



District Administrator, Nonpublic School Administrator and Public School Administrator level users are set up in the OEAA Secure Site for districts, schools and nonpublic schools to manage their own access to the OEAA Secure Site. If there is no active administrator level user for the district or school, then users within your district or nonpublic school will not be allowed to request access. It is important to always have an administrator level user active in the OEAA Secure Site to ensure staff can get the access they need in a timely manner.

Administrator level users will receive an email notification (verify your email address and update if needed) from the Secure Site each time a user requests access for an entity that have administrator level access to. Requests that are not processed within 30 days will be deleted. If this happens, the user can submit their access request again.

- Once logged into the OEAA Secure Site at www.michigan.gov/oeaa-secure, select Review Access Requests from the Security menu.
- Without filtering, the screen should display all access requests that have been submitted based on the entities that you have administrator level access to. You can print or download the list if needed by using the buttons at the bottom right hand side of the page.
 - District administrator level users will receive all district level requests to the entities they have administrator level access to and any school level access requests where there is no school administrator level user.
 - School administrators level users will receive all school level access that has been submitted for their school.
 - Nonpublic school administrators will receive all requests submitted to their nonpublic school.
- To review a submitted request, click the Review Request Access link in the first column on the left.

Review Access Requests

[Page Instructions](#)

Access Requests

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OPEN REQUEST	NAME	ROLE	ISD	DISTRICT	SCHOOL	ASSESSMENT(S)	DATE REQUESTED
Review Request	Edison, Thomas	District User Add/Modify - Assessments	Allegan Area Educational Service Agency (03000)	Otsego Public Schools (03020)	All public schools	Access P, MI-Access SI, PSAT 8, SAT, WIDA, WorkKeys	07/02/2020 09:58 AM
Review Request	Edison, Thomas	Nonpublic School Administrator	Allegan Area Educational Service Agency (03000)	Hopkins Public Schools (03070)	St. Mary's Visitation School (05173)	All assessments	07/06/2020 12:31 PM
Review Request	SecureSite, LoadTest Four	District Online Technology - AMS & INSIGHT Portal	Branch ISD (12000)	Coldwater Community Schools (12010)	All public schools	MEAP	07/07/2020 09:52 AM
Review Request	Edison, Thomas	Public School Accountability	Macomb ISD (50000)	Chippewa Valley Schools (50080)	Wyandot Middle School (00729)	WorkKeys	07/09/2020 07:18 AM
Review Request	Edison, Thomas	Public School User View Only - Assessments	Macomb ISD (50000)	Utica Community Schools (50210)	Richard J. Duncan Elementary (09019)	All assessments	07/09/2020 07:31 AM
Review Request	Edison, Thomas	Public School User View	Macomb ISD (50000)	Utica Community Schools	Roberts Elementary School	All assessments	07/09/2020 07:31 AM

[Clear Filters and Sorts](#)
[Download](#)
[Print](#)

Green highlighted text is the request that is being reviewed
 Pink highlighted text is a request that is about ready to expire

Review the user’s details such as name, email address, and phone number to verify that this is a user that needs access. If the email address and/or phone number is a personal one or from a previous district/school, you may wish to ask them to update it in MEIS at <https://mdoe.state.mi.us/MEIS/Login.aspx> to the school email address and phone number. The Secure Site uses the email address from MEIS for communications to the user, including the approval or denial along with instruction related to their access request.

Under the Role column, the role listed is a link, you can click on the role name and window will pop up with the description of the role. If it does not pop up, make sure you have pop up blockers turned off for the OEAA Secure Site.

Review Access Requests

[Page Instructions](#)

OPEN REQUEST	NAME	ROLE	ISD	DISTRICT	SCHOOL	ASSESSMENT(S)	DATE REQUESTED
Review Request	Edison, Thomas	Public School Technology/Pre-ID & Score Files	Macomb ISD (50000)	Utica Community Schools (50210)	Adlai Stevenson High School (04931)	All assessments	06/29/2020 03:17 PM
Review Request	Edison, Thomas	Public School Technology/Pre-ID & Score	Macomb ISD (50000)	Utica Community Schools (50210)	AdvancePath Academy (08783)	All assessments	06/29/2020 03:17 PM
Pending with another request	Public School User View Only - Assessments	Macomb ISD (50000)	Utica Community Schools (50210)	Roberts Elementary School (06180)	All assessments	(Not provided)	07/09/2020 0
Pending with another request	Public School Administrator	Macomb ISD (50000)	Utica Community Schools (50210)	Plumbrook Elementary School (03077)	All assessments	(Not provided)	07/09/2020 0
Enabled	District Administrator	Macomb ISD (50000)	Utica Community Schools (50210)	All public schools	All assessments	-	-
Enabled	District User Add/Modify - Assessments	Macomb ISD (50000)	Utica Community Schools (50210)	All public schools	EL Screener, M-STEP, MI-Access, MI-Access FI, MI-Access P, MI-Access SI, PSAT 8, SAT, W-APT, WIDA Screener	-	-

Pink highlighted text is a request that is about ready to expire

Yellow highlighted text with a status of "Pending with another request" are other requests for the same school or district

Under the *Approve, Reject, or Update This Request* section and the *Assessment(s)* section the drop downs will be filled based on what was submitted by the requestor.

1. The “Role” selected can be changed by clicking on the Role drop down and selecting a different role.
2. Under the Assessment(s) section, additional assessments can be selected, or assessments can be deselected.

The Reset to Original Request button can be used to do just that. If you have changed the role and/or assessments selected or deselected, you can click on the button to reset it back to the original request that was submitted by the user.

3. After the review is complete, from the Review Status drop down, select Approved or Rejected. If approved, the user will receive an email notifying them of their access based on the selections that are displayed in the request.

If Rejected is selected, a text box will open in which you can enter text that will be included in the email to the user. For example, you may reject the user’s request for district level access and can instruct them in the text box to resubmit access for a school and not the district level.

4. After the review has been completed and applicable changes have been made, click on the Submit button at the bottom right.

Approve, Reject, or Update This Request

* Indicates required field

1

* Role: Public School Technology/Pre-ID &...
 ISD: Macomb ISD (50000)
 District: Utica Community Schools (50210)
 School: Adlai Stevenson High School (049...)

Role description: 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

* Assessment(s)

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

2

Select All

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

* Review Status

Rejected
 Select a Review Status
 Approved
 Rejected

3

* Reason Request is Being Rejected (Will be Shared with Requestor)

3

4

Submit Reset to Original Request

Scroll down and you will see a list of users under the *Who Can Approve, Reject, Or Update this Request?* section. These are users that have district or school administrator level access that can process this specific request also. The contact information is also provided so that if necessary, you can reach out and work with another administrator level user to process the request or ask questions.

Who Can Approve, Reject, or Update This Request?

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NAME	EMAIL	PHONE NUMBER
App, Scan	Not provided	Not provided
Brown, Nathan		222
Bruno, Pete		

If a school administrator level user no longer needs the access, then a district administrator should disable their account.

If a district administrator level user no longer needs the access, then have the district superintendent email mde-oeaa@michigan.gov and ask that the user's access be removed.