



**Michigan Online Education Certification System (MOECS)
Access Form for Substitute Staffing Providers.**

Step 1. Each assigned personnel must have a Michigan Education Information System (MEIS) account to complete this form. **If you have a MEIS account or have access to MOECS for business/personal use, there is no need to create a new account. Go to Step 2.**

If you do not have a MEIS account, go to the [MEIS login page](#) and click on “Create a New MEIS Account” and follow the directions to set up your account.

Step 2. ISD/ESA, Nonpublic School, PSA or LEA that you’re requesting access for:

District Name: _____

District Code: _____

Step 3. Individual Requesting Authorization Information:

Name: _____

Substitute Staffing Provider Name: _____

Email: _____

Title: _____

MEIS Account Number: _____

Step 4. In order to receive authorization to access MOECS, the user must sign this agreement.

