



MEIS Security Agreement Form for School Districts/Schools

Office of Educator Excellence

Michigan Online Education Certification System (MOECS)

Step 1. You must have a MEIS account to complete this form. If you already have a MEIS account, go to Step 2. If you do not have a MEIS account, go to [MEIS](#). Click on the MEIS logo. On the next screen, click on "Create an MEIS account" and follow the directions.

Step 2. Identify the type of request:

New User

Add Profile/Access

Add Feature/ Access

Add School/ LEA

Duplicate Request

Date of Initial Request: _____

Step 3. Authorized User Information

Name of School: _____

Name: _____

Email: _____

Telephone Number: _____

Title: _____

MEIS Account Number: _____

Step 3. In order to receive authorization to access MOECS, the user must sign this agreement.

As an authorized user of MOECS, I agree to protect my user identification and password from unauthorized use. I understand all access under my user ID is my responsibility. I agree to comply with the requirements of the Privacy Act of 1974 governing records maintain on individuals. A copy of the Privacy Act of 1974 is available at [The United States Department of Justice](#) website.

Signature of Individual Requesting Authorization

Date

Step 4: Superintendent or Chief Operating Officer Information

Name: _____ **Title:** _____

Email: _____ **Telephone Number:** _____

I attest that the above-named individual has authorization to access MOECS and perform the functions checked below on behalf of the charter schools listed.

Signature of Superintendent/Chief Operating Officer

Date

VIEW ACCESS ONLY – This option allows the user to view information in MOECS but does not allow the user to:

- **Edit demographic information**
- **Run reports**
- **Apply for permits**
- **Apply for School Nurse Certificates**

ACTION ACCESS – This option includes the ability to view information and also allows the user to:

- **Edit demographic information**
- **Run reports**
- **Apply for and manage Permits**
- **Apply for Annual Career Authorizations**
- **Apply for School Nurse Certificates**
- **Manage professional development data**
- **Apply for Special Education personnel approval**

Please email this completed form to MDE-EducatorHelp@michigan.gov