

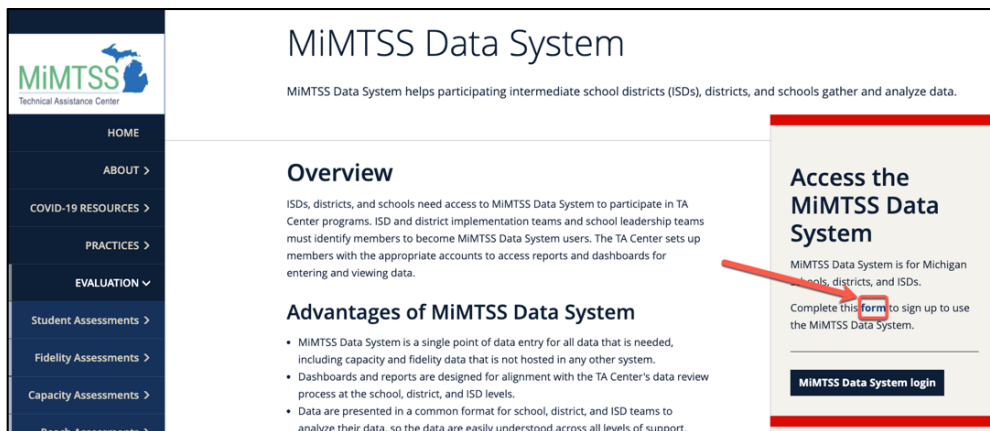
MiMTSS Data System Signup Process

The MiMTSS Data System is a free-access web-based data system designed for LEAs, ISDs, and MDE to gather and analyze data critical for the continuous improvement of MTSS in Michigan. This document describes how districts and ISDs sign up to use the data system and get initial login access. If your district or ISD was already using the Data System and you are trying to re-sign your use agreement electronically, jump to the section: [Superintendent or Proxy Logs into the MiDataHub Cockpit](#).

Complete the Interest Form

Michigan districts and ISDs indicate their interest in using the MiMTSS Data System by filling out this short [Interest Form](#). The link to this form is available in two places. This form only needs to be completed by districts or ISDs who have never used the MiMTSS Data System before. The interest form does not need to be completed by districts or ISDs that are re-signing their agreement electronically or just need to add new users to their account.

The [MiMTSS Data System page](#) of the TA Center website includes a link to the signup form in the right pane.



The screenshot shows the MiMTSS Data System website. On the left is a dark blue navigation menu with links for HOME, ABOUT, COVID-19 RESOURCES, PRACTICES, EVALUATION, Student Assessments, Fidelity Assessments, Capacity Assessments, and Reach Assessments. The main content area has the title 'MiMTSS Data System' and a sub-header 'Access the MiMTSS Data System'. Below this, there is a section titled 'Access the MiMTSS Data System' with a red box around the word 'form' in the text 'Complete this form to sign up to use the MiMTSS Data System.' and a red arrow pointing to it. Below the text is a button labeled 'MiMTSS Data System login'.

The [MiMTSS Data System home page](#) includes a link at the bottom to the signup form.

MiMTSS
Data System

Log in

The MiMTSS Data System is a free-access web-based data system designed for LEAs, ISDs and MDE to gather and analyze data that is critical for the continuous improvement of MTSS in Michigan. The data system is an example of MDE's commitment to create a systemic infrastructure that supports the needs of the field by reducing burden and creating integration with existing local data systems.

The MiMTSS Data System provides educators with:

- A place to collect data not captured elsewhere related to MTSS inputs, implementation, and outcomes (e.g., personnel, training records, partners, capacity assessments, fidelity assessments).
- Data presented in a common format, so they are easily understood across all levels of the education system (e.g., school/center, LEA, ISD and State).
- Dashboards and reports designed for use during the continuous improvement process.
- School-level data that are immediately accessible to LEAs and ISDs as they are entered.
- A system that is designed based on the principles of effective data visualization, has undergone multiple cycles of usability testing, and is continuously improved based on user feedback.

Email (case sensitive)

Password

[I forgot my password](#)

[District and ISD signup to use the MiMTSS Data System](#)

The interest form will look like this:



Directions

Please complete the form below to indicate your interest in the MiMTSS Data System. MiDataHub staff will turn on the agreement in the MiDataHub cockpit for your district within 1 business day.

1. This system is available only to Intermediate School Districts, Local Education Agencies, and Public School Academies/Charter Schools located in the state of Michigan.

