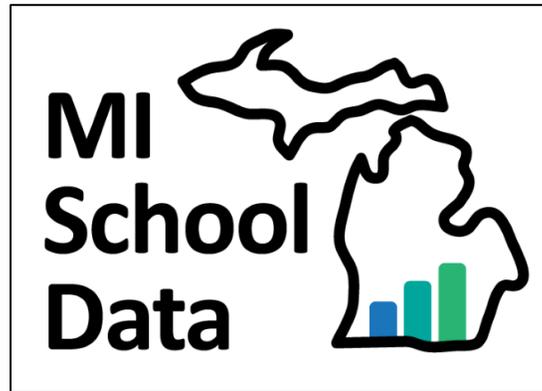


Center for Educational Performance and Information



MI School Data User Account Maintenance Guide

Updated: 07/21/2021

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Account Administration

Section 1: MI School Data Secure Account Creation Process for K-12 Users

Background of Account Creation

In preparation for the October 2020 launch of the redesigned MI School Data, secure MI School Data users were asked to create an account using the State of Michigan's Single Sign-On, MILogin for Third Party system.

Note: MILogin for Third Party is not the same as MILogin for Citizens. These are separate and unique user account systems.

Anyone not currently in the system will need to complete the process as a [New User](#).

PART 1 – MILogin for Third Party Account Creation Steps:

New users must create a MILogin for Third Party account, follow directions in an email verification to activate the account, then log in to MILogin for Third Party to "Request Access" to MI School Data.

1. [Create a MILogin for Third Party account](#).
2. Check that you have used your school email address and follow directions to activate the MILogin for Third Party account. The email address connected to your MILogin for Third Party account can be confirmed by updating your profile.
3. Login to MILogin for Third Party and "Request Access" to the MI School Data application.

PART 2 – MI School Data Activation with ISD Technical Contact Steps:

Once a user has created a MILogin for Third Party account, contact the ISD Technical Contact, who will verify Family Educational Rights and Privacy Act compliance, assign user roles and access privileges, and activate the account.

1. Identify and contact the [MI School Data ISD Technical Contact](#).
2. Complete the ISD's FERPA/HIPAA compliance process and indicate roles and permissions.

3. If Accountability access is needed, complete the [MI School Data Accountability Permissions form](#) (required by MDE).
4. The ISD Technical Contact will activate the user in the system.

Section 2: Overview

Portions of MI School Data are restricted. Individuals must request access from a designated [MI School Data administrator](#) responsible for completing and maintaining user accounts to have that restricted access. The system provides different user roles to help limit the amount of information users may view in accordance with the FERPA. This document is meant for individuals at the ISD, District, School, and postsecondary institution levels who are responsible for completing and maintaining user accounts.

Note: Please refer to the [Permissions List and Descriptions table](#) in Section 3 for detailed descriptions of the different user permissions.

Section 3: Permissions List and Descriptions

Below is a list of available permissions in MI School Data, along with a description detailing what access each one provides. When a permission is assigned to a user's account, it grants access to the location(s) assigned to their user role, not all locations.

Glossary:

- **IHE:** Institution of Higher Education, which includes colleges and universities.
- **ISD:** Intermediate School District. Also includes Education Service Agency and Education Service District.
- **ONSR:** Other Non-School Recipient, which includes childcare centers, community service centers and community action agencies.
- **PII:** Personally Identifiable Information such as name, UIC number, date of birth, subgroup identifications, performance and proficiency ratings, and high school graduation status.

Permission	Description
Administer Users	Add, edit or remove user roles and permissions at whichever level of access has been granted to the user (ISD, district, school, IHE or ONSR).

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Permission	Description
Create Accountability Issues	Create accountability issues regarding accuracy concerns with the School Index Accountability Report for the location(s) to which the user has access. Accountability issues are submitted to the MDE Office of Educational Assessment and Accountability for review.
Create District Accountability User	Add a District Accountability User role to another user's account within their location hierarchy.
Create ISD Accountability Administrator	Add an ISD Accountability Administrator role to another user's account within their location hierarchy.
Create ISD Accountability User	Add an ISD Accountability User role to another user's account within their location hierarchy.
Create School Accountability User	Add a School Accountability User role to another user's account within their location hierarchy.
Download Accountability Student Data Reports <i>*PII includes student name, DOB, UIC number, subgroup identifications, and performance level ratings in ELA, Math, Science, Social Studies and English Learner Assessments.</i>	Download the student-level Summative Accountability and English Learner Accountability data files for the location(s) to which the user has access.
Edit Accountability Issues	Edit accountability issues regarding accuracy concerns with the School Index Accountability Report for the location(s) to which the user has access. Accountability issues are submitted to the MDE Office of Educational Assessment and Accountability for review.
Edit District Accountability Issues	Edit the list of available permissions of the District Accountability User role for another user's account within their location hierarchy.
Edit ISD Accountability Administrator	Edit the list of available permissions of the ISD Accountability Administrator role for another user's account within their location hierarchy.

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Permission	Description
Edit ISD Accountability User	Edit the list of available permissions of the ISD Accountability User role for another user's account within their location hierarchy.
Edit School Accountability User	Edit the list of available permissions of the School Accountability User role for another user's account within their location hierarchy.
<p>Include Student Pathways with Sensitive Information</p> <p><i>*PII includes student name, DOB, UIC number, local student number, subgroup identifications, proficiency ratings in Reading, Writing, ELA, Science, Math, and Social Studies on the ACT or MME, and high school graduation status.</i></p>	View student-level data in the Postsecondary Student Data by High School or by Michigan College/University reports. This permission must be checked for the reports to be visible in the navigation menu.
Manage Researcher Files	CEPI use only. Allows a user to send data to stakeholders in a secure manner.
Submit Accountability Issues	Submit accountability issues regarding accuracy concerns with the School Index Accountability Report for the location(s) to which the user has access to view. Accountability issues are submitted to the MDE Office of Educational Assessment and Accountability for review.
Train-the-Trainer	Access the Train-the-Trainer materials located on the PD Toolkit > Train-the-Trainer Network page.
View Accountability Downloads	Access the Accountability Downloads page. This permission must be checked for Accountability Downloads to be visible in the navigation menu.
View Accountability Issues	Access the Accountability Issues page and view issues for the location(s) to which the user has access. This permission must be checked for Accountability Issues to be visible in the navigation menu.

Permission	Description
View Early Childhood with Sensitive Information <i>*PII includes student name, UIC number and performance level ratings on 3rd grade Math and ELA assessments.</i>	View student-level data in the Third Grade Outcomes for Early Childhood Participants Assessment Performance and Assessment Comparisons reports. This permission must be checked for the reports to be visible in the navigation menu.
View Preview Data	Preview data before it is made publicly available. The user must be securely logged in to view preview data.
View Student Performance Data <i>*PII includes student name, UIC number, performance level ratings in Reading, Writing, Listening and Research, subgroup identifications, and high school graduation status.</i>	View unsuppressed data for the location(s) to which the user has access. It also allows them to view student-level, student breakdown, subscores and target data in the Grades 3-8 State Testing, High School State Testing and Grad/Dropout Rate reports. The user must be securely logged in to view these data in each report.

