

# Grant Electronic Monitoring System (GEMS) / Michigan Administrative Review System (MARS)

Welcome to GEMS/MARS!

Grant Electronic Monitoring System / Michigan Administrative Review System  
Michigan Department of Education

Login Screen Search Tip (\*) - Required Sep-05-18

The Michigan Department of Education (MDE) is required by law to monitor implementation of Federal and State programs at the local level to ensure funds and other resources are spent or used appropriately in accordance with State and Federal law and Education policy. GEMS/MARS is the Grant Electronic Monitoring System / Michigan Administrative Review System and supports this monitoring process. To access the GEMS/MARS application, you **must** have a valid MEIS ID and an 'Active' user status in GEMS/MARS.

If you have any problem accessing the application, please contact the **GEMS Help Desk** at (517) 241-6270 or at **MDE-GEMS@michigan.gov**. Please include your full name and complete telephone number (with area code) when you contact the Help Desk.

Additional support can be found at: [www.michigan.gov/gems-mars](http://www.michigan.gov/gems-mars). This website includes basic help documentation, as well as the necessary security authorization forms to get access to the system.

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Users need to have a MEIS User Name and Password. If you have a MEIS account, skip to [GEMS Login](#).

## Create a New MEIS Account

If you don't have a MEIS Account, it's just a few quick steps.

- Enter First and Last Name then Submit

Michigan Education Information System  
Michigan Department of Education

### Create a New MEIS Account

MEIS accounts are uniquely generated from the information you provide. Please **NEVER** share this information with anyone.

**Note:** All accounts **MUST** be individual user accounts. Accounts found that appear to be 'generic' (i.e. accounts that have school names, etc. entered in the Last Name / First Name fields) will be removed during periodic audits.

Please provide us with your Name.

\* = Required

\* First Name:

\* Last Name:

Submit Cancel

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## GEMS Login

- Return to the GEMS/MARS Login screen.
- Enter User MEIS Name and Password, then select OK.

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[Security Authorization Form for Sub-Recipient Users](#)  
[Security Authorization Form for Sub-Recipient Administrators](#)

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## GEMS/MARS User Profile

- Most of your GEMS/MARS User Profile comes from MEIS. However, update Display name if desired.
- Select your Role, Designation/Title, and Office.
  - Hint: Click on 3-dot box. Mark your choice, it will self-populate. If the box with choices does not appear, you may have to remove a popup blocker.
- Click Save.

User Information

Login Name :	TestGEM3	Last Name :	Test
First Name :	GEMS4	Address Line 2 :	
Address Line 1 :	123 Main Street	State :	MI [v] Zip 1 : 12345 Zip 2 :
City :	Lansing	Fax :	
Phone :	(123) 123-1234 Ext. :	*Designation / Title :	[v]
e-Mail Address :	squlier@michigan.gov	*Office :	[v]
*Display Name :	G Test		
*Role :	[v]		

Click here to return to Home Page

Save Cancel

User Name : TestGEM3

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## Sub-Recipient/Sponsor Section

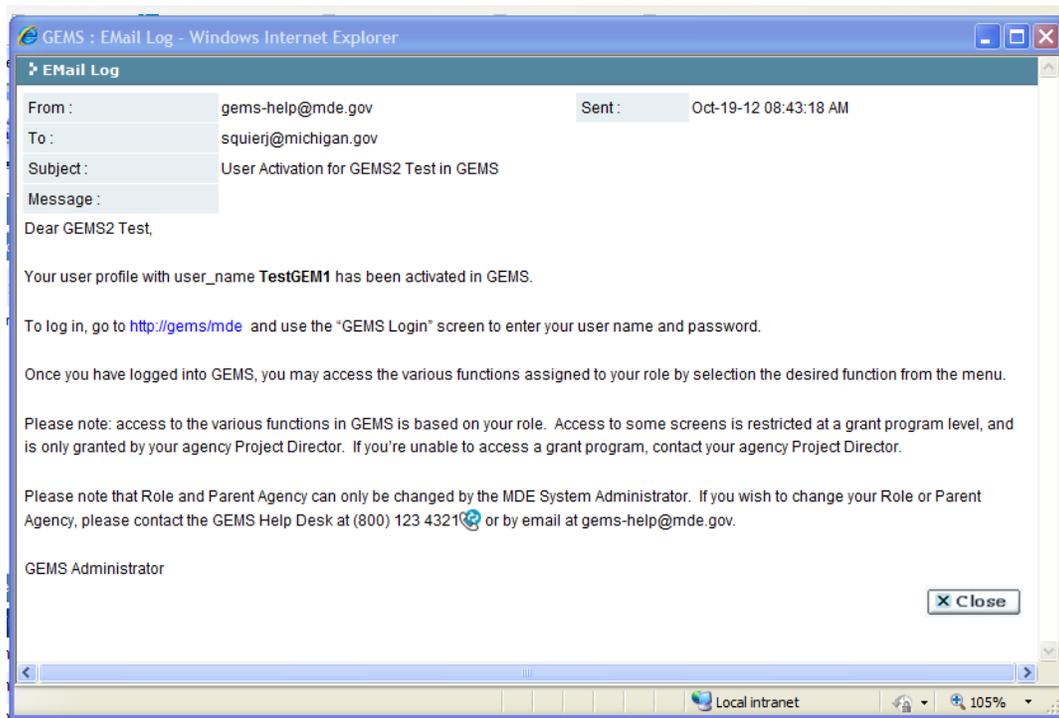
- In the Sub-Recipient/Sponsor page, click on 3-dot box, a box will appear.
- Put in your district code, mark the district when it appears. It will self-populate.
- Enter one or more subs. One sub-recipient must be marked as primary (even if only one is entered).
- Select Save. This will log you out of the system.
  - The GEMS team, or your administrator, will then need to activate your security access before being able to log in.

## Security Authorization Form(s)

- Only, two Sub-Recipient Administrators are allowed by MDE per district.
- To be granted security authorization as a Sub-Recipient Administrator or Sub-Recipient User, fill out the appropriate security form located on the [GEMS/MARS Website](http://www.michigan.gov/gems-mars) at [www.michigan.gov/gems-mars](http://www.michigan.gov/gems-mars).
- The form must be signed by the district superintendent or Chief Operating Officer, and your MEIS profile must be completed for access. Scan and email the form to [MDE-GEMS@Michigan.gov](mailto:MDE-GEMS@Michigan.gov).
  - Form processing takes approximately 24-48 hours using this method.
  - If you do not have access to scanner/email you can fax your form to 517-241-0496. Form processing takes approximately 48-72 hours using this method.
  - **Please note:** Each form is reviewed and cross-checked against MEIS.

## Notification

- You will receive an email (as shown) to inform you when activated.
- You may now login and use GEMS/MARS.



## GEMS Help

### Links:

To GEMS/MARS login screen:

<https://mdoe.state.mi.us/GEMS/>

To GEMS/MARS website:

<http://michigan.gov/gems-mars>

To MEIS login screen:

<https://cepi.state.mi.us/MEIS/login.aspx>

### Contact Us:

By Email: [MDE-GEMS@michigan.gov](mailto:MDE-GEMS@michigan.gov)

By phone: 517-241-6270