

MEGS+

Michigan Electronic
Grants System *Plus*

Session One: System
Requirements and Access

<https://mdoe.state.mi.us/megsplus>

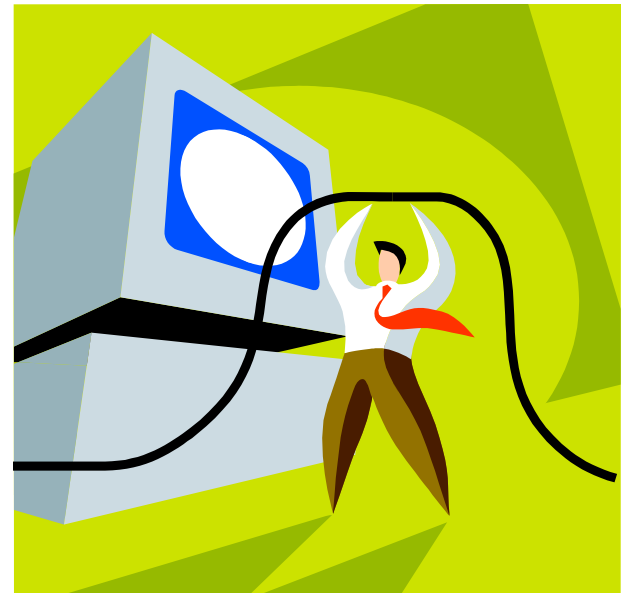
MEGS+ Scope

- Serves the Michigan education community
- Supports completion, review and approval of applications, certifications, reports, and other tasks
- Applications are primarily federally funded; some state funded programs
- Applications will be converted from MEGS and CNAP, phased over the next year



MEGS+ Objectives

- Replace MEGS and CNAP with current technology
- Improve performance
- Improve usability
- Increase reliability
- Reduce costs of rollovers, enhancements and changes



MEGS+

Initial Applications/Tasks

- DELEG Adult Learning
- 21st Century Community Learning Centers
- School Meals
- Military-Connected Children
- Charter Schools
- Education Jobs Fund
- Great Parents, Great Start
- Math and Science Centers
- Mathematics & Science Partnerships
- Section 31a/32e Flexibility
- Safe and Supportive Schools
- Special Education – Mandated Activities Project (MAP)
- Title I Regional Assistance
- Title I School Improvement



MEGS+ System Requirements

- Internet Access
- Web Browser
 - Internet Explorer 8 (preferred)
 - Firefox 2.0+
 - Safari 3.0+
- Adobe Acrobat Reader 4.0+



An upgrade to Internet Explorer 8 is available at no cost from Microsoft at microsoft.com

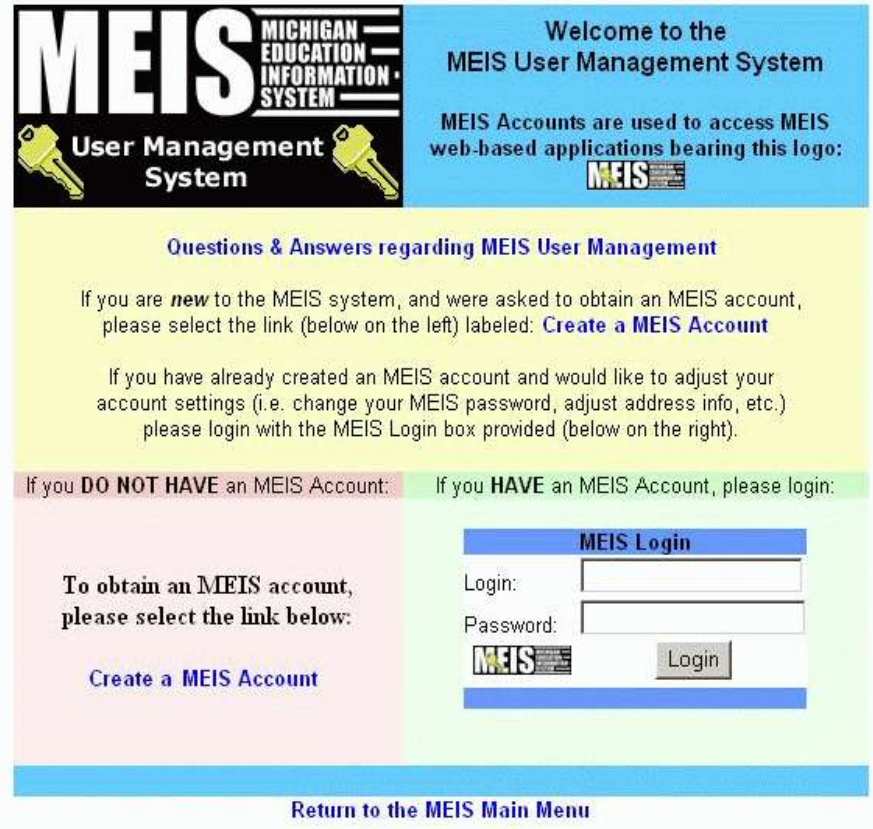
MEGS+ Access: MEIS

MEIS is the Michigan Education Information System.

