



To request access to the OEAA Secure Site, you will need a MEIS account. If you do not have a MEIS account or are not sure what your MEIS login and/or password is, you can get it at <https://mdoe.state.mi.us/MEIS/Login.aspx>.

If you are requesting **District Administrator level access**, the [District Administrator Level Access form](#) must be completed by you and the district superintendent. If you are requesting **Nonpublic School Administrator level access**, the [Nonpublic School Administrator Level Access form](#) must be completed by you and the nonpublic school principal or administrator. The form will be required to be uploaded with the request using the Attach Documents section at the bottom of the page.

1. Log into the Secure Site at [www.michigan.gov/oeaa-secure](http://www.michigan.gov/oeaa-secure) with your MEIS login and password. Either the My Profile page or the Request Access page will come up. If the My Profile page comes up, scroll, down to the bottom right and click on Request Additional Access button.
2. From the Entity Access Level drop down menu, select District, Public School or Nonpublic school based on access to entities that you need.
3. From the ISD drop down, select the ISD, from the District drop down, select the District. If you are requesting access to a school or to a nonpublic school (based on what you selected in #2, you will be required to select a school from the School drop down. Note that at the top of each of the drop down options, you can select the option to request access to multiple ISDs, multiple districts and multiple schools.

The screenshot shows a 'Search Criteria' form with the following fields:

- Entity Access Level:** A radio button selection with options: District, Public School (selected), and Nonpublic School.
- ISD:** A dropdown menu with the selected option: 'Request access to multiple ISDs'.
- District:** A dropdown menu with the selected option: 'Request access to multiple districts'.
- School:** A dropdown menu with the selected option: 'Request access to multiple schools'.

At the bottom right of the form are 'Search' and 'Reset' buttons. A legend at the top left indicates that an asterisk (\*) denotes a required field.

4. Click on the Search button at the bottom right.
5. A list of roles with descriptions will open. Select one or more roles based on your need.
6. Under the Assessment(s) section, select the assessments that you will need access to in the Secure Site. You may notice when you select one, other assessments that apply may also be automatically selected.
7. In the Additional Information text box, you may wish to include some additional information as to why you need the access, what your responsibilities on the Secure Site may entail or if you are with the ISD or a data warehouse and the person receiving the request may not recognize your name.
8. If you already have a profile, under the Profile section you can chose to have the access you are requesting added to an existing profile by selecting “Add access to one of my existing profiles” and then select the profile it should be added to from the Existing Profile Name drop down.

If you do not want it added to an existing profile, select “Create new profile with this access request” and then type in the profile name you would like the profile to be named. For example, Queen of M-STEP. Please do not use social security numbers or any sensitive information as a profile name.

9. Click the Submit button at the bottom right after making all selections.
10. The request for access is sent to the District Administrator, School Administrator, or Nonpublic School Administrator level user for the district or school depending on your request. If there is no administrator level user active for the school, a failure message will appear that an administrator must be set up before you can request access. Please work with your district assessment coordinator and district superintendent to have one identified and submit access. Once there is a district, school, or nonpublic school administrator in the Secure Site, you will need to resubmit your request.
11. All access requests that have not been processed within 30 days will be deleted.

## My Profile

[Page Instructions](#)

**User Details**

Name:     Email:     Phone Number:     MEIS Login:

**Update Profile(s)**

**My Profile(s)**

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SELECT	PROFILE NAME	PROFILE STATUS	ROLE	ISD	DISTRICT	SCHOOL	ASSESSMENT(S)	NO ACCESS	UPDATE
<input type="checkbox"/>	Public School Administrator test	Enabled	Public School Administrator	Bay-Arenac ISD (09000)	Pinconning Area Schools (09090)	Linwood Elementary School (02236)	All assessments	-	-

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## Request Access

After submitting the request for access to the Secure Site, an email notification will be sent to the district and school administrator level users of the site. The administrator level user will log in to the Secure Site and accept or deny the request. You will receive an email from the system once the request has been reviewed. The email will go to your email address in MEIS. If you need to verify or update your email address, please login to your [MEIS account](#) to do so.

[Page Instructions](#)

### List and Description of Roles Available

**User Details**

Name:     Email:     Phone Number:     MEIS Login:

**Search Criteria**

\* Indicates required field

\* Entity Access Level **2**

District     Public School     Nonpublic School

\* ISD **3**

\* District

\* School

**4**

* SELECT <b>5</b>	ROLE	DESCRIPTION OF ACCESS
<input type="checkbox"/>	Public School Accountability	Access to Accountability Data Files, student score reports which includes the Student Data Files, Aggregate Data files, Student Record Labels and Dynamic Score Report
<input type="checkbox"/>	Public School Administrator	Highest level of access. Allows access to all functions of the site including view and modify ability where appropriate. Allows full access to both WIDA AMS and DRC INSIGHT. Allows approval of system requests, modifying current users, disabling users and creating new users. The role can be assigned by OEAA using the District Administrator Access form.
<input type="checkbox"/>	Public School Online Tech - AMS & INSIGHT Portal	Access to WIDA AMS and/or DRC INSIGHT Portal to the COS Device Toolkit. Access to WIDA AMS and/or DRC INSIGHT Portal to the COS Device Toolkit. The assessment access given will dictate if the user gets access to WIDA AMS and/or DRC INSIGHT. There is no Secure Site Access.
<input type="checkbox"/>	Public School Online Test Admin-AMS & INSIGHT Por	Access to WIDA AMS and/or DRC INSIGHT Portal to manage online testing including online sessions, print test tickets, select supports and accommodations and view testing status. The assessment access given will dictate if the user gets access to WIDA AMS and/or DRC INSIGHT. There is no Secure Site Access.
<input type="checkbox"/>	Public School Student Test Scores Only	Access to student score reports which includes the Student Data Files, Aggregate Data files, Student Record Labels and Dynamic Score Report
<input type="checkbox"/>	Public School Technology/Pre-ID & Score Files	Access to upload Pre-ID file and student score reports which includes the Student Data Files, Aggregate Data files, Student Record Labels and Dynamic Score Report
<input type="checkbox"/>	Public School User Add/Modify - Assessments	Allows access to view all functions and the ability to pre-ID students for testing, create online testing sessions, unassign students from testing, order testing materials, submit issues through the Accountable Students and Test Verification process, print barcode labels, submit an incident report and off-site testing request, view student data files and Dynamic Score Reports.
<input type="checkbox"/>	Public School User View Only - Assessments	Allows access to view all functions including the Student Data Files, Aggregate Data files, Student Record Labels and <u>Dynamic Score Report</u> . <b>No system requests or modifications can be made with this role.</b>

**\* Assessment(s)**

Access to M-STEP, SAT, and PSAT 8 is always granted together.

Select All **6**

ACT       Field Test       MI-Access P       PSAT 10       W-APT  
 Early Literacy       MEAP       MI-Access SI       PSAT 8       WIDA  
 EL Screener       MEAP-Access       MME       PSAT 9       WIDA Screener  
 ELPA       MI-Access       M-STEP       SAT       WorkKeys  
 ELPAS       MI-Access FI       PILOT

**Additional Information**

I would like to access so that I can help with pre-identification of students and ensure materials are ordered. **7**

**\* Profile** **8**

Add access to one of my existing profiles  
 Create new profile with this access request

**\* Existing Profile Name**

School Modify **9**

Submit Back

**\* Profile** **8**

Add access to one of my existing profiles  
 Create new profile with this access request

**\* New Profile Name**

M-STEP Queen