

Disabling and Changing User Access OEAA Secure Site

Changes to a user’s role or assessment access along with disabling a user when they no longer need access is the responsibility of the district or school administrator level user. Disabling of a district administrator can only be done by the OEAA office. An email should be sent to mde-oeaa@michigan.gov to by the district superintendent to disable a district administrator level’s access.

1. Log on to the OEAA Secure Site at www.michigan.gov/oeaa-secure
2. Select *Manage Current Access* from the *Security* menu at the top
3. Search for the user using the Login ID, if known, or enter a few letters of the first name and a few letters of the last name, click the *Search* button at the bottom right.

Manage User Profiles

If the user does not already exist in the Secure Site, click on [Create New Profile](#). [Page Instructions](#)

Search Criteria

* Indicates required field

Login ID <input type="text"/>	Last Name <input type="text"/>	First Name <input type="text"/>	Role Select a Role ▼
ISD Select an ISD ▼	District Select a District ▼	School Select a School ▼	Profile Status All ▼

Tip: If you only select the ISD, District, and school and click search, this will produce a list of all users within district or school (depending on the selection).

4. The search results will list all user profiles matching the information entered. Find the correct user and click on the *Update Profile* link to the far left of the user’s name.

Search Results

SELECT	VIEW/UPDATE	NAME	LOGIN	PROFILE NAME	ENABLED	ROLE(S)
<input type="checkbox"/>	Update Profile	Foote, Tina	footetin	BAA Project Manager	Yes	BAA Project Manager
<input type="checkbox"/>	Update Profile	Foote, Tina	footetin	District Modify	Yes	District User Add/Modify - Assessments

5. To **delete partial access** without disabling the user’s entire account, select the entry you want to delete by placing a check in the check box in the first column to the left of each entry to be deleted. Click the *Delete Access* button at the bottom right.
6. To **disable** the user entirely, click on the *Disable* button at the top right next to the Profile Status field.

Profile Details

Name: Tina Foote Phone Number: [Redacted] Email: [Redacted] Login: [Redacted]

Profile Name: School Modify Save Name Profile Status: Enabled Enable Disable

Current Security Access

Select All Unselect All

	ROLE	ISD	DISTRICT	SCHOOL	ACCESS GRANTED	NO ACCESS	UPDATE
<input checked="" type="checkbox"/>	Public School User Add/Modify - Assessments	Barry ISD (08000)	Delton Kellogg Schools (08010)	Delton Kellogg Elem. School (00901)	ELPA, ELPAS, Interim Mid, Interim Post, Interim Pre, KEA, MEAP, MEAP-Access, MI-Access, MI-Access FI, MI-Access P, MI-Access SI, MME, PLAN, SCAS, W-APT, WIDA, M-STEP, ACT, WorkKeys, PILOT, WIDA Screener, EL Screener	PSAT 9, PSAT 10, Early Literacy, SAT	Assessment Access
<input type="checkbox"/>	Public School User Add/Modify - Assessments	Barry ISD (08000)	Delton Kellogg Schools (08010)	Delton-Kellogg High School (00900)	ELPA, ELPAS, Interim Mid, Interim Post, Interim Pre, KEA, MEAP, MEAP-Access, MI-Access, MI-Access FI, MI-Access P, MI-Access SI, MME, PLAN, SCAS, W-APT, WIDA, M-STEP, ACT, WorkKeys, PILOT, WIDA Screener, EL Screener	PSAT 9, PSAT 10, Early Literacy, SAT	Assessment Access

- To add **additional access** or change the access level, scroll to the bottom left of the page and select the *Role* from the drop down. Role name and descriptions can be found at www.michigan.gov/securesitetraining.
- Select the ISD, District and if you have selected a school level role select the School from the drop downs. Note the *Assessments* section has now opened below the drop downs.
- From the *Assessments* sections that has opened, click in the "Select All" check box or select each assessment the user will need access to the in the OEAA Secure Site. Assessment names and descriptions can be found at www.michigan.gov/securesitetraining.
- Click the *Add Access* button at the bottom right.

Public School User View Only - Assessments Wayne RESA (82000) Detroit Public Schools Community District (82015) Bagley Elementary School (00168)

ELPA, ELPAS, Interim Mid, Interim Post, Interim Pre, KEA, MEAP, MEAP-Access, MI-Access, MI-Access FI, MI-Access P, MI-Access SI, MME, PLAN, SCAS, W-APT, WIDA, M-STEP, ACT, WorkKeys, PILOT, WIDA Screener, EL Screener

PSAT 9, PSAT 10, Early Literacy, SAT

Assessment Access

Page size: 50 4 items in 1 pages

Delete Access Download Print

Add Security Access

* Indicates required field

* Role: District User View Only - Assessm...

* ISD: Barry ISD (08000)

* District: Delton Kellogg Schools (08010)

* Assessments

Select All

ACT Interim Post MI-Access FI PILOT SCAS

Early Literacy Interim Pre MI-Access P PLAN W-APT

EL Screener KEA MI-Access SI PSAT 10 WIDA

ELPA MEAP MME PSAT 9 WIDA Screener

ELPAS MEAP-Access M-STEP SAT WorkKeys

Interim Mid MI-Access

A list and description of available roles and assessments can be found at www.michigan.gov/securesitetraining.

Add Access

- An email will be sent to the user's email address in MEIS informing them their access has been updated on the OEAA Secure Site.
- If you are assigning a user a role for AMS and/or eDIRECT (online management system for WIDA ACCESS, WIDA Screener, MI-Access and M-STEP online assessments) a separate email will be sent from Data Recognition Corp (DRC) within 2 business days with the user's login, password and link for AMS and/or eDIRECT.