

OEAA Secure Site District Administrator Access Request

District Superintendent	District Administrator Applicant
<p><input type="checkbox"/> I commit to notifying mde-oeaa@michigan.gov when the applicant no longer needs this access.</p> <p><input type="checkbox"/> I delegate to the applicant the responsibility of ensuring that OEAA Secure Site users are aware of FERPA regulations and how they apply to the data available in the OEAA Secure Site and vendor systems used for state assessments.</p> <p><input type="checkbox"/> I delegate to the applicant the responsibility of managing access to the OEAA Secure Site for my district including approving or rejecting access requests and removing users when access is no longer needed.</p> <p><input type="checkbox"/> I delegate to the applicant the responsibility of ensuring that the OEAA Secure Site Security Agreement form is completed for each user requesting access to the OEAA Secure Site.</p> <p>Name: _____</p> <p>Signature: _____</p> <p>District Name: _____</p> <p>Date: _____</p> <p>Email: _____</p>	<p><input type="checkbox"/> I have read and accept the responsibilities of the District Administrator role in the OEAA Secure Site.</p> <p><input type="checkbox"/> I commit to comply with FERPA regulations in the use of the OEAA Secure Site and vendor systems used for state assessments; I will ensure that people who are granted access to these systems are aware of FERPA regulations and are compliant.</p> <p><input type="checkbox"/> I accept the responsibility to review and approve or reject access requests to the OEAA Secure Site within 30 days of being submitted. I will only approve access requests for people who need it to complete their responsibilities for state assessment.</p> <p><input type="checkbox"/> I accept the responsibility to review users of the OEAA Secure Site on a regular basis and remove users promptly that no longer need access.</p> <p><input type="checkbox"/> I accept the responsibility of verifying the completed OEAA Secure Site Security Agreement form for each person requesting access to the OEAA Secure Site.</p> <p>Name: _____</p> <p>Signature: _____</p> <p>District Name: _____</p> <p>Date: _____</p> <p>Email: _____</p>

To complete the process, log in to [MiLogin for Business](https://milogintp.michigan.gov/eai/tplogin/authenticate) (<https://milogintp.michigan.gov/eai/tplogin/authenticate>), launch the OEAA Secure Site service, and request the District Administrator role on the [Request Access](http://www.michigan.gov/securesitetraining) (www.michigan.gov/securesitetraining) page, with the completed forms attached.

- OEAA Secure Site District Administrator Access Request form
- OEAA Secure Site Security Agreement form

If you have questions or need assistance, contact OEAA at 877-560-8378 (select option 1) or email mde-oeaa@michigan.gov.