Section 4: User Roles and Associated Permissions

State of Michigan

Permissions	Super User	Statewide Inquiry User	SOM Site Administrator	SOM User Administrator	SOM User	SOM Accountability Administrator
Administer Users	Yes	No	Yes	Yes	No	Yes
Create Accountability Issues	Yes	No	No	No	No	Configurable
Create District Accountability User	Yes	No	No	No	No	No

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Permissions	Super User	Statewide Inquiry User	SOM Site Administrator	SOM User Administrator	SOM User	SOM Accountability Administrator
Create ISD Accountability Administrator	Yes	No	No	No	No	Yes
Create ISD Accountability User	Yes	No	No	No	No	No
Create School Accountability User	Yes	No	No	No	No	No
Download Accountability Student Data Reports	Yes	No	No	No	No	Yes
Edit District Accountability User	Yes	No	No	No	No	No
Edit ISD Accountability Administrator	Yes	No	No	No	No	Yes
Edit ISD Accountability User	Yes	No	No	No	No	No
Edit School Accountability User	Yes	No	No	No	No	No
Include Student Pathways with Sensitive Information	Yes	Configurable	Configurable	Configurable	Configurable	Configurable
Manage Researcher Files	Yes	Configurable	Configurable	Configurable	Configurable	Configurable
Submit Accountability Issues	Yes	No	No	No	No	Configurable
Train-the-Trainer	Configurable	No	Configurable	Configurable	Configurable	Configurable

MI School Data User Account Maintenance Guide

Permissions	Super User	Statewide Inquiry User	SOM Site Administrator	SOM User Administrator	SOM User	SOM Accountability Administrator
View Accountability Downloads	Yes	No	No	No	No	Yes
View Accountability Issues	Yes	No	No	No	No	Yes
View Early Childhood with Sensitive Information	Configurable	Configurable	Configurable	Configurable	Configurable	Configurable
View Preview Data	Configurable	No	Yes	No	Configurable	Configurable
View Student Performance Information	Configurable	No	Yes	No	Configurable	Configurable

Additional State of Michigan

Permissions	Regional Administrator	Regional User	Data Wall Administrator
Administer Users	Yes	No	Yes
Create Accountability Issues	No	No	No
Create District Accountability User	No	No	No
Create ISD Accountability Administrator	No	No	No
Create ISD Accountability User	No	No	No
Create School Accountability User	No	No	No
Download Accountability Student Data Reports	No	No	No
Edit District Accountability User	No	No	No

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Permissions	Regional Administrator	Regional User	Data Wall Administrator
Edit ISD Accountability Administrator	No	No	No
Edit ISD Accountability User	No	No	No
Edit School Accountability User	No	No	No
Include Student Pathways with Sensitive Information	Configurable	Configurable	Configurable
Manage Researcher Files	No		No
Submit Accountability Issues	No	No	No
Train-the-Trainer	No	No	No
View Accountability Downloads	No	No	No
View Accountability Issues	No	No	No
View Early Childhood with Sensitive Information	Configurable	Configurable	Configurable
View Preview Data	No	Configurable	Yes
View Student Performance Information	No	Configurable	Yes

ISD User

Permissions	ISD Superintendent	ISD System Administrator	ISD User	ISD Inquiry User	ISD Accountability Administrator	ISD Accountability User
Administer Users	Yes	Yes	No	No	Yes	No
Create Accountability Issues	No	No	No	No	Configurable	Configurable
Create District Accountability User	No	No	No	No	Yes	No

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Permissions	ISD Superintendent	ISD System Administrator	ISD User	ISD Inquiry User	ISD Accountability Administrator	ISD Accountability User
Create ISD Accountability Administrator	No	No	No	No	No	No
Create ISD Accountability User	No	No	No	No	Yes	No
Create School Accountability User	No	No	No	No	Yes	No
Download Accountability Student Data Reports	No	No	No	No	Yes	No
Edit District Accountability User	No	No	No	No	Yes	No
Edit ISD Accountability Administrator	No	No	No	No	No	No
Edit ISD Accountability User	No	No	No	No	Yes	No
Edit School Accountability User	No	No	No	No	Yes	No
Include Student Pathways with Sensitive Information	Configurable	Configurable	Configurable	Configurable	Configurable	Configurable
Manage Researcher Files	No	No	No	No	No	No

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Permissions	ISD Superintendent	ISD System Administrator	ISD User	ISD Inquiry User	ISD Accountability Administrator	ISD Accountability User
Submit Accountability Issues	No	No	No	No	Configurable	Configurable
Train-the-Trainer	Configurable	Configurable	Configurable	Configurable	Configurable	Configurable
View Accountability Downloads	No	No	No	No	Yes	Yes
View Accountability Issues	No	No	No	No	Yes	Yes
View Early Childhood with Sensitive Information	Configurable	Configurable	Configurable	Configurable	Configurable	Configurable
View Preview Data	Configurable	No	Configurable	Configurable	Configurable	Configurable
View Student Performance Information	Configurable	No	Configurable	Configurable	Configurable	Configurable

District User

Permissions	District Superintendent	District System Administrator	District User	District Inquiry User	District Accountability User
Administer Users	Yes	Yes	No	No	Configurable
Create Accountability Issues	No	No	No	No	Configurable
Create District Accountability User	No	No	No	No	No

MI School Data User Account Maintenance Guide

Permissions	District Superintendent	District System Administrator	District User	District Inquiry User	District Accountability User
Create ISD Accountability Administrator	No	No	No	No	No
Create ISD Accountability User	No	No	No	No	No
Create School Accountability User	No	No	No	No	No
Download Accountability Student Data Reports	No	No	No	No	Yes
Edit District Accountability User	No	No	No	No	No
Edit ISD Accountability Administrator	No	No	No	No	No
Edit ISD Accountability User	No	No	No	No	No
Edit School Accountability User	No	No	No	No	No
Include Student Pathways with Sensitive Information	Configurable	Configurable	Configurable	Configurable	Configurable
Manage Researcher Files	No	No	No	No	No
Submit Accountability Issues	No	No	No	No	Configurable
Train-the-Trainer	Configurable	Configurable	Configurable	Configurable	Configurable
View Accountability Downloads	No	No	No	No	Yes
View Accountability Issues	No	No	No	No	Yes
View Early Childhood with Sensitive Information	Configurable	Configurable	Configurable	Configurable	Configurable
View Preview Data	Configurable	No	Configurable	No	Configurable
View Student Performance Information	Configurable	No	Configurable	No	Configurable

School User

Permissions	School Principal	School System Administrator	School User	School Inquiry User	School Accountability User
Administer Users	Yes	Yes	No	No	No
Create Accountability Issues	No	No	No	No	Configurable
Create District Accountability User	No	No	No	No	No
Create ISD Accountability Administrator	No	No	No	No	No
Create ISD Accountability User	No	No	No	No	No
Create School Accountability User	No	No	No	No	No
Download Accountability Student Data Reports	No	No	No	No	Yes
Edit District Accountability User	No	No	No	No	No
Edit ISD Accountability Administrator	No	No	No	No	No
Edit ISD Accountability User	No	No	No	No	No
Edit School Accountability User	No	No	No	No	No
Include Student Pathways with Sensitive Information	Configurable	Configurable	Configurable	Configurable	Configurable
Manage Researcher Files	No	No	No	No	No
Submit Accountability Issues	No	No	No	No	Configurable
Train-the-Trainer	Configurable	Configurable	Configurable	Configurable	Configurable
View Accountability Downloads	No	No	No	No	Yes
View Accountability Issues	No	No	No	No	Yes
View Early Childhood with Sensitive Information	Configurable	Configurable	Configurable	Configurable	Configurable
View Preview Data	Configurable	No	Configurable	No	Configurable

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Permissions	School Principal	School System Administrator	School User	School Inquiry User	School Accountability User
View Student Performance Information	Configurable	No	Configurable	No	Configurable

ONSR User

Permissions	ONSR User
Administer Users	No
Create Accountability Issues	No
Create District Accountability User	No
Create ISD Accountability Administrator	No
Create ISD Accountability User	No
Create School Accountability User	No
Download Accountability Student Data Reports	No
Edit District Accountability User	No
Edit ISD Accountability Administrator	No
Edit ISD Accountability User	No
Edit School Accountability User	No
Include Student Pathways with Sensitive Information	No
Manage Researcher Files	No
Submit Accountability Issues	No
Train-the-Trainer	No
View Accountability Downloads	No
View Accountability Issues	No
View Early Childhood with Sensitive Information	Configurable
View Preview Data	No

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Permissions	ONSR User
View Student Performance Information	No

IHE User

Permissions	IHE Leader	IHE Administrator	IHE User
Administer Users	Yes	Yes	No
Create Accountability Issues	No	No	No
Create District Accountability User	No	No	No
Create ISD Accountability Administrator	No	No	No
Create ISD Accountability User	No	No	No
Create School Accountability User	No	No	No
Download Accountability Student Data Reports	No	No	No
Edit District Accountability User	No	No	No
Edit ISD Accountability Administrator	No	No	No
Edit ISD Accountability User	No	No	No
Edit School Accountability User	No	No	No
Include Student Pathways with Sensitive Information	No	No	No
Manage Researcher Files	No	No	No
Submit Accountability Issues	No	No	No
Train-the-Trainer	No	No	No
View Accountability Downloads	No	No	No
View Accountability Issues	No	No	No
View Early Childhood with Sensitive Information	No	No	No
View Preview Data	Configurable	No	Configurable

Permissions	IHE Leader	IHE Administrator	IHE User
View Student Performance Information	Configurable	No	Configurable

