



Steps for Becoming an Authorized User for the Educational Entity Master (EEM)

Please do not return the instruction pages with your security agreement form.

Obtaining access is a two-step process:

1. Individuals must first request access to the application through their Single Sign-On (SSO) accounts.

Note: If you do not already have an SSO account, you may register for one online at: <https://sso.state.mi.us/> by clicking the Register button and following the on-screen directions.

2. Individuals must send the appropriate security access form to CEPI, signed by the district superintendent or chief administrator.

Access to the application will be granted only when both of the above steps have been completed and verified by CEPI.

Requesting Permission Through Your SSO Account

To request access to the EEM, log in to the SSO application at <https://sso.state.mi.us/> and follow these steps:

1. Click the "Subscribe to Applications" link in the bottom left-hand corner of the screen.
2. You will be taken to a new screen with drop-down menus. Select CEPI in the first drop-down and Educational Entity Master (EEM) from the second. Click **Next**.

State of Michigan Single Sign On

SUBSCRIPTION

Please Select from the list

CEPI Select App

Select App
EEM Q/A
Educational Entity Master (EEM)
Michigan Student Data System (MSDS)
SDS Q/A

Next Back

3. You will be taken to a subscription page for the application. Review the information and click **Confirm**.
4. You will receive a confirmation message (both on the screen and by e-mail) stating your subscription request was submitted successfully. If you have not already done so, you should now fax your signed security form to CEPI.



Completing Your Access Agreement for the Educational Entity Master (EEM)

You may complete this form on your computer by tabbing through the designated fields and typing the required information. If you do not have access to a computer, please print clearly in the spaces provided.

The first step is to indicate the entity for which you are selecting access.

Step 1: Enter the information for the entity to which you are requesting access.

1 Entity Name: Happy Valley School District 2 Entity Code: 12345

1. **Entity Name.** In most cases, this will be the name of the local education agency (LEA), intermediate school district (ISD), public school academy (PSA) or nonpublic school. If the access request is for a PSA authorizing agency, enter the applicable entity name.
2. **Entity Code.** Enter the entity code that corresponds to the entity to which you are requesting access. In the case of a district, this is the district code. In the case of a school or other entity, this is the building code.

Next, provide the name and contact information of the individual who is requesting access.

Step 2: Enter the name of the designated individual whom the superintendent/PSA chief administrator authorizes to submit/edit the EEM data for the entity indicated above.

1 Requester Name: John Smith 2 E-mail: jsmith@school.edu
 3 Single Sign-On ID: smithj2000 4 Phone: (517) 555-5555

1. **Requester Name.** Enter the full name of the individual who is requesting access.
2. **E-mail.** Enter the e-mail address of the individual who is requesting access.
3. **Single Sign-On ID.** Enter the Single Sign-On ID of the individual requesting access. This user ID must match the ID that was used to subscribe to the application in SSO. The requester will be notified at the e-mail address provided in his/her SSO profile when the security agreement has been processed.
4. **Phone.** Enter the phone number where the individual requesting access can be reached.

The next step is to select the role which the entity's authorized user will perform in the application. The specific functions an individual will have access to within the application are defined by his/her role. The following roles are available in the EEM:

Indicate Selection	Role Name	Role Description
<input type="checkbox"/>	Entity Authorized User	Add, modify, and close entities.
<input type="checkbox"/>	Uploader	Upload bulk data files. Individual must also be an authorized user to request this role. Entities may have only one individual with upload privileges.
<input type="checkbox"/>	Entity View Only User	View only rights for the entity indicated above.

Entity Authorized User: Users with this role will be able to add, modify, and close entities in the EEM.

- ISD district users will have the ability to modify entity characteristic data and to make add/close requests for the ISD district and any other entities for which s/he has edit privileges. In addition, s/he will have read-only access to all of the ISD's constituent LEA or PSA districts.
- LEA/PSA district and nonpublic users will be able to add, modify, and close child entities.
- PSA chartering agency users who require edit privileges for one or more of their academies will need to complete a security agreement for each required academy signed by the school board president of the entity.

Uploader: This role must be used in conjunction with the Entity Authorized User role and allows an individual to be able to upload data set files into the EEM to update entity data in bulk. This role is optional and is intended for larger-sized districts that need to modify multiple entities and choose to make those changes in bulk rather than manually. Districts may only have one individual assigned this role.

Entity View-Only User: Users will have view only access to the data for the requested entity.

- PSA chartering agency users will have the ability to view all the charter/public school academies they charter. It is not necessary for the chartering agency to obtain signatures for each of the individual academies. One agreement signed by the head of the authorizing agency is all that is required.

After roles have been selected, the individual requesting access must sign the form to acknowledge his/her request and to confirm his/her responsibility to protect his/her identification and password from improper use, e.g., sharing log-in access with colleagues. Each user of the application should have his/her individual access.

Step 4: For the authorized individual: <i>Please sign below.</i>	
I agree to protect my user identification and password from unauthorized use. I understand all access under my user ID is my responsibility.	
<u>John Smith</u> Signature of Individual to be Authorized	<u>9/1/2008</u> Date

The name on the signature line must match the name provided on the requester name line. Otherwise, you will be requested to submit a revised agreement.

Next, the signature of the chief administrator of the entity is required to acknowledge that the individual indicated will be responsible for the entity's data submission. If the name and title are not provided or are illegible, the form cannot be processed and you will be required to make the necessary revisions.

Step 5: For the chief administrator of the entity: *Please sign below.*

I attest that the above-named individual is authorized by me to submit data to the Educational Entity Master for my district and that the data are current and accurate.

<u>Happy Valley School District</u>	<u>9/1/2008</u>
Name of Entity	Date
<u>Jane Doe</u>	<u>Jane Doe, Superintendent</u>
Chief Administrator of Entity	Name and Title

The chief administrator of the entity is the individual listed as the Lead Administrator in the Educational Entity Master (EEM). If the names do not match, you will be asked to either update the EEM for your entity or submit a revised request.

Once completed with the necessary signatures, the form should be faxed to CEPI customer support at 517-335-0488. CEPI staff members will verify that a request has been submitted to the application and that the information provided on the security agreement matches the request. When verified, permission will be granted and the requester will be notified by e-mail.

