

Requesting Access to the OEAA Secure Site through MiLogin for Business

The directions below are how to request access to the OEAA Secure Site with an *established* MiLogin for Business Account. If you do not already have a MiLogin for Business account, you will need to create one. Switch to these directions [Creating a new MiLogin for Business and Requesting Access to OEAA Secure Site](#).

Step 1: Go to [MiLogin for Business](#) OR milogintp.michigan.gov.

Step 2: To request access to the OEAA Secure Site, complete the following steps.

- Click on Find Services link under the Discover Online Services box at the top right.
- Scroll down to locate Michigan Department of Education (MDE) and place a check in the box to the left.
- A list of MDE online services will display to the right. Scroll down and find Office of Educational Assessment and Accountability (OEAA Secure Site) and click on it.
- Click on the I agree to the Terms and Conditions and then on the Request Service button.

Discover Online Services

From renewing vehicle plates to getting food assistance, find and access the services you need.

Search for Services

Search

Opportunity (LEO)

- Department of Military and Veteran's Affairs (DMVA)
- Department of Technology, Management and Budget (DTMB)
- Licensing and Regulatory Affairs (LARA)
- Michigan Civil Service Commission (MCSC)
- Michigan Department of Agriculture & Rural Development (MDARD)
- Michigan Department of Corrections (MDOC)
- Michigan Department of Education (MDE)
- Michigan Department of Environment, Great Lakes, and Energy (EGLE)
- Michigan Department of Health & Human Services (MDHHS)
- Michigan Department of Lifelong

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Office of Educational Assessment and Accountability (OEAA) Secure Site

The OEAA Secure Site is a web-based application used to manage Michigan's state assessment system. The OEAA Secure Site contains student information that is protected under the Family Educational Rights and Privacy Act (FERPA). Therefore, it is only available to authorized employees of the State of Michigan, and to staff users authorized by an Intermediate School District, an individual district, or a school.

For more information about the authorization process, visit the [OEAA Secure Site Training page](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining) on the Michigan Department of Education website.



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Please accept the Terms and Conditions to continue:

Terms & Conditions

I understand that data available on the Secure Site is protected under the Family Educational Rights and Privacy Act ([FERPA](#)) and I accept responsibility to comply with all FERPA regulations.
- This is my personal login and it is not shared with anyone else (access that is shared will be revoked).

I agree to the Terms & Conditions

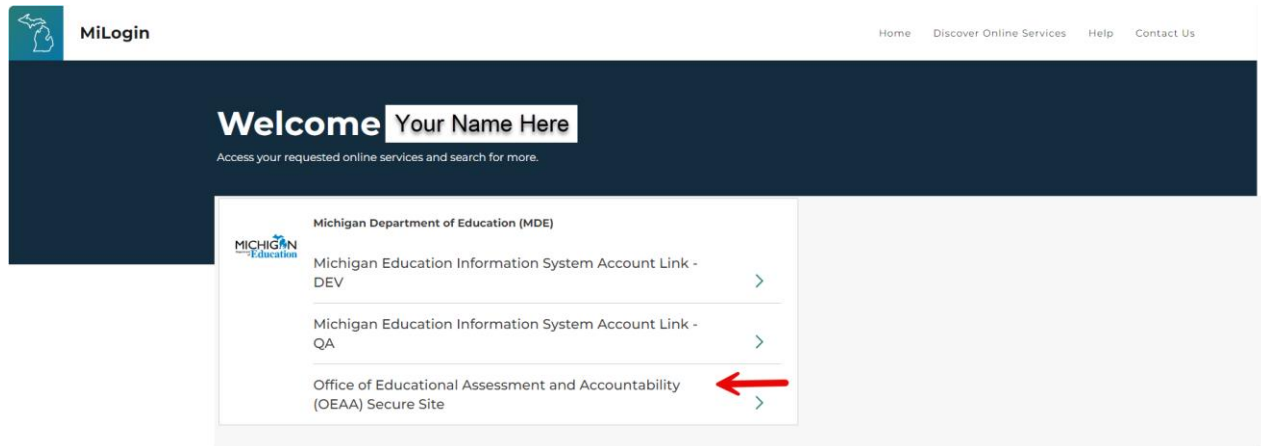
Request Service

An email will be sent once the OEAA Secure Site has been added to your MiLogin for Business home page. Once you get the email, log back into MiLogin for Business and complete the following steps.

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Step 3: On the Home page the Office of Educational Assessment and Accountability (OEAA Secure Site) will now be listed. Complete the following steps:

- Click on the Office of Educational Assessment and Accountability (OEAA Secure Site).
- Click on the I agree to the Terms and Conditions and then on the Request Service button.



If you already have access to the OEAA Secure Site – STOP here. If you do not have access and need to request access, continue to Step 4.

Step 4: If you do not have access to the OEAA Secure Site, the Request Access page will come up and you will need to complete the following steps to request access.