Section 5: Commonly Requested User Roles and Associated Permissions

As an ISD Technical Contact, there are several roles that commonly request activation and updated permissions. These additional permissions require district documentation and signatures. Here are some examples:

Roles	Permissions Associated with Role	Additional (permissions that can be requested and enabled)
ISD Superintendent	<p>By choosing this role, the following permissions are assigned to the <u>ISD Superintendent</u>:</p> <ul style="list-style-type: none"> Administer Users 	<p>Superintendents can also obtain these permissions:</p> <ul style="list-style-type: none"> Include Student Pathways with Sensitive Information View Early Childhood and Sensitive Information View Preview Data View Student Performance Data <p>Please ensure that you have the appropriate data releases from any district providing access to information.</p>
ISD School Improvement or Content Area Consultant:	<p>By choosing this role, the <u>ISD User</u> can view unsuppressed data for the location(s) to which they have access to view.</p>	<p>Depending on the extent the Consultant is working with Districts, additional permissions can be turned on for an ISD Consultant:</p> <ul style="list-style-type: none"> Include Student Pathways with Sensitive Information View Early Childhood and Sensitive Information View Preview Data

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Roles	Permissions Associated with Role	Additional (permissions that can be requested and enabled)
		<ul style="list-style-type: none"> View Student Performance Data <p>Please ensure that you have the appropriate data releases from any district providing access to information.</p>
<p>ISD School Improvement or Data/Assessment Consultant with Accountability User</p>	<p>By choosing this role, the following permissions are assigned to the <u>ISD Accountability User</u>:</p> <ul style="list-style-type: none"> View Accountability Downloads View Accountability Issues <p>An Accountability role supersedes all others.</p> <p>An individual assigned the ISD Accountability User role usually has the following responsibilities:</p> <ol style="list-style-type: none"> Review Accountability Issues. Work with local schools and districts on Accountability Issues. 	<p>In some instances, the ISD Consultant is charged with assisting districts with Accountability. Please choose carefully - these permissions are highly sensitive:</p> <ul style="list-style-type: none"> Create Accountability Issues Edit Accountability Issues Include Student Pathways and Sensitive Information Submit Accountability Issues Train-the-Trainer View Early Childhood with Sensitive Information View Preview Data View Student Performance Data
<p>District Assistant Superintendent or</p>	<p>By choosing this role, the following permissions are</p>	<p>The District person charged with assisting the local buildings with Accountability may have additional</p>

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Roles	Permissions Associated with Role	Additional (permissions that can be requested and enabled)
Curriculum Director WITH Accountability	<p>assigned to the <u>District Accountability User</u>:</p> <ul style="list-style-type: none"> • Download Accountability Student Data reports • View Accountability Downloads • View Accountability Issues • View Student Performance Data (can be unchecked) <p>An Accountability role supersedes all others.</p> <p>An individual assigned the District Accountability User role usually has the following responsibilities:</p> <ol style="list-style-type: none"> 1. Downloading the file, 2. Sharing the file, and, 3. Leading the appeal on behalf of the DISTRICT. <p>Depending on the district infrastructure, usually a <u>single person from the district in a Central Office position</u> is assigned this role.</p>	<p>permissions. Please choose carefully - these permissions are highly sensitive:</p> <ul style="list-style-type: none"> • Administer Users • Create Accountability Issues • Edit Accountability Issues • Include Student Pathways and Sensitive Information • Submit Accountability Issues • Train-the-Trainer • View Early Childhood with Sensitive Information • View Preview Data

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Roles	Permissions Associated with Role	Additional (permissions that can be requested and enabled)
School Principal	<p>By choosing this role, the following permissions are assigned to the <u>School Principal:</u></p> <ul style="list-style-type: none"> • Administer Users 	<p>Depending on the District, additional permissions can be turned on for a School Principal:</p> <ul style="list-style-type: none"> • Include Student Pathways with Sensitive Information • View Preview Data • View Student Performance Data <p>Lower elementary or primary level principals may also request:</p> <ul style="list-style-type: none"> • View Early Childhood and Sensitive Information <p>Please ensure that you have the appropriate data releases from any district providing access to information.</p>
School Principal with Accountability	<p>By choosing this role, the following permissions are assigned to the <u>School Accountability User:</u></p> <ul style="list-style-type: none"> • Download Accountability Student Data reports • View Student Performance Data (can be unchecked) <p>An individual assigned the School Accountability User</p>	<p>Depending on the District, the building principal may be charged with Accountability. Please choose carefully - these permissions are highly sensitive.</p> <ul style="list-style-type: none"> • Create Accountability Issues • Edit Accountability Issues • Include Student Pathways and Sensitive Information • Submit Accountability Issues • Train-the-Trainer • View Early Childhood with Sensitive Information • View Preview Data

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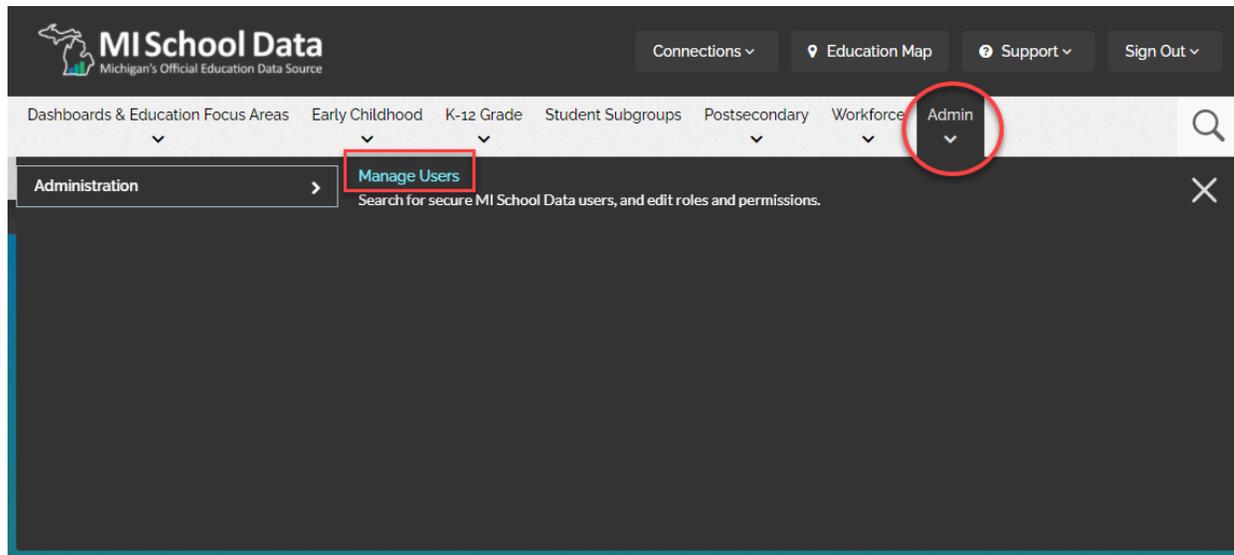
Roles	Permissions Associated with Role	Additional (permissions that can be requested and enabled)
	<p>role usually has the following responsibilities:</p> <ol style="list-style-type: none"> 1. Reviewing file(s), and, 2. Informs the District Accountability User that an APPEAL is necessary. <p>Depending on the district infrastructure, usually <u>each building administrator</u> is assigned this role.</p>	<p>Please be sure to only assign accountability to the <u>appropriate buildings.</u></p>
<p>Teacher on School Improvement Team</p>	<p>By choosing this role, the <u>School User</u> can view unsuppressed data for the location(s) to which they have access to view.</p>	<p>Depending on the District, additional permissions can be turned on for a teacher who serves as a school improvement team member:</p> <ul style="list-style-type: none"> • Include Student Pathways with Sensitive Information • View Preview Data • View Student Performance Data <p>PK-3/Lower elementary or primary level principals may also request:</p> <ul style="list-style-type: none"> • View Early Childhood and Sensitive Information

Section 6: Completing Setup of New User Accounts

Beginning in October 2020, MI School Data administrators are no longer able to create secure user accounts. Secure users can access MI School Data using their MI Login for Third Party account. If a user does not have a MI Login for Third Party account, they will need to create an account, subscribe to MI School Data, and complete and submit a signed security agreement form to their ISD technical contact person or IHE keyholder before access can be granted. Please see the [MI Login User Guide for MI School Data Users](#) for detailed instructions. MI School Data administrators are responsible for completing the setup of new user accounts. Please be sure to only grant account access to authorized individuals.

