

Academic Year 2024-25
Michigan Achievement Skills Scholarship School/Eligible Training Provider
MiSSG Security Access Request Form

Section 1: School/Eligible Training Provider Information

School/Eligible Training Provider Name

NOTE: If your school/eligible training provider has multiple locations, please provide a form for **each** location.

Address

School/Eligible Training Provider Phone

School/Eligible Training Provider Web Site (optional)

Section 2: Signature and Acknowledgement

I certify that each person(s) listed on the employee access roster is an employee of the school/eligible training provider and is authorized to have access to MiSSG. Additionally, I understand that MiSSG data, information, and reports are confidential and should be handled as such. I understand it is my responsibility to notify MI Student Aid when an employee's account should be terminated.

By completing this form, I am opting my institution's qualifying training programs into Michigan Achievement Skills Scholarship. By opting in, I acknowledge my institution will receive payments on the payment dates outlined for our program.

Owner/Financial Aid Award Contact/Financial Aid Director

Title

Signature of the Owner/Financial Aid Award Contact/Financial Aid Director

Date of Signature

Section 3: Submit this Form

- 1. Complete Section 5.**
- 2. Email this completed form to MI Student Aid at mistudentaid@michigan.gov.**

Section 4: Instructions for Section 5 Below

Emails: Indicate 'YES' to receive automatic student transfer emails. This provides a notification when a student transfers to your school/eligible training provider in MiSSG.

List employees who will have access to MiSSG and what security level they will have for each program. If your school/eligible training provider does not have a financial aid director, please include the person responsible for handling student scholarship and/or student financial information.

Security Level Key: Administrator 1 (A1), Update 1 (U1), View-Only (VO), and No Access (NONE).

Security Level Access Descriptions:

View-Only (VO) Users

Send MiSSG emails, view award program data, view school profile, view school transactions, history, and payments, view student records, transactions, and payments, view school/eligible training provider eligibility rosters.

Update (U1) Users

View and perform everything that 'View-Only' users can, update school profile, contact information, and records, add comments, clear ineligibility reasons from student records (such as citizenship, residency, etc.), certify student enrollment and award amounts, request reimbursements, receive payment emails, request award reinstatement.

Administrator (A1) Users

View and perform everything that 'View Only' and 'Update' users can, make award payment adjustments, edit the school/eligible training provider's annual budget.

