## 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 <a href="mailto:mde-oeaa@michigan.gov">mde-oeaa@michigan.gov</a> to by the district superintendent to disable a district administrator level's access.

- 1. Log on to the OEAA Secure Site at <a href="https://www.michigan.gov/oeaa-secure">www.michigan.gov/oeaa-secure</a>
- 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.

## If the user does not already exist in the Secure Site, click on Create New Profile. Search Criteria \* Indicates required field Login ID Last Name First Name Role Select a Role ISD District School Profile Status Select an ISD Select an I

## Create New Profile

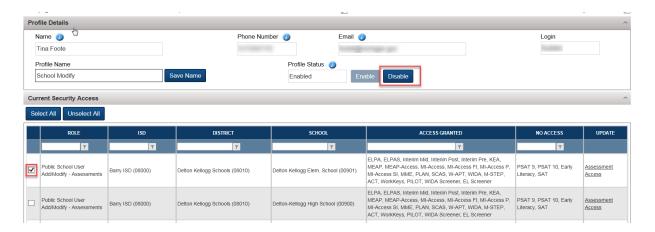
**Tip:** If you only select the ISD, District, and school and click search, this will produce a list of all users within district or school (depending on the selection).

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.

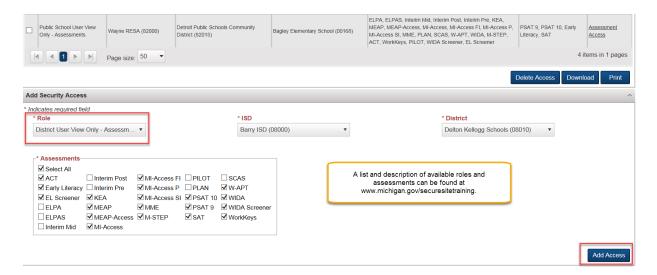


- 5. To <u>delete partial access</u> without disabling the user's entire account, select the entry you want to delete by placing a check in the check box in the first column to the left of each entry to be deleted. Click the Delete Access button at the bottom right.
- 6. To <u>disable</u> the user entirely,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

Manage User Profiles



- 7. To add <u>additional access</u> 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.
- 8. 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.
- 9. 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.
- 10. Click the Add Access button at the bottom right.



- 11. 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.
- 12. 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.