

OEAA Secure Site

Review Access Requests

District Administrator, Nonpublic School Administrator and Public-School Administrator level users are set up in the OEAA Secure Site to manage the district or school’s access to the OEAA Secure Site. If there is no active administrator level user for the district or school, then users within your district or nonpublic school will not be allowed to request access. It is important to always have one or more administrator level users active in the OEAA Secure Site to ensure staff can get the access they need in a timely manner.

Administrator level users will receive an email notification (verify your email address and update if needed) from the Secure Site each time a user requests access for an entity that they have administrator level access to. Requests that are not processed within 30 days will be deleted. If this happens, the user can submit their access request again.

To review and process access requests as an administrator level user:

1. Once logged into the OEAA Secure Site at www.michigan.gov/oeaa-secure, select Review Access Requests from the Security menu.
2. Without filtering, the screen should display all access requests that have been submitted based on the entities that you have administrator level access to. You can print or download the list if needed by using the buttons at the bottom right-hand side of the page.
 - a. District administrator level users will receive all district level requests to the entities they have administrator level access to and any school level access requests where there is no school administrator level user. They will also receive the public-school administrator level user access requests.
 - b. School administrators level users will receive all school level access that has been submitted for their school.
 - c. Nonpublic school administrators will receive all requests submitted to their nonpublic school.
 - d. Requests in red, are about to expire. All requests must be reviewed within 30 days of submission, or they will be automatically rejected and the user will need to request access again if needed.
3. From this page, you can approve, reject or and view and update the request, meaning make changes to the request before approving it.

SELECT	REQUESTER NAME	REQUESTER EMAIL	ADDITIONAL INFORMATION PROVIDED	REQUESTED ROLE	REQUESTED ISD	REQUESTED DISTRICT	REQUESTED SCHOOL	REQUESTED ASSESSMENT(S)	DATE REQUESTED
<input type="checkbox"/>			No	Public School User View Only - Assessments	Oakland Schools (83000)	Royal Oak Schools (63040)	Royal Oak Middle School (09740)	All assessments	08/01/2024 11:27 PM
<input type="checkbox"/>			No	District - Student Test Scores Only	Livingston ESA (47000)	Fowlerville Community Schools (47030)	All public schools	MI-Access, MI-Access FI, MI-Access P, MI-Access SI, M-STEP, PSAT 10, PSAT 8, PSAT 9, SAT, WIDA	08/02/2024 09:12 AM
<input type="checkbox"/>			No	District - Student Test Scores Only	Sanilac ISD (78000)	Declanville Community School District (78090)	All public schools	M-STEP, PSAT 8, SAT	08/05/2024 01:08 PM
<input type="checkbox"/>			No	District - Student Test Scores Only	Sanilac ISD (78000)	Marlette Community Schools (78140)	All public schools	M-STEP, PSAT 8, SAT	08/05/2024 01:08 PM
<input type="checkbox"/>			No	District - Student Test Scores Only	Sanilac ISD (78000)	Peek Community School District (78180)	All public schools	M-STEP, PSAT 8, SAT	08/05/2024 01:08 PM
<input type="checkbox"/>			No	District - Student Test Scores Only	Sanilac ISD (78000)	Sandusky Community School District (78210)	All public schools	M-STEP, PSAT 8, SAT	08/05/2024 01:08 PM
<input type="checkbox"/>			No	District - Student Test Scores Only	Sanilac ISD (78000)	Sanilac ISD (78000)	All public schools	M-STEP, PSAT 8, SAT	08/05/2024 01:08 PM
								Early Literacy, Field Test	

Review the user’s details such as **name, email address, and phone number** to verify that this is a user that needs access as part of their responsibilities. If the email address and/or phone number is a personal one or from a previous district/school, you may want to ask them to update it in MEIS at <https://mdoe.state.mi.us/MEIS/Login.aspx> to the school email address and phone number. The Secure Site uses the email address from MEIS for communications to the user, including the approval or denial along with directions related to their access request.

Under the **Requested Role** column, the role listed is a link, you can click on the role name and a window will pop up with the description of the role. If it does not pop up, make sure you have pop up blockers turned off for the OEAA Secure Site.