MEIS provides one system for the management of user accounts for a variety of MDE and education applications.

In order to use MEGS (and potentially other State of Michigan systems) you must first obtain a MEIS account. This can be done by going to the following URL and clicking **Create a MEIS Account**:

<https://cepi.state.mi.us/MEISPublic/>



The screenshot shows the MEIS User Management System interface. At the top left is the MEIS logo with the text "MICHIGAN EDUCATION INFORMATION SYSTEM" and "User Management System" below it, flanked by two keys. To the right is a blue banner with the text "Welcome to the MEIS User Management System" and "MEIS Accounts are used to access MEIS web-based applications bearing this logo:" followed by a small MEIS logo. Below this is a yellow section titled "Questions & Answers regarding MEIS User Management" containing two paragraphs of instructions. The bottom section is split into two colored areas: a pink area on the left with the text "If you DO NOT HAVE an MEIS Account:" and "To obtain an MEIS account, please select the link below:" followed by a blue button labeled "Create a MEIS Account"; and a light green area on the right with the text "If you HAVE an MEIS Account, please login:" and a login form titled "MEIS Login" with fields for "Login:" and "Password:", a small MEIS logo, and a "Login" button. At the very bottom is a blue bar with the text "Return to the MEIS Main Menu".

MEGS+ Access: Confirming Your MEIS Account

The final screen will confirm your account.

[Print this page for your records.](#)

Warning: Passwords are case-sensitive. Your randomly generated password is guaranteed to cause you problems in the future.



Change your password immediately after creating your account.

Your MEIS account must then be entered in the MEGS+ database.

Obtain MEIS Account for JohnDoe - Finished

PLEASE BE SURE TO PRINT
THIS INFORMATION FOR YOUR RECORDS!

The Following Account Was Created

Last Name:	Doe
First Name:	John
Email Address :	jdoe@email.com
Address 1:	1234 Address Street
Address 2:	
City:	Anywhere
State:	MI
Zip:	12345

MEIS Account Info

MEIS Account ID:	A1010956
MEIS Login:	JohnDoe
MEIS Password:	cAIQZz (note: this is a temporary password)

Follow the link below to set your MEIS Account password.
(Use the temporary password provided above to access the system.)

MEIS MICHIGAN EDUCATION INFORMATION SYSTEM

[Set your MEIS Password](#)

MEGS+ Access: Resetting MEIS Passwords

Need to reset your password?

The MEIS system has been modified so the user may update and maintain their profile. Users can also:

- Change their password
- Recover their forgotten login name and password

MEIS Help Desk:

(517) 335-0505



MEIS Login

The MEIS User Management is a security system, implemented by the Michigan Department of Education, to be used with all MEIS applications.

A MEIS user will need only one account which will allow access to multiple MEIS applications.

- MEIS accounts are unique to each individual user.
- MEIS accounts **MUST** never be shared.
- MEIS accounts remain open forever.

Login Name:	<input type="text"/>	I forgot my Login Name
Password:	<input type="password"/>	I forgot my Password
<input type="button" value="Log In"/>		

Have questions/concerns about MEIS security or MEIS User Management?

Please contact the MEIS Help Desk via:

Phone: (517) 335-0505

Press 2 for MDE Programs

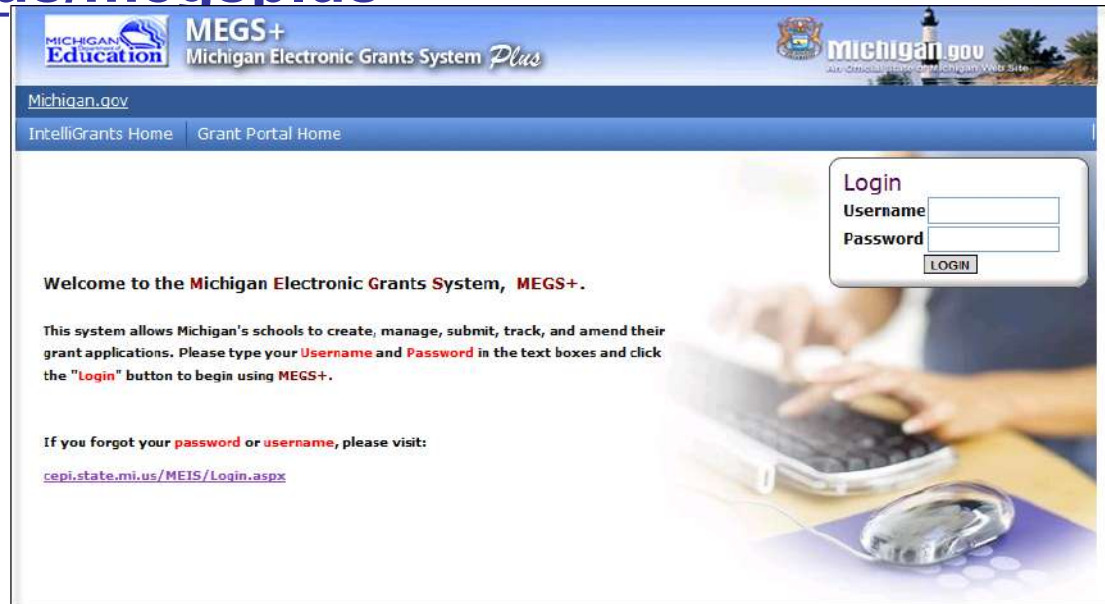
Press 3 for CEPI Programs

Logging into MEGS+

Go to:

