

# OEAA Secure Site

## Manage User Access

Only a district administrator, public school administrator, and nonpublic school administrator level users can manage user access for their entities. It is the responsibility of the administrator level user for the district/school to approve, update, and remove access for staff for their district or school.

When searching for a user, it will ONLY be found if the user has logged into the Secure Site previously with their MEIS login and password, whether they have access or not. When a user is requesting access whether it is new access or a change, it is advised that they log into the OEAA Secure Site with their MEIS login and password and use the Request Access or the My Profile page to complete the request, even if they do not have access. Directions on how to request access can be found at [www.michigan.gov/securesitetraining](http://www.michigan.gov/securesitetraining).

District administrator level and nonpublic school administrator level users can only be removed by the Office of Educational Assessment and Accountability (OEAA). An email from the district superintendent or the nonpublic school administrator requesting the users access be deleted should be sent to [mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov).

1. Log into the OEAA Secure Site at [www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure) with your MEIS login and password
2. Select *Manage User Access* from the Security drop down

### Manage User Access

District administrator level users can manage users of all levels on the Secure Site, including deleting access with the exception of another district administrator level user. To remove a district administrator level user, the district superintendent would need to submit a request to [mde-oeaa@michigan.gov](mailto:mde-oeaa@michigan.gov).

To create a list of users, choose Entity from the Search Users By section, choose Enabled from the Profile Status section, ISD and District. For a school level list select the school and click the Search button at the bottom right.

Search Criteria

\* Indicates required field

\* Search Users By

Name

MEIS Login

Entity

Security Role

Email

\* Profile Status

All

Pending

Enabled

Disabled

\* Last Name

\* First Name

Search Reset

### Search by Name

1. In the *Search Users By* field, select Name
2. In the *Profile Status* section, select All
3. In the *Last Name field*, enter the users last name or a partial last name
4. In the *First Name field*, enter the users first name or a partial first name
5. Click the *Search* button at the bottom right

### Search by MEIS Login

1. In the *Search Users By* field, select MEIS Login
2. In the *Profile Status* field select All
3. In the *MEIS Login* field, enter the users MEIS login
4. Click the *Search* button at the bottom right

### Search by Entity (Create a List of Users for the District/School)

1. In the *Search Users By* field, select Entity

2. In the *Profile Status* field, select the status of the users you want the list to return. Most likely you will want only Enabled, to list users with current access.
3. If not already populated, select the ISD, District, and School from the drop downs. If you are a district level user, you are not required to select School.
4. Click the *Search* button at the bottom right

### Search by Security Role

1. In the *Search Users By* field, select Security Role
2. In the *Profile Status* field, select the appropriate status for your search
3. In the *Security Role* field, select the security role for your search
4. Click the *Search* button at the bottom right

### Search by Email

1. In the *Search Users By* field, select Email
2. In the *Profile Status* field, select All
3. In the *Email* field, enter the email address that you wish to search by
4. Click the *Search* button at the bottom right

### Actions after Search

After completing the search for a user(s) using one of the methods above, you can manage the user’s access.

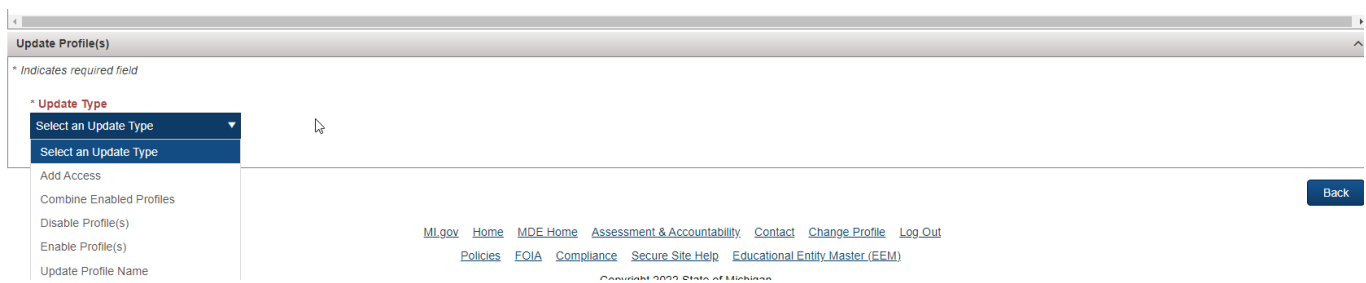


### Delete Access

1. Place a check mark in the first column to the left of the user’s name
2. Click the *Delete Access* button at the bottom right
3. A Success Message will display, click *Ok*
4. The user’s access has been removed and an email will be sent to the users email address as displayed in the OEAA Secure Site to verify the change in their access

### Add or Update Access

1. Place a check mark in the first column to the left of the user’s name
2. Click on the *Add or Update Access* button at the bottom right
3. The *User Access Details* will display for the record that was selected. Scroll to the bottom left.
4. From the Update Type drop down, select:



