

Finding an Agency's MEGS+ Level 5

MDE staff and external users who have access to MEGS+:

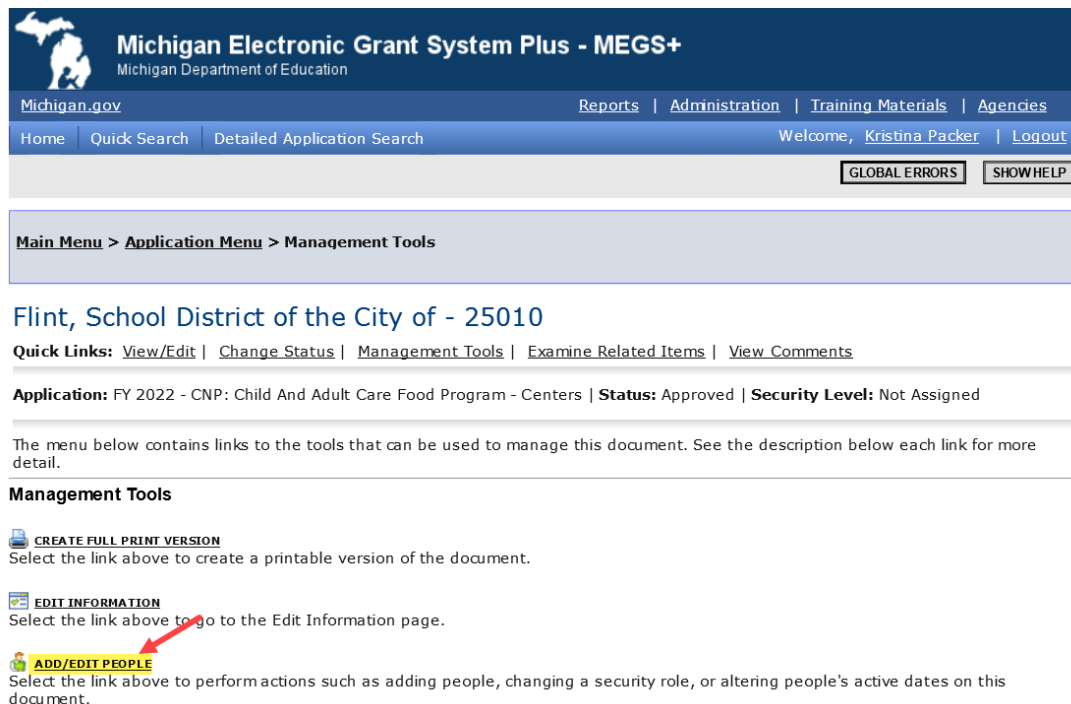
Step 1: Log into any application in [MEGS+](#).



Step 2: Click on the Management Tools Link



Step 3: Click on the Add/Edit People link.



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Step 4: Look in the "Role" column for the MEGS+ level 5.

<input type="checkbox"/> Person	Agency	Role	Grant Contact Type	Active Dates	Last Modified	Last Modified Date
<input checked="" type="checkbox"/>	[blurred]	MEGS+: Level 5 Authorized Official	Main Contact	10/25/2021	[blurred]	11/19/2021 12:53:30 PM
<input checked="" type="checkbox"/>	[blurred]	MEGS+: Level 5 Authorized Official		10/25/2021	[blurred]	10/25/2021 10:53:37 AM

MDE Staff Only:

Step 1: Log into MEGS+ and click the Administration link at the top of page.

Michigan Electronic Grant System Plus - MEGS+
Michigan Department of Education

Michigan.gov | Reports | **Administration** | Training Materials | Agencies

Home | Quick Search | Detailed Application Search | Welcome, Kristina Packer | Logout

Step 2: Click Contact Search in Agency/Person Administration box

Agency/Person Administration

- Agency Administration
- Contact Search**
- Agency Affiliations
- Agency Demographics
- 2019 NSLP Agency Demographics
- Assign Review Responsibilities
- Application Security Levels

Step 3: Enter Recipient Code, User Type (Active), and Roles (MEGS+ Level 5), and click search

Contact Search

To search for a person, select from the search criteria below. Then select the **Search** button. The results will display below. To add a contact, use Agency Administration.

Search Criteria

Recipient Code	<input type="text"/>	MEIS ID	<input type="text"/>
Name	<input type="text"/>	Title	<input type="text"/>
User Type	Active Users	Agreement Number	<input type="text"/>
City	<input type="text"/>	County	<input type="text"/>
Zipcode	<input type="text"/>	Email	<input type="text"/>
Roles	MEGS+: Level 5 Authorized Official		
FEM Type	<input type="text"/>		
<input type="button" value="SEARCH"/>			

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Step 4: You will want to find the level 5, for the agency you are looking for, with no end date.

MEIS ID	Name	Agency Role	Agency	Begin Date	End Date
First and Last Name		MEGS+: Level 5 Authorized Official	Swartz Creek Community Schools	9/5/2018	
First and Last Name		MEGS+: Level 5 Authorized Official	Swartz Creek Community Schools	5/10/2019	
		MEGS+: Level 4 Application Administrator	Clio Area School District	3/31/2011	
		MEGS+: Level 4 Application Administrator	W-A-Y Academy	1/16/2013	2/2/2015
		MEGS+: Level 4 Application Administrator	WAY Academy - Flint	10/11/2013	8/1/2015
		MEGS+: Level 5 Authorized Official	Swartz Creek Community Schools	12/18/2013	6/25/2014

Frequently Asked Questions

Question: There are more than two level 5s. I thought we could only have two.

Answer: The program analyst can look in the system to see who is active. If more than two level fives are showing in the MEGS+ system, the analyst should send a screenshot to Brenda Roys, Lucy Bailey, and cc Monica Butler, asking who is active.

Question: Neither of the people listed as a MEGS+ level 5 currently works here. **OR** I am brand new to the agency and need to be a MEGS+ and NexSys level 5.

Answer: The agency will need to determine who the new MEGS+ level 5/NexSys Level 5 will be and have that person fill out the [MEGS+ Level 5 Security Access Form](#).

- Step number 5, on the form, will need to be signed by the person listed in EEM, as the authorized official.
- The completed form should be emailed to both MDE-NexSys-Applications@michigan.gov AND MEGS@michigan.gov
- The system office will email the new level 5 when they have access. The new level 5 will need to log into both the NexSys and the MEGS+ systems before midnight of the same day, or the access will deactivate.
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Question: I am listed as a level 5 in MEGS+, but not in NexSys.

Answer: The analyst can email the NexSys team and have you added.