Please refer to the [MI School Data Account Creation – New Users](#) document in Appendix A and the [MI School Data User Request – Accountability Permissions](#) document in Appendix B to request or update roles and permissions with your ISD Technical Contact.

Step 1: Login to MI School Data and click on the “Administration > Manage Users” link located on the home page top navigation selection menu under “Admin.”



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Step 2: The Manage Users table will appear. The table contains a list of all MI School data secure users and includes their user name, first name, last name, email address, user role, location, their last login, whether the account is active, and a link to activate/deactivate their account. User names can be obtained from the security form sent in by the requester. To complete setup for a new user account, locate the user in the Manage Users table.

There are two ways to locate a user in the Manage Users table.

1. Search bar – Enter a user name, first name, last name, email, role or location in the Search box and hit Enter. Results from your search criteria will appear in the table.
2. Page Buttons – Click a page button located below the table to advance through the various pages of the Manage Users table.

Use the search bar below to enter search terms to find users based on user name, first name, last name, email, user role, and/or location. Uncheck fields to limit your search. For example, if interested in seeing your school principals, type in 'Principal' and make sure user role is checked.

[User Administration Manual](#)
[FERPA Resources and Forms](#)
[Protecting Student Privacy \(U.S. Department of Education\)](#)

1 →

Show 10 entries

User Name	First Name	Last Name	Email	User Role	Location	Last Login	Is Active?	Activate/Deactivate
						Has not Logged In	Yes	Activate/Deactivate
						Has not Logged In	Yes	Activate/Deactivate
						9/24/2020 8:01:48 AM	Yes	Activate/Deactivate
						11/10/2020 1:23:31 PM	Yes	Activate/Deactivate
						Has not Logged In	Yes	Activate/Deactivate
						Has not Logged In	Yes	Activate/Deactivate
						Has not Logged In	Yes	Activate/Deactivate
						12/8/2020 1:24:54 PM	Yes	Activate/Deactivate
						12/7/2020 2:59:10 PM	Yes	Activate/Deactivate
						12/7/2020 2:59:10 PM	Yes	Activate/Deactivate

2 → Previous 1 2 3 4 5 ... 620 Next

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Step 3: Click the User Name link of the account you wish to complete. The “Edit User” page will appear, and you will see the user’s profile information. This information is read only and cannot be edited. Scroll to the bottom of the page and click the “+Add a Role” link.

Note: Users can update the name, phone number and email address associated with their MI School Data access within MILogin for Third Party. Once logged into MILogin, click the “Update Profile” tab. Make the necessary changes and click “Submit.” The changes will appear the next time they log in.

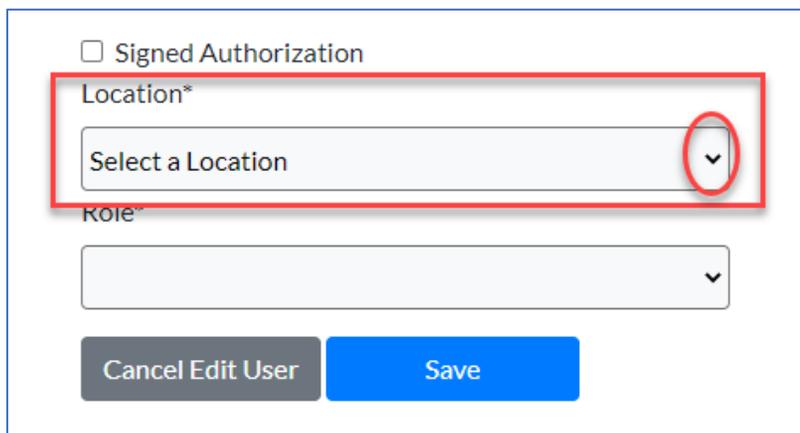
The screenshot shows the 'Edit User' page with the following fields and controls:

- Last Login Date: Has not Logged in
- First Name: [Redacted]
- Last Name: [Redacted]
- Other/Previous Name: [Empty]
- MILogin ID: [Redacted]
- MILogin User Type: Third Party
- Position/Title: [Empty]
- Work Email: [Redacted]
- Work Phone: [Redacted]
- Mobile Phone: [Redacted]
- Comments: [Empty]
- Signed Authorization
- [+ Add a Role](#) (highlighted with a red box)
- Cancel Edit User (button)
- Save (button)

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Step 4: Add a location to the user's account by clicking the "Select a Location" arrow from the "Location*" drop down box.

- All Locations – select this option for all SOM roles, including Super User.
- IHE User – select this location to assign roles for colleges and universities.
- ONSR User – select this location to assign roles for ONSR locations.
- ISDs – select an individual ISD, which will then allow you to select Districts and Schools within the ISD.



The screenshot shows a form for editing a user account. At the top, there is a checkbox labeled "Signed Authorization". Below it is a dropdown menu labeled "Location*" with the text "Select a Location" and a downward arrow. This dropdown menu is highlighted with a red rectangle, and the arrow is circled in red. Below the "Location*" dropdown is another dropdown menu labeled "Role". At the bottom of the form are two buttons: "Cancel Edit User" (grey) and "Save" (blue).

The location menu will open. In the following example a district superintendent user account is being completed. An ISD and district must be specified for the user. Select the ISD from the "Location*" drop down box and a district from the "District*" drop down box. Leave the "School*" drop down set to "All Schools in District." If you are completing a school-level account, select the school from the "School*" drop down box.

Note: A user with the ability to complete and maintain user accounts at an ISD level may only complete and maintain accounts for the ISD to which their user name is connected. For instance, if a user has ISD Superintendent level access to Barry ISD then that individual may only complete and maintain accounts for ISD or lower-level user accounts for Barry ISD. If a district account role was selected, the dropdown box will only display the available districts within that ISD. If a school level account was selected, the school selection drop down box will only display the names of available schools within that ISD/district.

MI School Data User Account Maintenance Guide

Location*
(ISD) Barry ISD

District*
Hastings Area School District
All Districts in ISD
Barry ISD - District created from ISD
Delton Kellogg Schools
Hastings Area School District

Select a Role

Cancel Edit User Save

MI School Data User Account Maintenance Guide

The screenshot shows a form with three dropdown menus. The first is labeled "Location*" and has "(ISD) Barry ISD" selected. The second is labeled "District*" and has "Hastings Area School District" selected. The third is labeled "School*" and has "All Schools in District" selected. A red box highlights the "School*" label. A mouse cursor is pointing at the dropdown arrow of the "School*" menu, which is open to show a list of schools: "All Schools in District", "Central Elementary School", "Hastings High School", "Hastings Middle School", "Hastings Virtual Academy", "Northeastern Elementary School", "Southeastern Elementary School", and "Star Elementary School". The "All Schools in District" option is highlighted in blue.

Step 5: Add a role to the user’s account by clicking the “Select a Role” arrow from the “Role*” drop down box. Highlight the role you wish to add.

The screenshot shows a form with four dropdown menus. The first three are 'Location*', 'District*', and 'School*', each with a downward arrow. The 'Role*' dropdown is open, showing a list of roles: 'Select a Role', 'District Superintendent' (highlighted in blue), 'District System Administrator', 'District User', 'District Inquiry User', and 'District Accountability User'. A red box highlights the 'Role*' label, and a red circle highlights the downward arrow of the 'Role*' dropdown.

Note: You may only complete and maintain user accounts for user roles beneath your own in the user role hierarchy. For example, an ISD Superintendent may only complete and maintain accounts with a security level of ISD System Administrator or lower. You will not have the ability to complete and maintain accounts at a higher security level than your own. Please refer to the [User Roles and Associated Permissions table](#) located in Section 4 if you are unsure of which role to select.

Step 6: After you have added the location and selected a role for the user account, a list of user permissions for the role you selected will appear on the right side of the screen. This is where you will select the permissions you want to assign to a user's role. Depending on the type of access a user needs, you will be able to grant or revoke access to several different permissions by checking or unchecking the permission boxes.

- Permissions that are default to the role will be automatically checked and grayed out.
- Permissions that are not available for the role are grayed out and will not have a check mark visible in the box.

MI School Data User Account Maintenance Guide

- Permissions that are configurable to the role will be editable and allow you to check and uncheck the box as needed based on the level of access a user requires.