- a. **Add Access** – to add an additional role to the user’s account
  - i. From the *Entity Access Level*, select the appropriate level of access for the new role

- ii. Select the ISD, District, and School from the drop downs. If district was selected under the Entity Access Level, you will not select a school.
- iii. Click the *Search* button at the bottom right
- iv. Under the Add Access Details, select the role by placing a check mark under the first column to the left of the Role name. This will be the new role that will be added to the user's access. Notice that there is a description of each role to the right of the role name.
- v. After selecting a role, the *Assessment(s)* section will open. You can Select All or you can individually select the assessments that the user should have access to under the new role.
  - 1. Some assessments are tied to each other and if one is selected, the other will automatically select, such as PSAT 8 and M-STEP
- vi. If a user already has access, the *Profile* section will contain two choices, *Add the new access to an existing profile* or *Create a new profile name with this access*.
  - 1. Select *Add access to an existing profile* and the *Existing Profile Name* drop down will open to the right. Select the existing profile name from the drop down that you want to add the new role under.
    - a. Click the *Save* button at the bottom right.
  - 2. Select *Create new profile with this access* and the *New Profile Name* text box will open
    - a. Type in a profile name for this role. Keep in mind that if the user will have multiple profiles on their account, you should name it so that it is easily identifiable. Such as District View only or Elementary School View only. If they will have access to multiple districts, use the profile name to identify the district.
    - b. Click the *Save* button at the bottom right. An email will be sent to the user with the new or updated access.
  - 3. If wanting to add multiple ISD or districts to the user at one time, select *Add access to multiple ISDs* from the ISD drop down or select *Add access to multiple districts* from the District drop down
  - 4. Click the *Search* button at the bottom right
  - 5. Under the *Add Access Details* the list of all ISDs or all districts under the selected ISD will appear based on your access
  - 6. Select the ISDs or districts by placing a check mark under the first column to the left of the entity
  - 7. Scroll down to the *Role* section and select the role that should be applied to each of the selections for the user. Note that there is a description of each role in the column to the right of the role name.
- vii. After selecting a role, the *Assessment(s)* section will open. You can *Select All* or you can individually select the assessments that the user should have access to under the new role.
  - 1. Some assessments are tied to each other and if one is selected, the other will automatically select, such as PSAT 8 and M-STEP
- viii. If a user already has access, the *Profile* section will contain two choices, *Add the new access to an existing profile* or *Create a new profile name with this access*.

1. Select *Add access to an existing profile* and the *Existing Profile Name* drop down will open to the right. Select the existing profile name from the drop down that you want to add the new role under.
  - a. Click the *Save* button at the bottom right.
2. Select *Create new profile with this access* and the *New Profile Name* test box will open
  - a. Type in a profile name for this role. Keep in mind that if the user will have multiple profiles on their account, you should name it so that it is easily identifiable. Such as *District View only* or *Elementary School View only*. If they will have access to multiple districts, use the profile name to identify the district.
  - b. Click the *Save* button at the bottom right. An email will be sent to the user with the new or updated access.
- b. **Combine Enabled Profiles** – allows you to combine profiles for a user to simplify their login process
  - i. From the *Enabled Profile Names to Combine*, select the profile names that should be combined
  - ii. From the *Combine Within Profile Name*, select the existing profile that the selected profiles should be moved to
  - iii. Click on the *Save* button at the bottom right
  - iv. An email will be sent to the user with the change in their Secure Site access
- c. **Disable Profile(s)** – allows you to remove profiles from a user’s access without deleting all access
  - i. From the *Profile Name(s) to Disable*, select one or more profiles to be disabled
  - ii. Click the *Save* button at the bottom right
  - iii. An email will be sent to the user with the change to their Secure Site access
- d. **Enable Profile(s)** – allows you to enable profiles that had been disabled for a user
  - i. From the *Profile Name(s) to Enable*, you can select *Select All* or select one or more of the disabled profiles to enable without creating a new profile
  - ii. Click the *Save* button at the bottom right
  - iii. An email will be sent to the user with the change to their Secure Site access
- e. **Update Profile Name** – this will allow you to change a profile name to help the user better manage their access if they have more than one profile
  - i. From the *Current Profile Name* drop down, select the profile name that you desire to change
  - ii. In the *New Profile Name* field, type in the new profile name
  - iii. Click on the *Save* button at the bottom right
  - iv. An email will be sent to the user with the change to their Secure Site Access

### Who Can Update button?

1. Select the record for a user by placing a check mark in the first column to the left of the user record.
2. Click the *Who Can Update?* Button at the bottom right.
3. A pop-up window will open and will list the administrator level users for the district and/or school that can update the user’s access. It will also display the administrator level user’s email and phone number.
4. Click the *Close* button in the pop up to close it out.

### Download/Print

1. Use the *Download* button at the bottom of the page to download the User Access Details section results into an excel spreadsheet
2. Use the *Print* button at the bottom of the page to print the User Access Details section results

### Clear Filters and Sorts

1. Use the Clear Filters and Sorts button to clear one or more filters that were used to filter the columns of the results