Please see **3 IMPORTANT ANNOUNCEMENTS** below regarding: 1) *NEW Secure Site* Update, 2) REMINDER: *NEW BAA Secure Site* Trainings, and 3) Preliminary Scorecard Inquiries and Appeals Processing

1) *NEW Secure Site* Update

The "old" BAA Secure Site was taken down last Friday, July 26, 2013. All student data, material orders, reports, etc. are currently being migrated to the *NEW Secure Site* at: www.baa.state.mi.us/baasecure and will be available to users on the *NEW Secure Site* mid-August.

How do I get access to the *NEW BAA Secure Site*?

There are two methods to gain access to the *NEW Secure Site*. NOTE: Users will need to know their MEIS ID, MEIS login and password to access the *NEW Secure Site*. A user can go to https://cepi.state.mi.us/meis/login.aspx/ to access their MEIS login, MEIS ID, reset their password or create a MEIS account if they do not already have one.

1. Users can log in to the *NEW Secure Site* with their MEIS login and password. If they do not already have access to the site, the "Request Access" screen will display and allow the user to request access to the *NEW Secure Site*.

   The designated district administrator will receive an email from the system indicating that a request to access the site has been made. The email will go to the email address on the MEIS profile (please make sure it is up-to-date). The district administrator will then log in to the *NEW Secure Site* and go to the "Security-Manage System Requests" under the Admin Functions menu to review and approve/deny access. The user will get an email at the email address listed in the MEIS system (again, please make sure it is up-to-date), confirming the request was accepted or denied.

   If a user already has access to the *NEW Secure Site* and would like to request additional access, they will go to the "Request Access" screen under the Security menu after logging into the *NEW Secure Site*.

2. A user can contact the designated district administrator directly to request access to the *NEW Secure Site*. The district administrator will log into the *NEW Secure Site* and click on "Security-Manage User Profiles" under the Admin Functions menu and create access for the user. The user will need to provide the district administrator with their MEIS ID (starts with an "A") in order for the district administrator to create access in the *NEW Secure Site*. The user will get an email at the email address listed in the MEIS system (again, please make sure it is up-to-date), confirming access has been granted.

2) REMINDER: *NEW Secure Site* Trainings

BAA will be conducting full trainings on the *NEW Secure Site* at five locations throughout the state during the month of August.

- ➤ Monday, August 12, downtown Detroit – **this session is full**
- ➤ Tuesday, August 13, downtown Lansing
- ➤ Monday, August 26, Grand Rapids
- ➤ Wednesday, August 28, Escanaba
- ➤ Thursday, August 29, Gaylord

If you have already registered for a training session, you do not need to do anything additional. If you have not yet registered, you can do so at https://www.surveymonkey.com/s/baa-secure. Space is limited.

The Detroit location is full and is no longer listed as an available site on the registration.

Important information for those signed up for the Detroit training:
> Report to the front desk in the main floor lobby - security badges will be required for all attendees upon entry to the building. Your name, organization and title will have been provided to Compuware's Security Team in advance of the training, so a badge will be prepared for you; however, you will be required to show picture ID. You will validate your parking stub at check-in as well. After check-in, you will be directed to the auditorium on the 15th floor.

3) Preliminary Scorecard Inquiries and Appeals Processing

The *NEW Secure Site*, available at http://www.mi.gov/baasecure, contains preliminary Accountability Scorecards. Appeals were to be submitted by authorized district and school users from Monday, July 22, 2013 through Wednesday, July 31, 2013 at 5:00 p.m. Authorized users may still view their Scorecard information despite no longer being able to submit new appeals. We encourage that users continue to review their data and to familiarize themselves with the Scorecards.

Scorecard Appeals Processing

The Office of Evaluation, Strategic Research and Accountability (OESRA) will be processing your appeals in the coming week and working to resolve any outstanding issues with Scorecards. Authorized users should receive a system generated email when their appeals have been processed. You may notice changes to your Scorecard(s) as appeals are processed. You can review the status and final comments on your appeal(s) by clicking the "View/Update Scorecard Appeal" menu option on the navigation menu of the *NEW Secure Site*. On the next screen you will choose your ISD, district, school and "Academic Year" (2012-2013). This will return the appeals you submitted during the preliminary appeals window. Once your appeal has been processed, clicking on the "View Appeal" link in the far right column of this screen will allow you to review your appeal and the OESRA staff comments.

Scorecard Support and Inquiries

We continue to receive a high volume of calls and emails regarding appeals and other related issues and ask that you please be patient in our follow up with your questions and concerns. We can assure you that all calls and emails will be addressed and answered in the order they are received. In the interim, please keep in mind that you may find answers to your questions in the *Scorecard Guide* found here:
http://www.michigan.gov/documents/mde/ScorecardGuide_426897_7.pdf

Questions?

For assessment questions, please email BAA@michigan.gov.

For accountability questions, please email MDE-Accountability@michigan.gov.

For phone assistance with assessment <u>or</u> accountability issues, call 877-560-8378 and select the appropriate menu option.