



**Michigan Online Education Certification System (MOECS)
Access Form for Substitute Staffing Providers.**

Step 1. Each assigned personnel must have a Michigan Education Information System (MEIS) account to complete this form. **If you have a MEIS account or have access to MOECS for business/personal use, there is no need to create a new account. Go to Step 2.**

If you do not have a MEIS account, go to www.michigan.gov/meis and click on the MEIS logo. On the next screen, click “Create a New MEIS Account” and follow the directions to set up your account.

Step 2. ISD/ESA, Nonpublic School, PSA or LEA that you’re requesting access for:

District Name: _____

District Code: _____

Step 3. Individual Requesting Authorization Information:

Name: _____

Substitute Staffing Provider Name: _____

Email: _____

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 maintained on individuals. A copy of the Privacy Act of 1974 is available at [The United States Department of Justice](http://www.justice.gov) website.

Please be advised that this authorization does not allow you to apply for permits on your own behalf.

Signature of Individual Requesting Authorization Date

Step 5. Superintendent Information:

Name: _____ **Title:** _____

Email: _____

I attest that the authorized user listed in Step 3 and working on behalf of the substitute staffing provider named in step 3, has authorization to access MOECS and perform the listed functions on behalf of the ISD/ESA, Nonpublic School, PSA, or LEA.

Signature of Superintendent Date

*Substitute Staffing Provider Access allows the user to perform these functions on behalf of the ISD/ESA, Nonpublic School, PSA or LEA **and are limited to:***

- View Permits Reports
- Apply/Renew Permits
- Manage Permits
- View and Edit demographic information

Print a copy of this form and retain in case of audit.

Please email this completed form to MDE-EducatorHelp@michigan.gov or fax to 517-241-1670.