Select your district or ISD (type to narrow dropdown list). *

2. Today's Date *

3. Enter your state code (5 digits for districts, 2 digits for ISDs):

4. Name of person completing this Interest Form *

5. Email of person completing this interest form: *

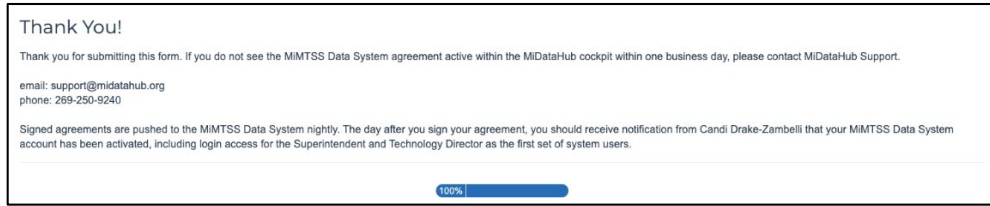
6. Superintendent Name: *

7. Superintendent Email: *

8. Technology Director Name:

9. Technology Director Email:

The final page of the interest form confirms that your information was submitted:



Superintendent or Proxy Logs into the MiDataHub Cockpit

Within 24 hours of submitting the interest form, the MiMTSS Data System Opt-In Agreement will be activated and available in the MiDataHub Cockpit for your district or ISD. Only the Superintendent or their designated proxy will be able to sign the form electronically. More information is available on [how to assign a superintendent proxy](#) to sign agreements on behalf of the Superintendent.

If you have not logged into MiDataHub or have forgotten your password, you can download a document on [how to reset your MiDataHub password](#). If you need further assistance with the password reset option, please send an email to support@midatahub.org.

Sign the MiMTSS Data System Opt-In Agreement Electronically

Step 1

From the MiDataHub cockpit, select Agreements from the pull-down list in the top left corner.

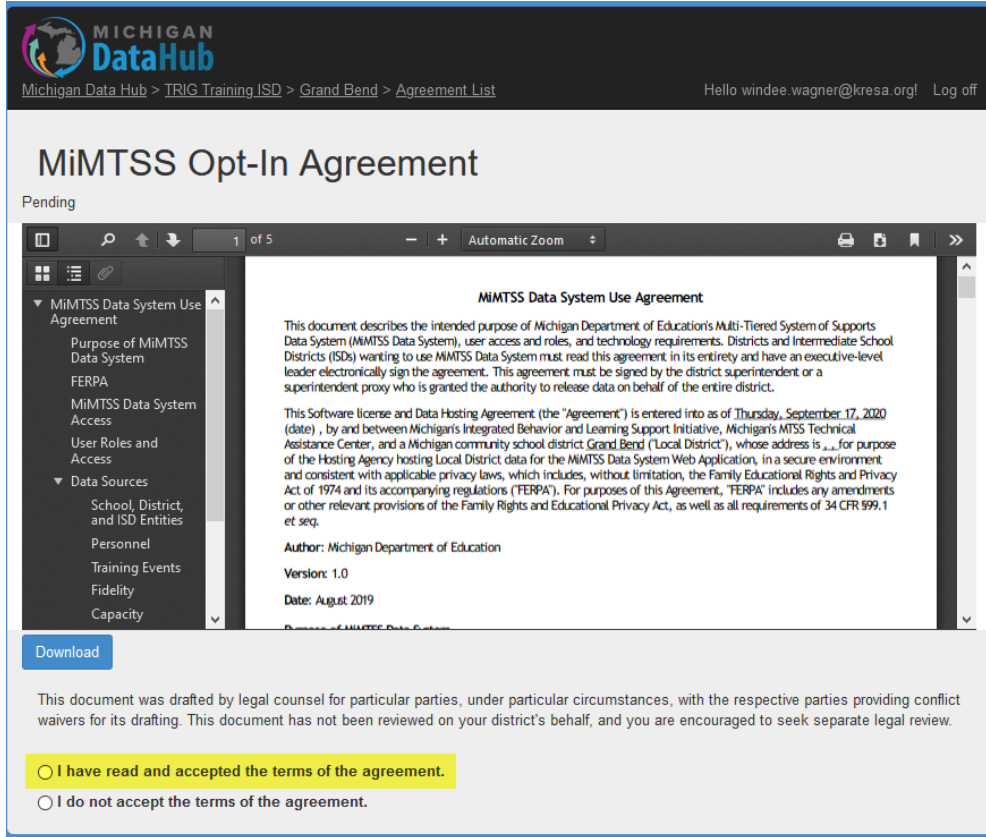
Step 2:

Locate the MiMTSS Data System Opt-in Agreement in the Agreement List and click the **View Agreement** button.