If there is a Yes under the **Additional Information Provided** column, you can click on the link to read any additional information that was provided by the user. This may be additional information that was provided by the requestor to identify the individual or the reason they need access.

From this table, you can approve or reject multiple requests at one time. After verifying the information provided in the table and if you do not need to change anything, you can select the request(s) by clicking in the box under the Select column and click the **Approve Request** or the **Reject Request** button. When rejecting a request, a text box will appear and you can type in an explanation of why the request is being rejected. This explanation will appear in the email that is received by the person requesting the access.

If you want to review the request further and possibly make changes to the entity, role, or assessments requested, select the record by clicking in the box under the **Select** column to the left of the requesters name and click on the **View or Update Request Details** button

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

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STATUS	ROLE	ISD	DISTRICT	SCHOOL	ASSESSMENT(S)	ADDITIONAL INFORMATION	DATE REQUESTED
Pending with this request	District - Student Test Scores Only	Sanilac ISD (76000)	Marlette Community Schools (76140)	All public schools	M-STEP, PSAT 8, SAT	(Not provided)	08/05/2024 01:08 PM

Page size: 150 1 items in 1 pages [Clear Filters and Sorts](#)

Approve, Reject, or Update This Request [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:

Role description: Access to student score reports which includes the Student Data Files, Aggregate Data files, Student Record Labels and the Dynamic Score Reporting Site.

* Assessment(s)
 Access to M-STEP, SAT, and PSAT 8 is always granted together.
 Select All
 ACT Field Test Mi-Access FI PILOT W-APT
 Early Literacy K/WIDA Screener Mi-Access P PSAT 10 WIDA
 EL Screener MEAP Mi-Access SI PSAT 8 WIDA Screener
 ELPA MEAP-Access MME PSAT 9 WorkKeys
 ELPAS Mi-Access M-STEP SAT

* Review Status

[Submit](#) [Reset to Original Request](#)

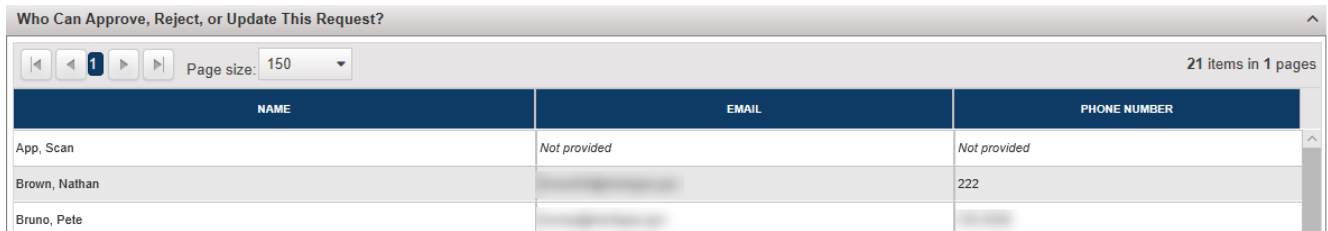
From here, you can change the role, district or school, and/or the assessments that were requested.

Once you are satisfied with the request, you can Approve or Reject from the **Review Status** dropdown. If rejecting the request, a text box will open allowing you to put in an explanation for rejecting the request.

Click the **Submit** button.

Scroll down to see a list of users under the *Who Can Approve, Reject, Or Update this Request?* section. These are users that have district or school administrator level access that can process this specific request also. The contact information is also provided so, if necessary, you can reach out and work with another administrator level user to process the request or ask questions.

Note that there may be more than one person that can process a request and once it is processed, it will no longer be pending.



The screenshot shows a table with the following data:

NAME	EMAIL	PHONE NUMBER
App, Scan	Not provided	Not provided
Brown, Nathan	[REDACTED]	222
Bruno, Pete	[REDACTED]	[REDACTED]

If a school administrator level user no longer needs the access, then a district administrator should disable their account.

If a district administrator level user no longer needs the access, then have the district superintendent email mde-oeaa@michigan.gov and ask that the user's access be removed.