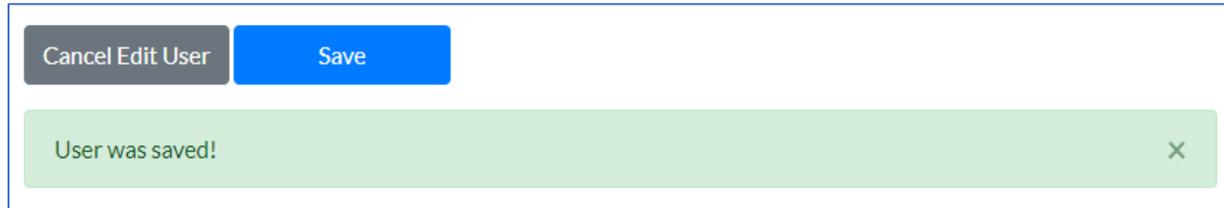
District Superintendent Permissions

<input checked="" type="checkbox"/> Administer Users	Default permissions
<input type="checkbox"/> Allow Restricted Access	
<input type="checkbox"/> Create Accountability Issues	
<input type="checkbox"/> Create District Accountability User	
<input type="checkbox"/> Create ISD Accountability Administrator	
<input type="checkbox"/> Create ISD Accountability User	
<input type="checkbox"/> Create School Accountability User	
<input type="checkbox"/> Download Accountability Student Data reports	Permissions not allowed for selected role
<input type="checkbox"/> Edit Accountability Issues	
<input type="checkbox"/> Edit District Accountability User	
<input type="checkbox"/> Edit ISD Accountability Administrator	
<input type="checkbox"/> Edit ISD Accountability User	
<input type="checkbox"/> Edit School Accountability User	
<input type="checkbox"/> Include Student Pathways with Sensitive Information	
<input type="checkbox"/> Manage Researcher Files	
<input type="checkbox"/> Submit Accountability Issues	
<input type="checkbox"/> Train-the-Trainer	
<input type="checkbox"/> View Accountability Downloads	
<input type="checkbox"/> View Accountability Issues	
<input type="checkbox"/> View Early Childhood with Sensitive Information	
<input checked="" type="checkbox"/> View Preview Data	Configurable permissions
<input checked="" type="checkbox"/> View Student Performance Data	

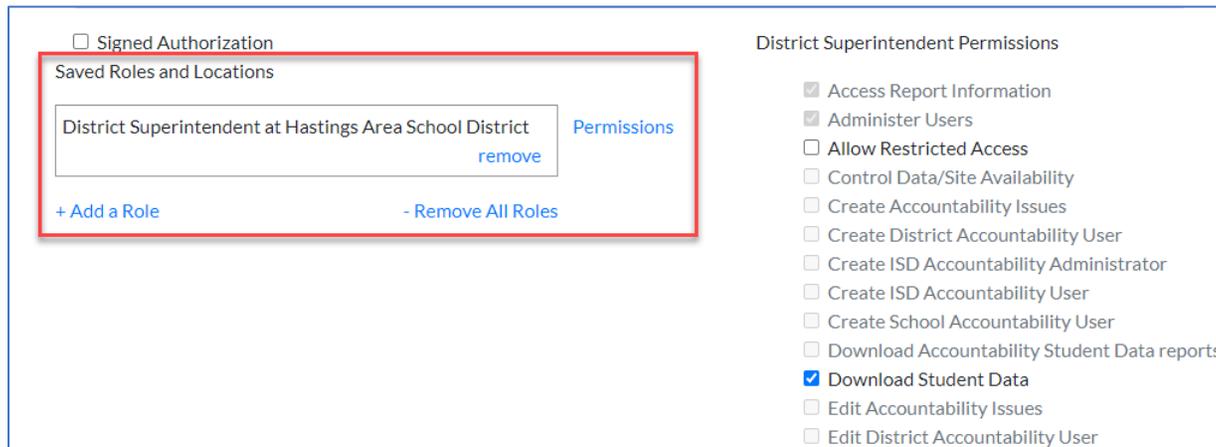
MI School Data User Account Maintenance Guide

Note: Please refer to the [Permissions List and Descriptions table](#) located in Section 3 if you are unsure of which permission(s) to select.

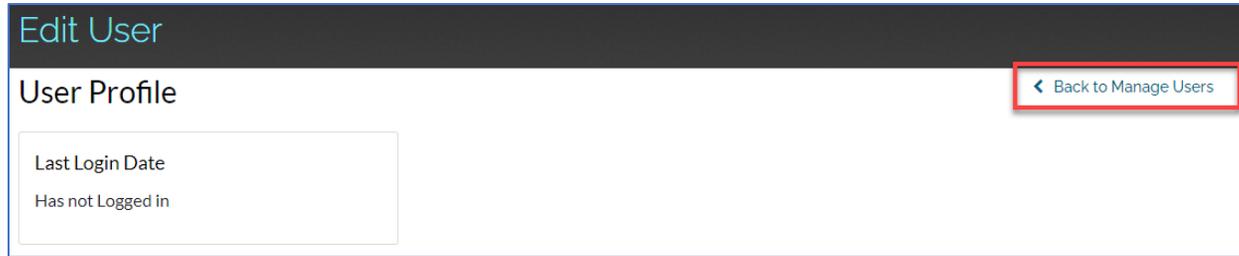
Step 7: After you have selected the permissions for a user's account, click the "Save" button located in the lower left portion of the Edit User page. You will see a "User was saved!" message in a green banner at the bottom of the screen if the information you entered was successfully saved.



A user's account has been successfully completed when you see the role and location combination in the "Saved Roles and Locations" box, along with its associated permissions in the role permissions list.



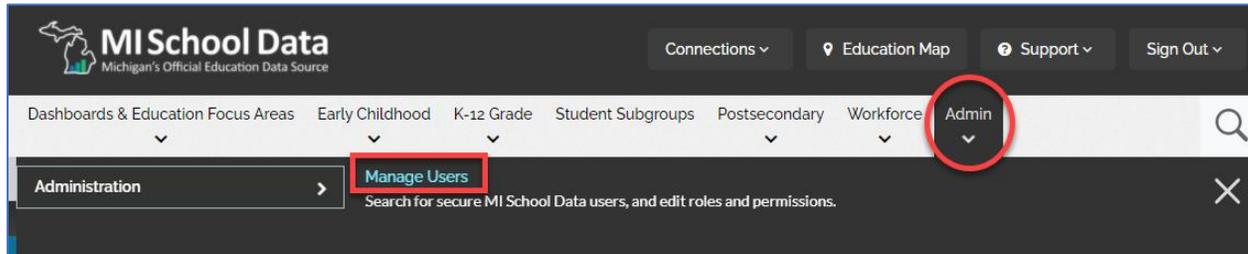
If you need to complete account setup for additional users, click the "< Back to Manage Users" link in the upper right corner of the Edit Users page to return to the Manage Users table.



Section 7: Editing a User's Account

If you can complete and maintain user accounts, you can see all accounts for the location(s) to which you have access to view. Follow these steps to view and edit user accounts.

Step 1: Log in to MI School Data and click on the "Administration > Manage Users" link located on the home page top navigation selection menu under "Admin."



Step 2: Locate the user's account in the Manage User table. There are two ways to locate a user in the Manage Users table.

1. Search bar – Enter a user name, first name, last name, email, role, or location in the Search box and hit Enter. Results from your search criteria will appear in the table.
2. Page Buttons – Click a page button located below the table to advance through the various pages of the Manage Users table.

MI School Data User Account Maintenance Guide

Use the search bar below to enter search terms to find users based on user name, first name, last name, email, user role, and/or location. Uncheck fields to limit your search. For example, if interested in seeing your school principals, type in 'Principal' and make sure user role is checked.

[User Administration Manual](#) 

[FERPA Resources and Forms](#)

[Protecting Student Privacy \(U.S. Department of Education\)](#)

1  

Show entries

User Name	First Name	Last Name	Email	User Role	Location	Last Login	Is Active?	Activate/Deactivate
						Has not Logged in	Yes	Activate/Deactivate
						Has not Logged in	Yes	Activate/Deactivate
						9/24/2020 8:01:48 AM	Yes	Activate/Deactivate
						11/10/2020 1:23:31 PM	Yes	Activate/Deactivate
						Has not Logged in	Yes	Activate/Deactivate
						Has not Logged in	Yes	Activate/Deactivate
						Has not Logged in	Yes	Activate/Deactivate
						12/8/2020 1:24:54 PM	Yes	Activate/Deactivate
						12/7/2020 2:59:10 PM	Yes	Activate/Deactivate
						12/7/2020 2:59:10 PM	Yes	Activate/Deactivate

2  ...

