

Michigan Department of Education
Office of Educational Supports
NexSys/MEGS+ Security Levels/Authorization Structure

Level 5 – Authorized Official

- Manage MEGS accounts for district/agency
- Designate Application Administrators (Level 4)
- Initiate applications
- Assign lower security levels to allow edit or view status
- Add users to MEGS
- Submit, amend, and delete applications, amendments, and/or reports
- Access to all district applications

Level 4 – Application Administrator

- Responsible for managing the application
- Initiate assigned applications for own agency
- Start modifications or amendments
- Assign other users to participate in the grant writing or review process
- Initiate and submit reports
- Notify Authorized Officials to submit applications, modifications, and amendments
- Can NOT: submit applications; assign other Level 4s

Level 3b – Consortium/Grant Member Program Coordinator

- The fiscal agent can add users from consortia organizations
- Permission to work on their budget and narrative only
- Can save to no other portions of the grant

Level 3 – Consortium/Grant Member-Authorized Official

- All Authorized Officials from Consortia Members are automatically added to the grant with view permissions

Note: Level 3b and Level 3 are only used for applications supporting a consortium, grant member or regional provider structure.

Level 2 – Grant Writer

- Ability to input and edit any data

Level 2c – Financial Officer

- Ability to input and edit budget data

Level 1 – Viewer

- Can view all parts of the application
- Cannot input or edit any information