- Verify the information under My Contact Information. If the email address or phone number need to be changed, use the directions at the top of the page to update it in your MiLogin for Business.
- Select the Entity Access Level that you need. If you are requesting access to all schools within the district, select District. If you are requesting access to one or multiple schools in the district but not all of them, select Public School and if you are requesting access to a nonpublic school, select Nonpublic School.
- The ISD, District, And School (If appropriate) dropdowns will appear to the right. Make your selections and click the Search button at the bottom right.
- The Request Access Details section will open and list the Roles are that are available to request. There is a role description to the right of each one to help determine the appropriate role for you.
- The Additional Information text box can be used to describe the position that you have in state assessments or any other information you feel may be needed for approval of your request. It is not required.
- If you already have access to the OEAA Secure Site and are requesting additional access, the you can select that the new role be added to a current profile or create a new profile. Users can have multiple profiles to under one login.
- Click the Submit button at the bottom right.

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Request Access [Update help documentation](#)

Make sure your email address is correct. If the email address below is incorrect:

1. Stop.
2. Log out.
3. Log in to [MiLogin for Business](#) (district and school employees/contractors, State of Michigan vendors without a '@michigan.gov' email address), OR
4. Log in to [MiLogin for Workers](#) (State of Michigan employees and contractors only).
5. Update the email address associated to your MiLogin account.
6. Launch the OEAA Secure Site service again and proceed with your request.

My Contact Information [Collapse This Page Section](#)

My Name My Email My Phone Number My MiLogin User ID

Search Criteria [Collapse This Page Section](#)

* Indicates required field

* Entity Access Level

District

Public School

Nonpublic School

State (State of Michigan employees and contractors only)

Request Access Details [Collapse This Page Section](#)

* Indicates required field

IMPORTANT: The principle of "least privilege access" will be supported. Least privilege access requires that users be granted the most restrictive set of privileges (or lowest clearance) needed for the performance of authorized tasks. The application of this principle limits the damage that can result from accident, error, or unauthorized use.

* Role

* SELECT	ROLE	ROLE DESCRIPTION
<input type="checkbox"/>	Public School Accountability	Access to Accountability Data Files, student score reports which includes the Student Data Files, Aggregate Data files, Student Record Labels and the Dynamic Score Reporting Site.
<input checked="" type="checkbox"/>	Public School Administrator	Highest level of access. Allows access to all functions of the site including view and modify ability where appropriate. Allows full access to both WIDA/AMS and DRG INSIGHT. Allows approval of system requests, modifying current users, disabling users and creating new users.
<input type="checkbox"/>	Public School Online Tech - AMS & INSIGHT Portal	Access to WIDA/AMS and/or DRG INSIGHT Portal to the CCS Device Toolkit. Access to WIDA/AMS and/or DRG INSIGHT Portal to the CCS Device Toolkit. The assessment access given will dictate if the user gets access to WIDA/AMS and/or DRG INSIGHT. There is no Secure Site Access.
<input type="checkbox"/>	Public School Online Test Admin-AMS & INSIGHT Por	Access to WIDA/AMS and/or DRG INSIGHT Portal to manage online testing including online sessions, print test tickets, select supports and accommodations and view testing status and in INSIGHT the Test Monitoring Application. The assessment access given will dictate if the user gets access to WIDA/AMS and/or DRG INSIGHT. There is no Secure Site Access.
<input type="checkbox"/>	Public School Online Test Administrator	Allows access to the Test Monitoring Application in the DRG INSIGHT Portal only. This role does not allow access to the OEAA Secure Site.
<input type="checkbox"/>	Public School Student Test Scores Only	Access to student score reports which includes the Student Data Files, Aggregate Data files, Student Record Labels and the Dynamic Score Reporting Site.
<input type="checkbox"/>	Public School Technology Pre-ID & Score Files	Access to upload Pre-ID File and student score reports which includes the Student Data Files, Aggregate Data files, Student Record Labels and the Dynamic Score Reporting Site.
<input type="checkbox"/>	Public School User Add/Modify - Assessments	Allows access to view all functions and the ability to pre-ID students for testing, create online testing sessions, unassign students from testing, order testing materials, submit issues through the Accountable Students and Test Verification process, print barcode labels, submit an incident report and off-site testing request, view student data files and Dynamic Score Reports.
<input type="checkbox"/>	Public School User View Only - Assessments	Allows access to view all functions including the Student Data Files, Aggregate Data files, Student Record Labels and the Dynamic Score Reporting Site. No system requests or modifications can be made with this role.

Additional Information

* Profile

Add access to one of my existing profiles

Create new profile with this access request

* Existing Profile Name

Select an Existing Profile Name

The District Administrator level, Public School Administrator, or Nonpublic School Administrator user will receive an email notification that the request for access has been submitted. The administrator level users will need to log into the OEAA Secure Site and review, deny or approve the request. When the request has been processed, you will receive an email.

District administrator level access requests are forwarded to the OEAA office to process.

After the request is approved, you can access the OEAA Secure Site from the MiLogin for Business Home page. It will be listed as a online service. If the request is not approved, the OEAA Secure Site will be listed on home page but when clicking on it, you will not have access to the OEAA Secure Site until your request is processed.

Step 5: Don't forget to bookmark the MiLogin for Business page for easy access.