

## Directions for adding unique agreement code for each building

MICIP administrator would start by finding the administrative setting.

- To find the administrative setting, click the Hi, [User Name](#), then click on administrative setting. The [district builder](#) tab is the first thing that appear.

The screenshot shows the MICIP Administrator Settings page for Grand Ledge Public Schools. The 'District Builder' tab is selected. The page displays a list of schools with the following details:

Name	Type	Entity Code	Status	Action
Delta Center Elementary School	School - School	00898	Open-Active	Edit
Eaton County Youth Facility	School - School	02502	Open-Active	Edit
Grand Ledge High School	School - School	01457	Open-Active	Edit

- Click on edit for each building and add agreement code. Save changes.

The 'Edit Unit' form contains the following fields and options:

- Name: Delta Center Elementary School
- Type: School
- Entity Code: 00898
- Agreement Number: (Empty field)
- Status: Open-Active

Buttons: Delete Unit, Save Changes









- If you need your building agreement number, go to EEM, search for district, and select building. Agreement number is located here.

EEM Home > Entity EEM-Search > Entity

### Delta Center Elementary School (00898) LEA School

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\* = Required

Official Name of Entity 		
Delta Center Elementary School		
Entity Code 	LEA District 	
00898	Grand Ledge Public Schools (23060)	
Ownership 	REMC Code 	Agreement Number 
Owned	13	230600898
County (Code) 	ISD District 	Locale Code 