



# NexSys, Grant, Application & Cash Management System Security Access Form



**Entity Agreement Number:** \_\_\_\_\_ **Entity Name:** \_\_\_\_\_

**Applicant Printed Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

\*Instructions for completing or verifying a MILogin for Third Party or Michigan Education Information System (MEIS) account can be found on page 2 of this document.

**Step 1.** Create a MILogin for Third Party account, navigate to: <https://milogintp.michigan.gov>

Applicant MILogin User ID: \_\_\_\_\_

**Step 2.** Create a MEIS Account, go to the following URL: MEIS - <https://mdoe.state.mi.us/MEIS/Login.aspx>

Applicant MEIS number: A \_\_\_\_\_

**Step 3.** Acknowledgement:

I agree to protect my user identification and password from unauthorized use. I understand all activity under my user ID is my responsibility and is tracked in the NexSys and MEGS+ systems. All information I obtain from the system(s) shall be used only in the proper conduct of my organization's business.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Step 4.** Superintendent, School Board President, or Chief Operating Officer Approval:

I approve that the above individual is authorized at the following security level(s) in NexSys and/or MEGS+. (Select all that apply).

\_\_\_\_\_ **Authorized Official:** Individual who will serve as the Authorized Official for your organization. This role includes the authority to assign secondary access to the NexSys and MEGS+ systems with your organization; and has the authority to electronically sign and approve the submissions for grant applications, certifications, and reports within the NexSys and MEGS+ systems. **Each organization may designate a maximum of two Authorized Officials. A separate form must be submitted for each Authorized Official.**

If this individual is a replacement for an existing Authorized Official, please complete the following:

Replacement for: \_\_\_\_\_

Previous Authorized Official should be classified as:

\_\_\_\_\_ No longer with organization \_\_\_\_\_ A member of our organization, no longer an authorized official

\_\_\_\_\_ **Accounting Entity Certifier:** Individual assigned to draw funds, report expenditure data, and assign internal secondary security access in NexSys. This individual is also responsible for reporting expenditure data and requesting funds via the Internet, certifying that the expended amounts are correct and properly charged to the projects listed.

If this individual is a replacement for an existing Accounting Entity Certifier, please complete the following:

Replacement for: \_\_\_\_\_

I attest that the above-named individual is authorized to submit grant applications, certifications, reports and/or expenditure information, and cash requests to the MDE and to assign security privileges to other individuals within this organization.

**\*Authorized Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_



## NexSys, Grant, Application & Cash Management System Security Access Form



### Instructions for Completion and Submission of the Security Access Form:

- Please complete this form fully before submission.
- The Applicant's signature date must be prior to or the same day of the Authorized Signature date.
- While the request form may be used for both an entity Authorized Official and an Accounting Entity Certifier, please only request the needed permissions.
- Each entity may only have two Authorized Officials. If requesting Authorized Official access, please be certain to include the name of the Authorized Official that is being replaced and include how the replaced Authorized Official should be re-classified.
- **\*Authorized Signatures:** The appropriate authorized signatures for different entity types are as follows:
  - Public School Districts: Superintendent
  - Public School Academies: School Board President
  - Nonpublic Schools: Principal or Director
  - Other non-school organizations: Chief Operating Officer
  - Institutes of Higher Education: President
- **Please note:** Security forms only need to be submitted for Authorized Officials or Entity Certifiers. All other security levels may be assigned in the system for entity users by the Authorized Official or Entity Certifier.

Once the form has been completed it should be emailed to: [MDE-NexSys-Applications@Michigan.gov](mailto:MDE-NexSys-Applications@Michigan.gov)  
Questions regarding Accounting Access should be directed to: [MDE-NexSys-Accounting@Michigan.gov](mailto:MDE-NexSys-Accounting@Michigan.gov)  
Questions regarding Application Access should be directed to: [MDE-NexSys-Applications@Michigan.gov](mailto:MDE-NexSys-Applications@Michigan.gov)

### Instructions for Accessing NexSys:

In order to access NexSys users must have created both a MILogin for Third Party Account and a MEIS account. Links to create these accounts are noted below:

- To verify or create a MILogin for Third Party account, navigate to: <https://milogintp.michigan.gov>.
- 1a. To verify an existing MILogin account, log into MILogin for Third Party and ensure the account is valid. If you need assistance call the MILogin Help Line at (517) 241-9700 or (800) 968-2644.
  - 1b. To create a new MILogin for Third Party account, click on the "SIGN UP" link and follow the instructions.

- To verify or create a MEIS Account, go to the following URL: MEIS - <https://mdoe.state.mi.us/MEIS/Login.aspx>
- 2a. To verify an existing MEIS account, log into MEIS and ensure the account is still valid.
  - 2b. To create a new MEIS account, click on the Create New Account link and follow instructions.

Once a user had completed the above steps, they must then link their MILogin for Third Party and MEIS accounts in MILogin for Third Party. This step is required in order to access NexSys. Further detailed instructions on how to create a MILogin for Third Party account, link the account to the MEIS account and gain access to NexSys are located on the NexSys website: [Michigan.gov/MDE-NexSys](http://Michigan.gov/MDE-NexSys). If further assistance is needed for linking accounts and gaining access to NexSys please email: [MDE-NexSys-Applications@Michigan.gov](mailto:MDE-NexSys-Applications@Michigan.gov)