Step 3: Click the User Name link of the account you wish to edit. The “Edit User” page will appear, and you will see the user’s profile information. This information is “read only” and cannot be edited.

The “Edit User” page is where you will have the option to add another role to a user’s account, modify permissions for a user’s account, or remove a role from a user’s account. Please refer to the [User Roles and Associated Permissions table](#) located in Section 4 if you are unsure of which role to select. Please refer to the [Permissions List and Descriptions table](#) located in Section 3 if you are unsure of which permission(s) to select.

Modifying Permissions for a User's Account

- On the Edit User page, find the role and location combination visible in the "Saved Roles and Locations" box located at the bottom of the page and click the "Permissions" hyperlink for that role.

Saved Roles and Locations

District Superintendent at Holt Public Schools	remove	Permissions
--	------------------------	-----------------------------

[+ Add a Role](#) [- Remove All Roles](#)

[Cancel Edit User](#) [Save](#)

- Review the list of permissions located on the right side of the page. Check or uncheck permission boxes to ensure the user has the correct level of access needed for their user role.

District Superintendent Permissions

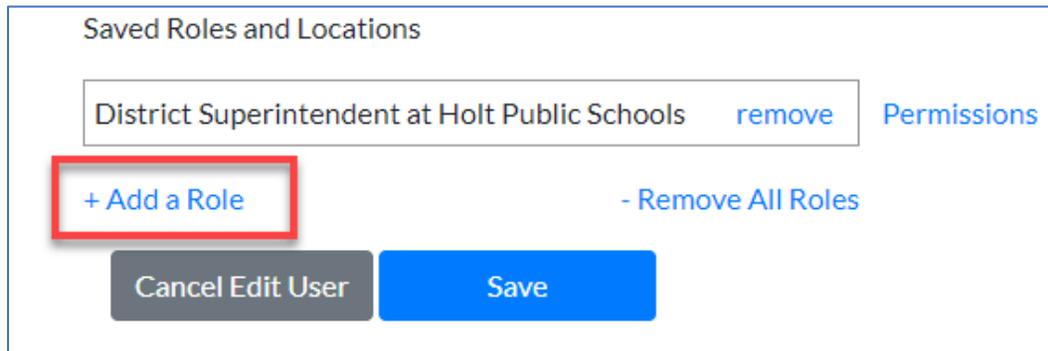
- Administer Users
- Allow Restricted Access
- Create Accountability Issues
- Create District Accountability User
- Create ISD Accountability Administrator
- Create ISD Accountability User
- Create School Accountability User
- Download Accountability Student Data reports
- Edit Accountability Issues
- Edit District Accountability User
- Edit ISD Accountability Administrator
- Edit ISD Accountability User
- Edit School Accountability User
- Include Student Pathways with Sensitive Information
- Manage Researcher Files
- Submit Accountability Issues
- Train-the-Trainer
- View Accountability Downloads
- View Accountability Issues
- View Early Childhood with Sensitive Information
- View Preview Data
- View Student Performance Data

- After making modifications to the user’s account, click the “Save” button located in the lower left portion of the Edit User page.



Adding Another Role to a User's Account

- On the Edit User page, click the "+Add a Role" link located at the bottom of the page.



- Add a location by clicking the "Select a Location" arrow from the "Location*" drop down box. Depending on the type of role you are adding, you will need to select an ISD, District or School from the applicable location drop down boxes.



Signed Authorization

Location*

(ISD) Clinton County RESA

District*

St. Johns Public Schools

School*

St. Johns High School

Role*

Detailed description: This screenshot shows a portion of a web form. At the top is a checkbox labeled 'Signed Authorization'. Below it are three dropdown menus, each with a red circle around its label and another red circle around the dropdown arrow. The first dropdown is labeled 'Location*' and shows '(ISD) Clinton County RESA'. The second is labeled 'District*' and shows 'St. Johns Public Schools'. The third is labeled 'School*' and shows 'St. Johns High School'. Below these is a label 'Role*' and the start of another dropdown menu.

- Add a role by clicking the "Select a Role" arrow from the "Role*" drop down box. Highlight the role you wish to add. Please refer to the [User Roles and Associated Permissions table](#) located in Section 4 if you are unsure of which role to select.

Role*

Select a Role

Saved Roles and Locations

Detailed description: This screenshot shows a close-up of the 'Role*' dropdown menu. The label 'Role*' is at the top. The dropdown box contains the text 'Select a Role' and a downward-pointing arrow. Below the dropdown is the text 'Saved Roles and Locations'.

- Review the list of permissions on the right side of the page. Check or uncheck permission boxes to ensure the user has the correct level of access needed for their user role. Please refer to the [Permissions List and Descriptions table](#) located in Section 3 if you are unsure of which permission(s) to select.

MI School Data User Account Maintenance Guide

District Superintendent Permissions

- Administer Users
- Allow Restricted Access
- Create Accountability Issues
- Create District Accountability User
- Create ISD Accountability Administrator
- Create ISD Accountability User
- Create School Accountability User
- Download Accountability Student Data reports
- Edit Accountability Issues
- Edit District Accountability User
- Edit ISD Accountability Administrator
- Edit ISD Accountability User
- Edit School Accountability User
- Include Student Pathways with Sensitive Information
- Manage Researcher Files
- Submit Accountability Issues
- Train-the-Trainer
- View Accountability Downloads
- View Accountability Issues
- View Early Childhood with Sensitive Information
- View Preview Data
- View Student Performance Data

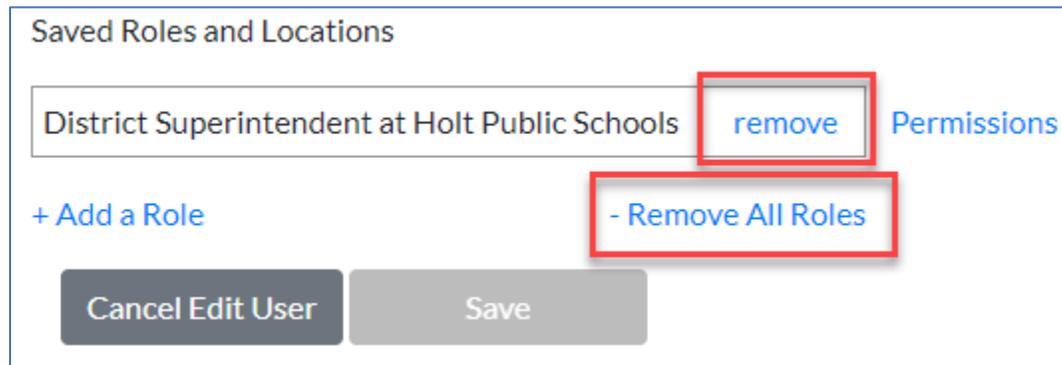
- After you have made all your selections, click the “Save” button located in the lower left portion of the Edit User page.



Note: You can assign the same role to multiple locations. However, you are not able to assign multiple roles to the same location. User roles have hierarchical permissions so the top role would give permissions to all locations below. For example, if a user is assigned an ISD role, they can view data for all districts and schools within the ISD.

Removing a Role from a User's Account

- On the Edit User page, find the role and location combination you wish to remove in the "Saved Roles and Locations" box located at the bottom of the page, then click the "remove" hyperlink for that role.
- If you wish to remove all roles associated with a user's account, click the "-Remove All Roles" hyperlink located directly below the "Saved Roles and Locations" box.



Note: When all roles are removed from a user's account it is considered an inactive account. To reactivate the account, add the appropriate location, role and permissions needed for the user to perform their job responsibilities.

Section 8: Reset/Change a User's Password

MI School Data administrators are no longer able to reset a user's password. Users must now reset their own passwords by clicking the "Forgot your password?" link on the [MI Login for Third Party](#) login page. Please see the [MI Login User Guide for MI School Data Users](#) for additional information.

Section 9: Annual Review of User Accounts

As a MI School Data administrator, it is your responsibility to review your user accounts each year and make the appropriate updates to those accounts. Ideally, the review process should be completed at the beginning and end of the school year. At minimum, the review process should include the following steps.

