



NexSys, Grant, Application & Cash Management System Security Access Form



Entity Agreement Number: _____ **Entity Name:** _____

Applicant Printed Name: _____ **Phone:** _____

*Instructions for completing or verifying a MiLogin for Business or Michigan Education Information System (MEIS) account can be found on page 2 of this document.

Step 1. Create a MiLogin for Business account, navigate to: <https://milogintp.michigan.gov>

Applicant MiLogin Username: _____

Step 2. Create a MEIS Account, go to the following URL: MEIS - <https://mdoe.state.mi.us/MEIS/Login.aspx>

Applicant MEIS number: A _____

Step 3. Acknowledgement:

I agree to protect my user identification and password and will not share it with others. I understand all activity under my username is my responsibility and is tracked in the electronic system(s). All information I obtain from the system(s) shall be used only in the proper conduct of my entity/organization's business.

Applicant Signature: _____ Date: _____

I am requesting the following access (check all that apply):

Authorized Official: Individual who will serve as the Authorized Official for your organization. This role includes the authority to assign lower security level access in the system(s) to users within your organization and/or consortium members; and has the authority to electronically sign/approve the submissions for grant applications, certifications, and reports within the electronic system(s). **Each entity/organization may designate a maximum of two Authorized Officials. A separate form is required for each request.**

I also require access to the MEGS+: Yes No

I am requesting access as a replacement for an existing Authorized Official:

Name of former Authorized Official: _____

Previous Authorized Official should be classified as:

No longer with organization A member of our organization as a Grant Administrator/Level 4

* * * * *

Accounting Entity Certifier: Individual assigned to draw funds, report expenditure data, and assign internal secondary security access in NexSys. This individual is also responsible for reporting expenditure data and requesting funds via the Internet, certifying that the expended amounts are correct and properly charged to the projects listed.

If this individual is a replacement for an existing Accounting Entity Certifier, please complete the following:

Replacement for: _____

Step 4. Superintendent, School Board President, or Chief Operating Officer Approval:

I attest that the above-named individual is authorized to perform the duties listed above for the security level indicated on this form in the electronic system(s) as indicated for our entity/organization:

***Authorized Signature:** _____ Date: _____

Printed Name: _____ Title: _____



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Instructions for Completion and Submission of the Security Access Form:

- Please complete this form fully before submission.
- While the request form may be used for both an entity Authorized Official and an Accounting Entity Certifier, please only request the needed permissions.
- Each entity may only have two Authorized Officials. If requesting Authorized Official access, please be certain to include the name of the Authorized Official that is being replaced and include how the replaced Authorized Official should be re-classified.
- ***Authorized Signatures:** The appropriate authorized signatures for different entity types are as follows:
 - Public School Districts: Superintendent
 - Public School Academies: School Board President
 - Nonpublic Schools: Principal or Director
 - Other non-school organizations: Chief Operating Officer
 - Institutes of Higher Education: President
- **Please note:** Security forms only need to be submitted for Authorized Officials or Entity Certifiers. All other security levels may be assigned in the system for entity users by the Authorized Official or Entity Certifier.

Email the completed for to: mde-nexsys-applications@michigan.gov for review and processing
Questions may also be directed to the above listed email.

Instructions for Accessing NexSys:

In order to access NexSys, users must have:

- a MiLogin for Business account and
- a Michigan Education Information System (MEIS) account

To verify or create a **MiLogin for Business account**, navigate to: <https://milogintp.michigan.gov>.

- 1a. To verify an existing MiLogin for Business account, log into MiLogin for Business and ensure the account is valid. If you need assistance click the "Contact Us" tab on the upper right-hand side of the MiLogin for Business login page.
- 1b. To create a new MiLogin for Business account, click on the "Create an Account" link and follow the instructions.

To verify or create a **MEIS Account**, go to the following URL: MEIS - <https://mdoe.state.mi.us/MEIS/Login.aspx>

- 2a. To verify an existing MEIS account, log into MEIS and ensure the account is still valid.
- 2b. To create a new MEIS account, click on the Create New Account link and follow instructions.

Once a user has completed the above steps, they must then link their MiLogin for Business and MEIS accounts within the MiLogin for Business system. After linking these accounts, please click on the NexSys link so the system will recognize you as a user, and we can appropriately process your request.

Further detailed instructions on how to create a MiLogin for Business account, link the account to the MEIS account, and gain access to NexSys are located on the NexSys website: Michigan.gov/MDE-NexSys.

If further assistance is needed, please email: mde-nexsys-applications@michigan.gov