<https://mdoe.state.mi.us/megsplus>

- Use the Login and Password obtained from the MEIS registration process to login.
- Remember, the MEIS password is case sensitive.
- **If you are in MEGS, you have automatic access to MEGS+**



- You cannot log in until your Authorized Official has entered your MEIS account into MEGS+.
- If you MEIS account is entered in MEGS+ you can log in.
- If you receive an error message that you have a valid MEIS account but are not authorized in MEGS+, contact your Authorized Official.

MEGS+ Security:

Authorization Structure

- **Level 5 - Authorized Officials**
 - Manage MEGS accounts for district/agency
 - Designate Application Administrators (Level 4)
 - Initiate applications
 - Assign lower security levels to allow edit or view status
 - Add users to MEGS
 - Submit, amend and delete applications, amendments, and/or reports
 - Access to all district applications
- **Level 4 - Application Administrators**
 - Responsible for managing the application
 - Initiate assigned applications **for own agency**
 - Start modifications or amendments
 - Assign other users to participate in the grant writing or review process
 - Initiate and submit reports
 - Notify Authorized Officials to submit applications, modifications and amendments
 - Can NOT: submit applications; assign other Level 4s

MEGS+ Security:

Other Security Levels

- **Level 3b Consortium/Grant Member Program Coordinator**
 - The fiscal agent can add users from consortia organizations
 - Permission to work on their budget and narrative only
 - Can save to no other portions of the grant
- **Level 3 Consortium/Grant Member-Authorized Officials**
 - All Authorized Officials from Consortia Members are automatically added to the grant with view permissions
- **Level 2 - Grant Writers**
 - Ability to input and edit any data
- **Level 2c - Financial Officers**
 - Ability to input and edit budget data
- **Level 1 – Viewers**
 - Can view all parts of the application
 - Cannot input or edit any information



TIP: Level 3b and Level 3 are only used for applications supporting a consortium, grant member or regional provider structure.

MEGS+ Security:

Designating Authorized Officials

<https://megs.mde.state.mi.us/megsweb>

- Two Authorized Officials per recipient agency
- Authorized by the Superintendent /Chief Operating Officer/PSA Board President
- Print and send in the MEGS Electronic Form
- Electronic form is “fillable”
- You can find forms on the MEGS website
- Very quick turn-around
- An email will be issued when assigned

Michigan Department of Education Michigan Electronic Grant System (MEGS) MEGS Security Authorization

District/Recipient Name: _____
District/Recipient Code: _____

Step 1. Designate the individual who will serve as the Authorized Official for your organization. This role includes the full use of MEGS including the authority to assign secondary access to the MEGS system within your organization. Each organization may designate a maximum of two Authorized Officials. A separate form must be submitted for each Authorized Official.

Name: _____ Title: _____
Email Address: _____ Phone Number (area code): _____

If this name is a replacement for an existing Authorized Official, please complete the following:
Replacement for: _____

Previous Authorized Official should be classified as:
 No longer with organization A member of our organization, no longer an authorized official.

Step 2. To verify or create a MEGS Account, go to the following URL: <https://cepi.state.mi.us/MEGSPublic>.
2a. To verify an existing MEGS account, log into MEGS and ensure the account is still valid.
2b. To create a new MEGS account, click on the Create New Account link and follow instructions.

Step 3. Enter MEGS Account of the Authorized Official:
MEGS Account: A _____

Step 4. Authorized Official Acknowledgment:
I agree to protect my user identification and password from unauthorized use. I understand all activity under my user ID is my responsibility.
Signature of Designated Authorized Official: _____ Date: _____

Step 5. Superintendent or Chief Operating Officer:
I attest that the above named individual is authorized to initiate and electronically submit applications to the Michigan Department of Education and to designate other individuals within the organization to read, create and edit grant applications.
Name of Organization: _____
Signature of the Superintendent or Chief Operating Officer: _____ Date: _____

Step 6. Forward to MDE: Attn: Lou's Burgess, Fax Number (517) 241-6496 or mail to Michigan Department of Education, Grants Coordination & School Support, P.O. Box 30005, Lansing, Michigan 48909. Questions may be directed to (517) 373-1806.
Your account will be activated one to two business days after receipt. You will NOT be receiving notification of this.

MEGS+

Questions?



- Program specific questions contact the Program Area.
- MEGS+ technical questions contact: (517) 373-1806.