



STATE OF MICHIGAN  
DEPARTMENT OF EDUCATION  
LANSING

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GOVERNOR

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STATE SUPERINTENDENT

**MEMORANDUM**

**DATE:** April 5, 2018

**TO:** Local and Intermediate School District Superintendents  
Public School Academy Directors

**FROM:** Kyle L. Guerrant, Deputy Superintendent *KG*

**SUBJECT:** Michigan Electronic Grant Systems–*Plus* (MEGS+) Security Level Consolidation

The Michigan Department of Education (MDE) will be consolidating the MEGS+ and Child Nutrition Application Program (CNAP) security roles in MEGS+. For the last six years MEGS+ has been working with two separate security structures, one for grant-based applications and one for school nutrition applications. This consolidation will transition the CNAP security levels to an appropriate MEGS+ security level and then remove the CNAP security levels from the system.

The security structure in MEGS+, will range from MEGS+ Level 1 Read Only through MEGS+ Level 5 Agency Authorized Official. A conversion chart that shows the changes to the security level structure is attached. This document can also be found on the MEGS+ system under the Training Materials link (upper righthand corner).

All agencies are encouraged to review their current active contacts and deactivate users no longer associated with their agency. In the MEGS+ system, select the Agencies link (upper righthand corner), select your agency's name, and then select Agency Contacts.

If an agency needs to add or change one of their Authorized Officials they must complete a MEGS Security Authorization form. This form can be found on the MDE website: [Michigan.gov/MEGSplus](http://Michigan.gov/MEGSplus).

Please note, there is no required action by any MEGS+ users. These changes will take place the week of April 16, 2018. If you should have any questions, concerns or problems after the conversion please contact the Grants Coordination and School Support unit at 517-373-1806 or email [MEGS@Michigan.gov](mailto:MEGS@Michigan.gov).

Attachment

cc: Michigan Education Alliance

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# Michigan Electronic Grant System - *Plus*

## MEGS+

### Security Conversion At-a-Glance

If Your Current CNAP Agency Level is...	Your Updated MEGS+ Agency Level Will Be...
CNAP Level 3 (Application Administrator)	MEGS+ Level 5, if your agency DOES NOT have any current MEGS+ Level 5s.
	Or, MEGS+ Level 4, if your agency DOES have current MEGS+ Level 5s.
CNAP Level 2	MEGS+ 2
CNAP Level 1	MEGS+ 1

### Permissions At-a-Glance

MEGS+ Application Security Level	Application Level Security Permissions
MEGS+ Level 5	Initiate, edit, save, submit, modify and amend any agency application
MEGS+ Level 4	Initiate, edit, save, modify and amend any agency application. Submit Child Nutrition Program applications. Must be assigned to application
MEGS+ Level 2	Edit and save data Child Nutrition Program applications Must be assigned to application
MEGS+ Level 1	Read Only access

To confirm your Agency Security Level, while logged in to MEGS+:

- Click "Agencies" in the upper righthand corner
- Click on your Agency's name
- Click on Agency Contacts