

OEAA Secure Site

Manage User Access

The Manage User Access page is used to view, remove or change someone's level of access on the OEAA Secure Site. You can also create a list of users that have access to the district or schools within your authorization. Only a district administrator, public school administrator, and nonpublic school administrator level users can view and manage user access for their entities. It is the responsibility of the administrator level user for the district/school to monitor staff that access and review access when it is no longer needed.

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.

1. Once logged into the OEAA Secure Site, go to Manage User Access under the Security menu. You can search for a user using:
 - **Search by Name**
 - In the *Search Users By* field, select Name
 - In the *Profile Status* section, select the desired filter from the Profile Status
 - In the *Last Name field*, enter the users last name or a partial last name
 - In the *First Name field*, enter the users first name or a partial first name
 - Click the *Search* button at the bottom right
 - **Search by MiLogin User ID Login**
 - In the *Search Users By* field, select MiLogin User ID
 - In the *Profile Status* section, select the desired filter
 - In the *MiLogin* field, enter the users MiLogin
 - Click the *Search* button at the bottom right
 - **Search by Entity (create a list of users for the District/School)**
 - In the *Search Users By* field, select Entity
 - In the *Profile Status* section, select the desired filter from the Profile Status
 - If not already populated, select the ISD, District, and School from the dropdowns. If you are a district level user, you are not required to select School.
 - Click the *Search* button at the bottom right
 - **Search by Security Role**
 - In the *Search Users By* field, select Security Role
 - In the *Profile Status* section, select the desired filter from the Profile Status
 - In the *Security Role* field, select the security role for your search
 - Click the *Search* button at the bottom right
 - **Search by Email**
 - In the *Search Users By* field, select Email
 - In the *Profile Status* section, select the desired filter from the Profile Status
 - In the *Email* field, enter the email address that you wish to search by
 - Please note that the email address used is the email from the users MiLogin for Business account. This is managed by the user and may not be an accurate way to search for a user.
 - 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 a 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. All access to the OEAA Secure Site for the user selected will be removed. An email will be sent to the user's email address as displayed in the OEAA Secure Site to verify the change in their access

Add or Update Access

Under the Update column of the list of users, you can click on the *Update Assessment Access* link to add or remove specific assessments to the user's access. Please note that some assessments are locked together such as M-STEP and PSAT 8 so when click on one, the other will also be selected or deselected.

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* dropdown at the bottom left, 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 dropdowns. 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.
 1. 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. Some assessments are tied to each other and if one is selected, the other will automatically select, such as PSAT 8 and M-STEP
 - v. 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 dropdown 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 dropdown or select *Add access to multiple districts* from the District dropdown

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.
- vi. 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
- vii. 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* dropdown will open to the right. Select the existing profile name from the dropdown 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 one or more 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* dropdown, 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?

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

Update Assessment Access

Under the Update column, you can click on the Update Assessment Access link to add or remove specific assessments to the user's access. Please note that some assessments are locked together such as M-STEP and PSAT 8 so when click on one, the other will also be selected or deselected.