1. Deactivate accounts for users who have left the ISD/District/School.
2. Activate accounts for new users within the ISD/District/School.
3. Update roles and permissions as needed for users that have changes jobs within the ISD/District/School.

Section 10: MI School Data Account Deactivation

Each year, CEPI analysts review the list of MI School Data user accounts to determine which users have not logged into MI School Data during the previous 18 months. Any user that has not logged into their MI School Data account during the previous 18 months will have their account automatically deactivated. Individuals with deactivated accounts will receive an unsuccessful login message and will be unable to access secure data. If your user account has been deactivated, please contact your [ISD Technical Contact](#) to have it reactivated.

Section 11: Frequently Asked Questions

Q: How do I become an ISD technical contact?

A: ISD technical contacts assist users with their account access to MI School Data. The technical contacts at Macomb ISD can assist you in becoming an ISD technical contact. Please refer to the [ISD Technical and Training Contacts](#) table to obtain their contact information.

Q: How do I become an Institution of Higher Education keyholder?

A: IHE keyholders assist college and university users with their account access to MI School Data. Send an email to [CEPI Customer Support](#) for assistance in becoming an IHE keyholder.

Q: How do I remove access to locations that I am not authorized for?

A: Contact the applicable [ISD Technical Contact](#) for assistance in removing locations you are not authorized for.

Q: How do I become an ISD Accountability Administrator?

A: ISD accountability administrators assist users with their account access to accountability roles in MI School Data. Send an email to the [Michigan Department of Education Accountability Office](#) for assistance in becoming an ISD Accountability Administrator.

Q: When a user has a change in the district they work for, what is the best way to update the user's account?

A: Search for the user's account in the Manage Users table and click the user name hyperlink. This will allow you to edit the user's information. Begin by adding the new location and editing their permissions as needed. Be sure to save your changes. If you have permission to access and edit the old location, remove the location and its associated role. If you do not have permission to access and edit the old location, contact the applicable [ISD Technical Contact](#) so that they can remove it for you.

Q: What role should be assigned to an individual who has district responsibilities as a Superintendent and an Accountability Administrator?

A: The permissions for an Accountability Administrator cannot be added to a Superintendent role. However, additional permissions can be added to the Accountability Administrator role. As the Accountability Administrator role has the highest level of functionality and allows for accountability appeal submission, assign the Accountability Administrator role to the individual, and then add the additional permissions needed for the Superintendent responsibilities.

Q: How do I search for users with common names?

A: The search table allows you to search for a user by user name, first name, last name, email, user role and location. For users with common names, the fastest way to search for them is by entering their first name and last

name in the search box. If their first name is more unique than their last name, search by their first name. When not searching by first name and last name, change the number of results returned to 100 records.

You can also use the filter to choose which data fields to include in your search. When searching for someone with a common last name, remove the location from your search. If a location is included in the search for a user with the last name of Washington, the results will include all people with the last name of Washington, as well as people who work in every school building with Washington in its name.

Q: When should the Activate/Deactivate hyperlink be used?

A: The Activate/Deactivate hyperlink does not currently work the same as it did in the legacy site. When a user clicks the Activate/Deactivate hyperlink, they are redirected to the Edit User screen. To activate their account, edit their record by adding a role, location and permission to their account based on the authorized permission request form. If the user has left education employment through retirement or other separation, remove all roles from their record to deactivate their account.

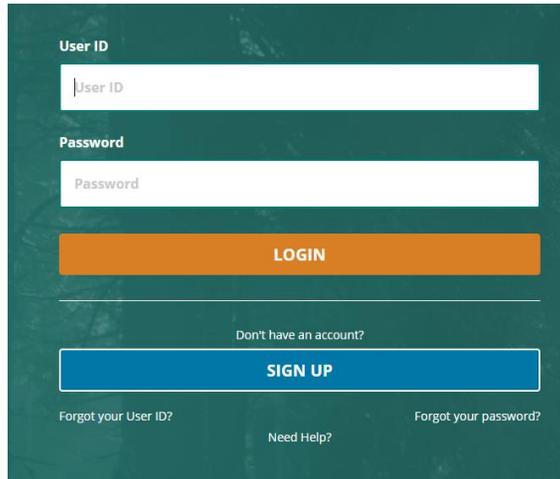
Q: Is there a resource available to learn deeper information about MI School Data?

A: Yes. The [Professional Development Toolkit](#) page provides several resources to better prepare Michigan educators in the access, inquiry and dialogue surrounding educational data. Here you will find contacts for training or secure account issues, presentations and trainings, continuous improvement resources, and information regarding the Train-the-Trainer network.

Appendix A: MI School Data Account Creation Process – New Users

Steps for New Users:

1. Create or verify that you have a [MILogin for Third Party](https://milogintp.michigan.gov/) account at <https://milogintp.michigan.gov/>.
 - a. Sign Up: Be sure that the email address for your **MILogin for Third Party** account **matches the email address** for your *MI School Data* account (e.g., school-issued email).



The screenshot shows a login and sign-up interface on a dark green background. At the top, there is a 'User ID' label above a white input field containing the placeholder text 'User ID'. Below this is a 'Password' label above another white input field containing the placeholder text 'Password'. A prominent orange button labeled 'LOGIN' is centered below the password field. A horizontal line separates the login section from the sign-up section. Below the line, the text 'Don't have an account?' is centered above a blue button labeled 'SIGN UP'. At the bottom of the form, there are three links: 'Forgot your User ID?' on the left, 'Need Help?' in the center, and 'Forgot your password?' on the right.

2. Check your email for activation instructions. Activate your account in MILogin for Third Party and “Request Access” to the MI School Data application.

MI School Data User Account Maintenance Guide

https://milogintp.michigan.gov/uisecure/tpselfservice

Michigan.gov

MI Login for Third Party

HOME REQUEST ACCESS UPDATE PROFILE SECURITY OPTIONS CHANGE PASSWORD LOGOUT

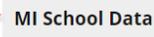
Home Page of Jennifer Parker

Your password will expire in **28** days

Access your applications by clicking on the application links below

Request Access to CEPI, MISchoolData in your MILOGIN 3rd Party account maintenance.

 Center for Educational Performance and Information (CEPI)

 MI School Data

3. Contact your [ISD Technical Contact](#) - ISD/Agency Technical Contact and complete the FERPA/HIPAA process for account ACTIVATION.

MI School Data User Account Maintenance Guide

MI School Data
www.mischooldata.org

FERPA/HIPAA Quiz

This quiz is designed to test your knowledge of the Family Educational Rights and Privacy Act (FERPA) and the Health Information Portability and Accountability Act (HIPAA). Take this quiz at the beginning of the workshop and record your answers in the first column, labeled *Pre*. As you work through the workshop activities, you may learn additional information. Record any changes to your answers in the second column, labeled *Post*.

Put "T" for True or "F" for False next to each statement.

Pre	Post	Statement
		1. Schools must provide a parent with an opportunity to inspect and review his or her child's education records within 60 days of receipt of a request.
		2. Schools must individually notify parents of their FERPA rights by mail.
		3. When a student turns 18 years old and the rights under FERPA transfer from the parent to the student, the school must obtain consent from the student in order to disclose grades and other education records to the parents.
		4. In a legal separation or divorce situation, both parents have the right to gain access to the student's education records.
		5. A school may designate and disclose any information on a student as "directory information," as long as the school notifies parents and provides them with an opportunity to opt out.
		6. Teachers may post reports by student name or ID# in security folders.
		7. To be considered an "education record," information must be maintained in the student's cumulative or permanent folder.
		8. When a student transfers to a new school, the former school is required to send the student's education records to the new school.
		9. A parent of a former student has the same right to inspect and review the student's education records as a parent of a student currently attending the school.
		10. Schools are required by FERPA to maintain a student's transcript for 3 years.
		11. School nurse records are not subject to FERPA, but are subject to the HIPAA Privacy Rule.
		12. The disclosure of student immunization information to an outside agency such as a state health department is governed by FERPA, not HIPAA.
		13. Records created and maintained by a school resource officer or law enforcement unit are not subject to FERPA.
		14. FERPA grants parents the right to have a copy of any education record.
		15. The following would be an acceptable release of information without the parent's consent: To the state department of education in relation to an audit or evaluation of state-funded education program. To the student. To any school official within the school district. To potential employers or honor organizations attempting to verify grades, class rank.

