web Plus User Account Request Form and Acknowledgement each year on or before December 31st (form emailed by MCSP in October)

MCSP Facility Number (5-digit #)	
CoC FIN (10-digit #)	

Name/Title	
Email	
Phone	
Facility Name	
Facility Street Address	
City/State/Zip	

Approval is needed by either the current Local Administrator whom you will be replacing or your direct report (manager) who is employed by the facility, laboratory, physician, dentist and/or clinic and authorizes the creation of the Local Administrator account.

Approval from Responsible Party (as specified above)

Signature

Date

Printed Name/Title

I have read the above statement and understand my duties as a Local Administrator.

Signature

Date

Submit the completed form to MDHHS-MCSP-WebPlus@michigan.gov. If you have any questions, please email MDHHS-MCSP-WebPlus@michigan.gov.