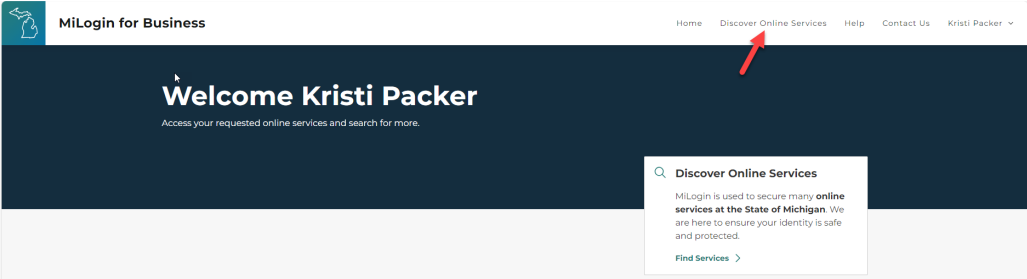


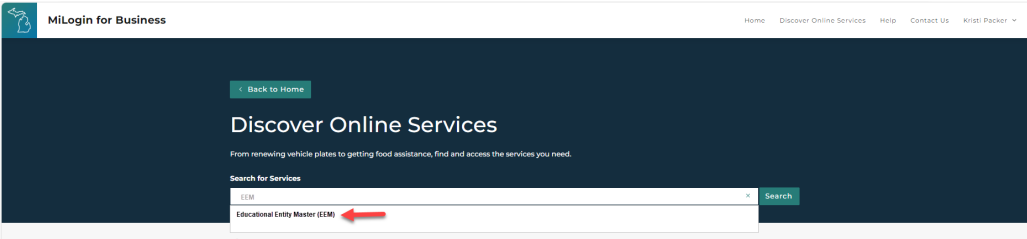
# REQUESTING ACCESS TO THE EDUCATIONAL ENTITY MASTER (EEM) LINK IN MILOGIN FOR BUSINESS & EEM ACCESS FROM CEPI

**Step 1:** Log in to your MiLogin for Business account. [1MiLogin - Login](#) and agree to the Terms and Conditions.

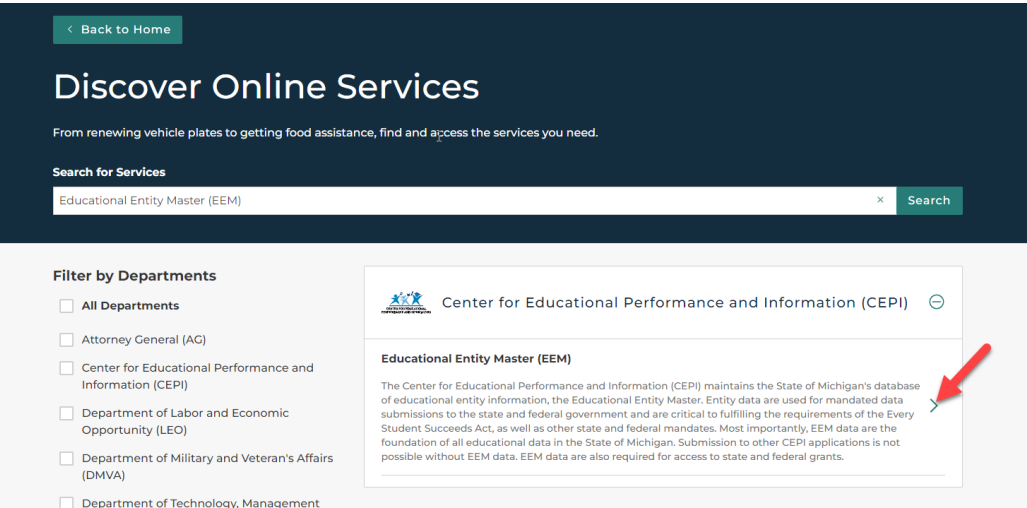
**Step 2:** Click on Discover Online Services.



