



MEIS Security Agreement Form for Educator Preparation Providers (EPP)

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. Provide Authorized User Information

Educator Preparation Providers Name:

Name:

Email:

Telephone Number:

Title:

MEIS Account Number:

Step 4. 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 5: Educator Certification Officer/ Chief Administrator 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 Educator Certification Officer/ Chief Administrator *Date*

All Functions – Allows user to access all MOECS functions for this EPP including:

- **View certificates and demographic information**
- **Run reports**
- **Approve or deny any application**

Reports – Allows user to run reports on certificates issued by this EPP

Teaching Certificate worklist only

School Psychologist Certificate worklist only

School Administrator Certificate worklist only

Occupational Certificate worklist only

School Counselor License worklist only

Special Education approval only

Additional Endorsement worklist only

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