Continued on page 2 of 2
Page 1 of 2

NOTE: Each ISD/Agency has a unique FERPA/HIPAA compliance process before the Technical Contact can ACTIVATE your account.

MI School Data
www.mischooldata.org

2020-2021

ISD/RESA	REGION	CURRICULUM CONTACT	ACCOUNTABILITY CONTACT	TECHNICAL CONTACT Account Activation	TRAINING-TRAINER Key Contacts	TRAINING-TRAINER Professional Development
Allegan Area ISD 203-512-7700	Red	Frank Hales frank.hales@alleganresd.org				
Alpena-Montmorency-Alcona ISD 203-254-2121	Purple	Shelie Galt sgalt@alpena-mi.org				
Berry ISD 269-405-8543	Red	Dr. Jennifer Sell jsell@berryschool.org	Bob Franklin bfranklin@berryschool.org	Bob Franklin bfranklin@berryschool.org	Bob Franklin bfranklin@berryschool.org	Bob Franklin bfranklin@berryschool.org
Bay Avenue ISD 303-626-4430	Blue	Michelle Dealey mdealey@baad.net	Deagles Trembley dtrembley@baad.net	Lisa Zettle lzettle@baad.net	Deagles Trembley dtrembley@baad.net	Deagles Trembley dtrembley@baad.net
Berrien RESA 268-475-7123	Red	Cybil Upmstrup cupal@berrienresd.org	Rene Clark rclark@berrienresd.org	Miss Jones mjones@berrienresd.org	Miss Jones mjones@berrienresd.org	Lisa Pothorn lp.pothorn@berrienresd.org Dori Wili dori.wili@berrienresd.org
Branch ISD 217-279-5700	Blue	Dr. Jennifer Sell jsell@branchisd.org	Kris Jenkins kjenkins@branch-isd.org	Anna McCrumb mccrumb@branchisd.org	Anna McCrumb mccrumb@branchisd.org	Anna McCrumb mccrumb@branchisd.org
Cadmus ISD 268-702-8142	Blue	Dr. Jennifer Sell jsell@cadmusisd.org	Dr. Jennifer Sell jsell@cadmusisd.org	Anna McCrumb mccrumb@cadmusisd.org	Anna McCrumb mccrumb@cadmusisd.org	Anna McCrumb mccrumb@cadmusisd.org

Technical Support Contacts:

- For questions about your access to MI School Data, contact your school district administrator.
- If you are a district MI School Data technical administrator and need assistance, contact your [ISD/Agency Technical Contact](#) or the CEPI Help Desk at cepi@michigan.gov.
- For **technical questions**, contact the CEPI Help Desk at cepi@michigan.gov or 517-335-0505.
- If you need account help with **MIlogin for Third Party**, visit the [MIlogin Help Page](#) or call 1-877-932-6424.
- For account activation, contact your [ISD/Agency Technical Contact](#).

Appendix B: MI School Data User Request – Accountability Permissions

MISchoolData User Request
ACCOUNTABILITY PERMISSIONS



Applicant Information

ISD/RESA/RESD: _____

DISTRICT: _____

NAME (PLEASE PRINT): _____

Email: _____

MISchoolData User ID: _____

JOB TITLE: _____

DIRECTIONS:

- 1) choose **ONLY ONE** of the four available access levels (ISD Accountability Administrator, ISD Accountability User, District Accountability User, School Accountability User)
- 2) check any additional permissions that need to be enabled
- 3) obtain appropriate signatures
- 4) submit to your [ISD/RESA/RESD Technical Administrator](#) for processing

ISD	ISD/RESA/RESD LEVEL
<i>This Section is for ISD/RESA/RESD users only. Please choose ONLY ONE, and the additional needed permissions.</i>	
<p>ISD Accountability Administrator role usually has the following responsibilities:</p> <ol style="list-style-type: none"> 1. Account Administration <p>By choosing this role, the following permissions are assigned to the ISD Accountability Administrator</p> <ul style="list-style-type: none"> • Administer Users • Create District Accountability User • Create ISD Accountability User • Create School Accountability User • Download Accountability Student Data reports • Edit District Accountability User • Edit ISD Accountability User • View Accountability Downloads • View Accountability Issues <p><u>Please check any additional permissions this individual should be given: (Please choose carefully - these permissions are highly sensitive).</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Create Accountability Issues <input type="checkbox"/> Edit Accountability Issues <input type="checkbox"/> Include Student Pathways and Sensitive Information <input type="checkbox"/> Submit Accountability Issues <input type="checkbox"/> Train-the-Trainer <input type="checkbox"/> View Early Childhood with Sensitive Information <input type="checkbox"/> View Preview Data <input type="checkbox"/> View Student Performance Data 	<p>ISD Accountability User role usually has the following responsibilities:</p> <ol style="list-style-type: none"> 1. Review Accountability Issues 2. Work with local schools and districts on Accountability Issues <p>By choosing this role, the following permissions are assigned to the ISD Accountability User</p> <ul style="list-style-type: none"> • View Accountability Downloads • View Accountability Issues <p><u>Please check any additional permissions this individual should be given: (Please choose carefully - these permissions are highly sensitive).</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Create Accountability Issues <input type="checkbox"/> Edit Accountability Issues <input type="checkbox"/> Include Student Pathways and Sensitive Information <input type="checkbox"/> Submit Accountability Issues <input type="checkbox"/> Train-the-Trainer <input type="checkbox"/> View Early Childhood with Sensitive Information <input type="checkbox"/> View Preview Data <input type="checkbox"/> View Student Performance Data

Please contact your MISchoolData - [ISD Technical Administrator](#) for questions regarding this form

MI School Data User Account Maintenance Guide

LEA	LOCAL SCHOOL DISTRICT	
	This Section is for local district or school users only. Please choose ONLY ONE , and the additional needed permissions.	
_____ -	<p>District Accountability User role usually has the following responsibilities:</p> <ol style="list-style-type: none"> 1. <i>downloading the file,</i> 2. <i>sharing the file, and;</i> 3. <i>leading the appeal on behalf of the DISTRICT</i> <p>Depending on the district infrastructure, usually a <u>single person from the district in a Central Office position</u> is assigned this role.</p> <p>By choosing this role, the following permissions are assigned to the District Accountability User:</p> <ul style="list-style-type: none"> ● Download Accountability Student Data reports ● View Accountability Downloads ● View Accountability Issues ● View Student Performance Data (can be unchecked) <p><u>Please check any additional permissions this individual should be given: (Please choose carefully - these permissions are highly sensitive).</u></p> <p> <input type="checkbox"/> Administer Users <input type="checkbox"/> Create Accountability Issues <input type="checkbox"/> Edit Accountability Issues <input type="checkbox"/> Include Student Pathways and Sensitive Information <input type="checkbox"/> Submit Accountability Issues <input type="checkbox"/> Train-the-Trainer <input type="checkbox"/> View Early Childhood with Sensitive Information <input type="checkbox"/> View Preview Data </p>	<p>School Accountability User role usually has the following responsibilities:</p> <ol style="list-style-type: none"> 1. <i>reviewing file(s), and;</i> 2. <i>informs the District Accountability User that an APPEAL is necessary</i> <p>Depending on the district infrastructure, usually <u>each building administrator</u> is assigned this role.</p> <p>By choosing this role, the following permissions are assigned to the School Accountability User:</p> <ul style="list-style-type: none"> ● Download Accountability Student Data reports ● View Student Performance Data (can be unchecked) <p><u>Please check any additional permissions this individual should be given: (Please choose carefully - these permissions are highly sensitive).</u></p> <p> <input type="checkbox"/> Create Accountability Issues <input type="checkbox"/> Edit Accountability Issues <input type="checkbox"/> Include Student Pathways and Sensitive Information <input type="checkbox"/> Submit Accountability Issues <input type="checkbox"/> Train-the-Trainer <input type="checkbox"/> View Early Childhood with Sensitive Information <input type="checkbox"/> View Preview Data </p> <p><u>Please list school building(s):</u></p>

SIGNATURES REQUIRED

Acknowledgements		
I acknowledge my understanding of rights, responsibilities, and requirements of FERPA regarding these role permissions.	Applicant Signature:	Date:
I approve these role permissions.	Superintendent Authorization/Signature:	Date:

Please send all requests to your MISchoolData ISD Technical Administrator

Date Processed: _____ Processed by: _____

Please contact your MISchoolData - [ISD Technical Administrator](#) for questions regarding this form

MI School Data Accountability Permissions Form