**Step 3:** Type EEM into the Search bar and click on the link when it appears.

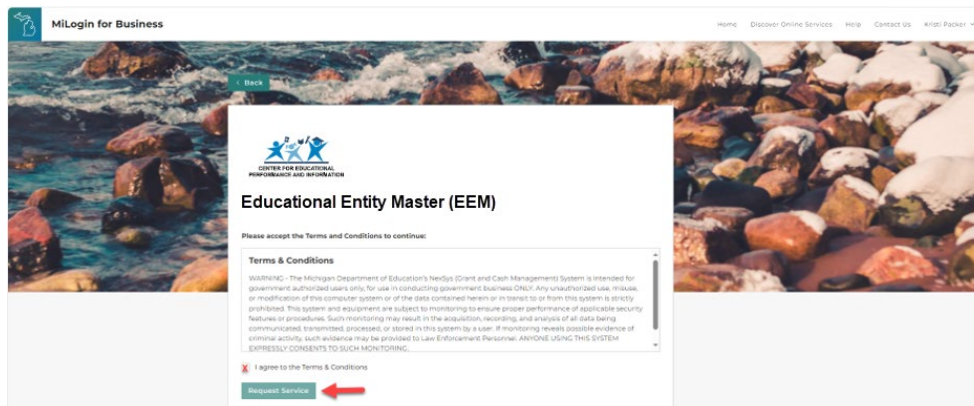


**Step 4:** Click on the > in the EEM box.

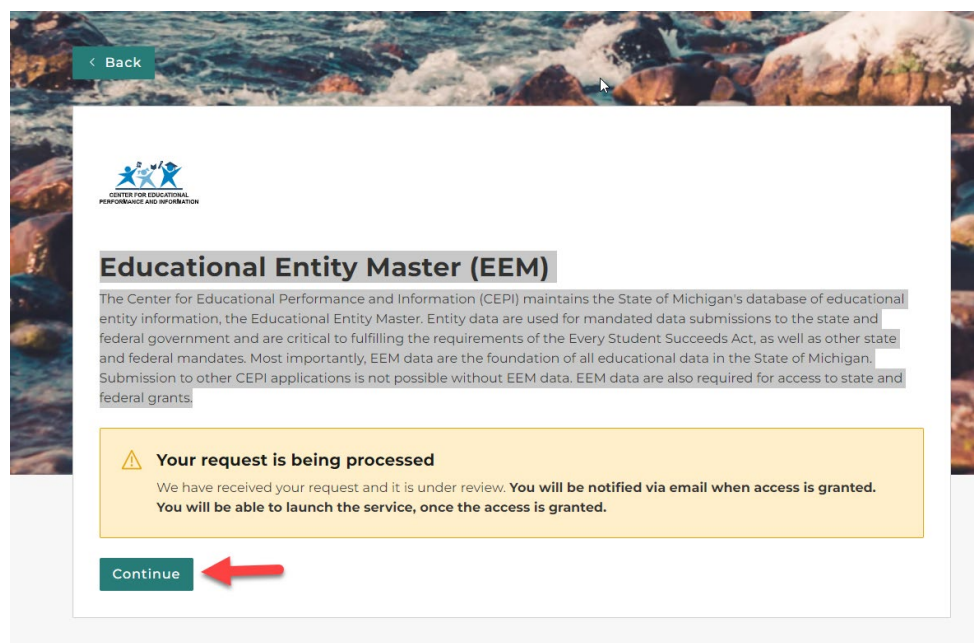


## REQUESTING ACCESS TO THE EDUCATIONAL ENTITY MASTER (EEM) LINK IN MILOGIN FOR BUSINESS & EEM ACCESS FROM CEPI

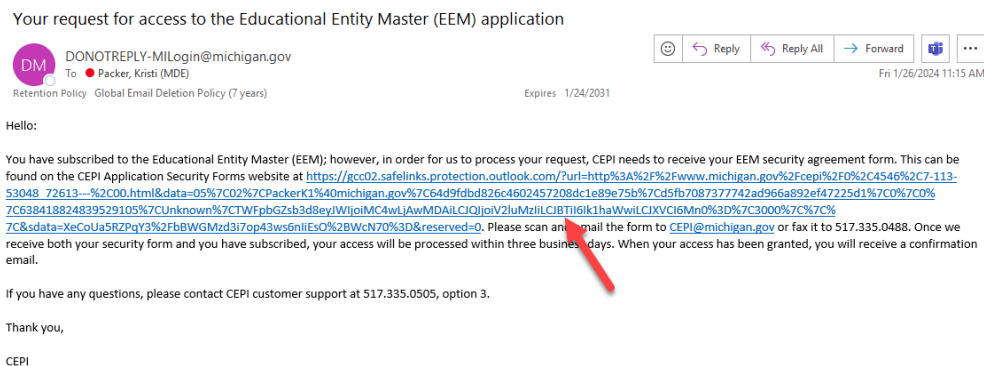
**Step 5:** Agree to the Terms and Conditions and click Request Service.



**Step 6:** Click Continue.



**Step 7:** You will receive the following email from CEPI requiring you to fill out a security form. Click on the link in the email.



REQUESTING ACCESS TO THE EDUCATIONAL ENTITY MASTER (EEM) LINK IN  
MILOGIN FOR BUSINESS & EEM ACCESS FROM CEPI

**Step 8:** Read the Application Security Forms Instructions.

**Application Security Forms**

To access a CEPI data collection application, you must complete and submit the security agreement form. Most forms must be signed by your lead administrator, as listed in the Educational Entity Master. Security forms can be scanned and sent by email to [cepi@michigan.gov](mailto:cepi@michigan.gov) or faxed to 517-335-0488.

Please allow up to three business days for us to process your form. We will email you once your form has been processed.

By signing a CEPI security form, you agree to protect student privacy and abide by all state and federal laws that govern the use of education data. You also agree to protect your user ID and password from unauthorized use. Allowing anyone else to use your account will result in the account being deleted.

For a list of CEPI application users for your entity, please email [cepi@michigan.gov](mailto:cepi@michigan.gov) with your entity name and code and the subject "Authorized Users," and we can provide you with that list.

To remove access to CEPI or MDE applications for yourself or another user at your entity, please complete and submit the user removal request form:

[User Removal Request Form](#)

**Step 9:** Click on the carrot/dropdown menu of the type of user you are. This will show a security form. Click on the form link.

District/ISD/PSA Users	▼
Nonpublic School Users	▲
• <a href="#">CEPI Nonpublic User Application Security Form</a>	
College/University Users	▼
Other Nonschool Recipient Users	▼
MI School Data Users	▼

**Step 10:** Submit the completed and signed Security Form to CEPI per the instructions in Step 8.