Agreement Title	Version	eSignature Status	Date Signed	Date Expires	eSigner	Action
Data Hosting Agreement	4	Accepted	8/8/2020 3:14:19 PM		Dirk Bradley	View Agreement New Agreement
MiMTSS Opt-In Agreement	4	Pending				View Agreement
MiLEARN Opt-In Agreement	4	Accepted	9/3/2020 11:52:01 AM		Tim Hall	View Agreement
Read by Grade 3 Opt-In Agreement	1	Pending				View Agreement

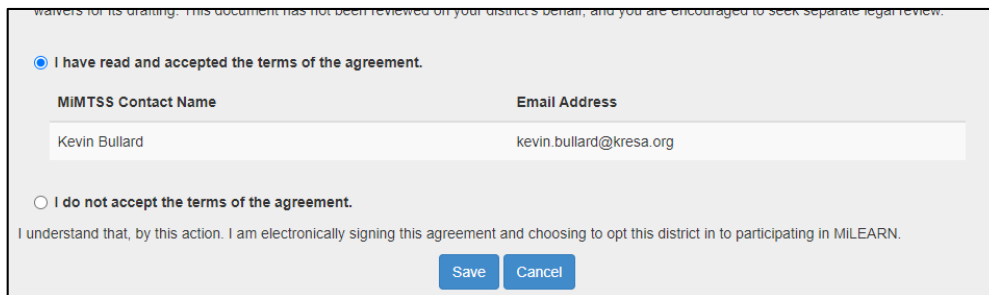
Step 3

Using the navigation controls on the right side of the window, scan through the document if you would like to review it. When ready to accept, select the option “I have read and accepted terms of the agreement.”



Step 4

After selecting “I have read and accepted the terms of the agreement,” you should see the option below. This screen provides you the contact information of your MiMTSS Data System contact. Suppose you have not previously assigned a MiMTSS Data System contact for your district. In that case, the system will request specific information on assigning the MiMTSS Data System contact for your district in **Step 5**.



Step 5

Please enter the information for your MiMTSS Data System contact. The contact should be employed by your district or ISD, not an outside technical assistance provider. You will only need the name of the individual along with the email address. This individual will be the point of contact for your district and the MiMTSS team. Along with the Superintendent, this person will be set up as the first user in your district or ISD account and receive notification of account activation. This person will be responsible for setting up additional Data System users within the district or ISD. If you have any questions on this role, please contact the MiMTSS Technical Assistance Center (czambelli@mimtss.org) or support@midatahub.org

Author: Michigan Department of Education

Download

This document was drafted by legal counsel for particular parties, under particular circumstances, with the respective parties providing conflict waivers for its drafting. This document has not been reviewed on your district's behalf, and you are encouraged to seek separate legal review.

I have read and accepted the terms of the agreement.

Please Identify the MiMTSS Contact for your district.

Name	Email Address
<input type="text"/>	<input type="text"/>

I do not accept the terms of the agreement.

I understand that, by this action, I am electronically signing this agreement and choosing to opt this district in to participating in MILEARN.

Save Cancel

Receive Notification of your New Active MiMTSS Data System Account

Signed agreements are pushed to the MiMTSS Data System nightly through an automated process. The day after you sign an agreement, the Superintendent and MiMTSS Data System Contact will receive an email notification from Candi Drake-Zambelli that the MiMTSS Data System account has been activated. In addition, the Superintendent and MiMTSS Data System Contact will each receive individual, automated emails from the Data System with information about how to log in using their new accounts.

The Superintendent or MiMTSS Data System Contact can then set up additional users for the district or ISD. Directions for setting up additional users are embedded as Page Help (top right corner within the MiMTSS Data System) within all Personnel section pages of the Data System.

URLs Used in Document

[Interest Form](https://www.surveygizmo.com/s3/5701906/MiMTSS-Data-System-Interest-Form)

(<https://www.surveygizmo.com/s3/5701906/MiMTSS-Data-System-Interest-Form>)

[MiMTSS Data System page](https://mimtssdata.org/evaluation/mimtss-data-system)

(<https://mimtssdata.org/evaluation/mimtss-data-system>)

[MiMTSS Data System home page](https://mimtssdata.org/MIData/Account/Login)

(<https://mimtssdata.org/MIData/Account/Login>)

[how to assign a superintendent proxy](https://www.midatahub.org/downloads/data_integration/designating_a_superintendent_proxy_3.pdf)

(https://www.midatahub.org/downloads/data_integration/designating_a_superintendent_proxy_3.pdf)

[how to reset your MiDataHub password](#)

(https://www.midatahub.org/downloads/data_integration/data_hub_reset_password_1.pdf)

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