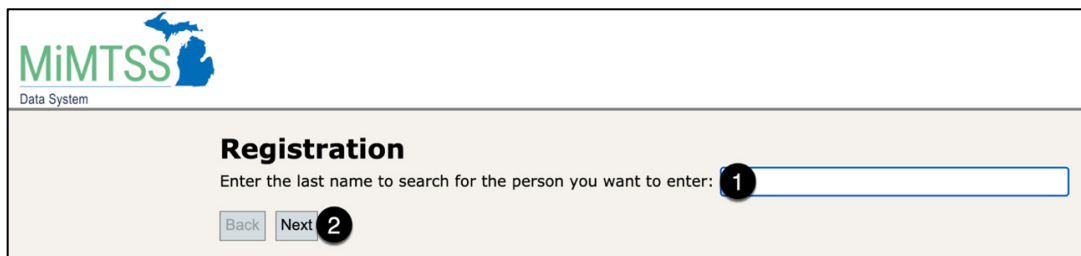


MiMTSS Data System Directions: Registration Form

These directions describe how to ensure your contact information is available in the MiMTSS Data System. This provides the Michigan Multi-Tiered System of Supports (MiMTSS) Technical Assistance Center with your contact information and professional roles. The registration process helps to expedite access to information needed for MTSS professional learning records and will expedite the process of assigning login access for the appropriate individuals. Completing the registration form alone does **not** provide login rights to enter and access data in the MiMTSS Data System. Login access is assigned by an individual with the MiMTSS Data System Domain Administrator role. This is often an MTSS Coordinator, District Liaison, Principal, or Systems Coach.

Check Record in MiMTSS Data System

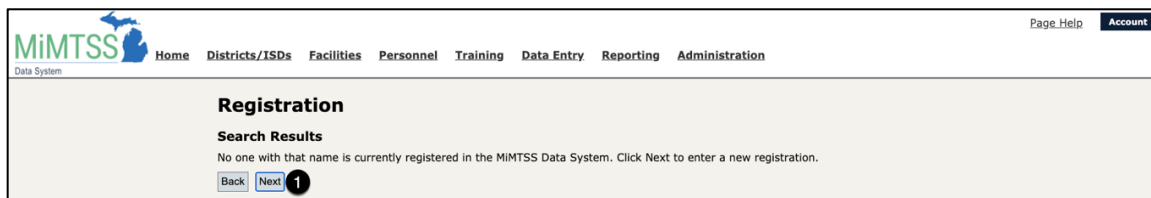
Navigate to the MiMTSS Data System [registration section](https://mimtssdata.org/MIData/Registration?part=1)
(<https://mimtssdata.org/MIData/Registration?part=1>)



1. Enter your **last name** in the search field.
2. Click **Next**.

Verify Missing Record

If your information already exists in the MiMTSS Data System, proceed to the directions under the heading “[Update your Contact and Role Information.](#)” If no one with the last name can be found in the MiMTSS Data System records, you will get the message below.



1. Click **Next** to add yourself and follow the prompts to add your contact and role information.

Enter Name and Contact Information

The screenshot shows the MiMTSS Data System registration form. At the top left is the MiMTSS logo with a map of Michigan. Below the logo is the text 'Data System'. The main heading is 'Registration' with a red asterisk and the text '* - Required Value'. There are five input fields: 'First Name *', 'Last Name *', 'Email *', 'Phone #', and 'Extension #'. Below these is a 'Notes' text area. At the bottom are 'Back' and 'Next' buttons. A circled '1' is next to 'First Name', a circled '2' is next to 'Last Name', a circled '3' is next to 'Email', and a circled '4' is next to the 'Next' button.

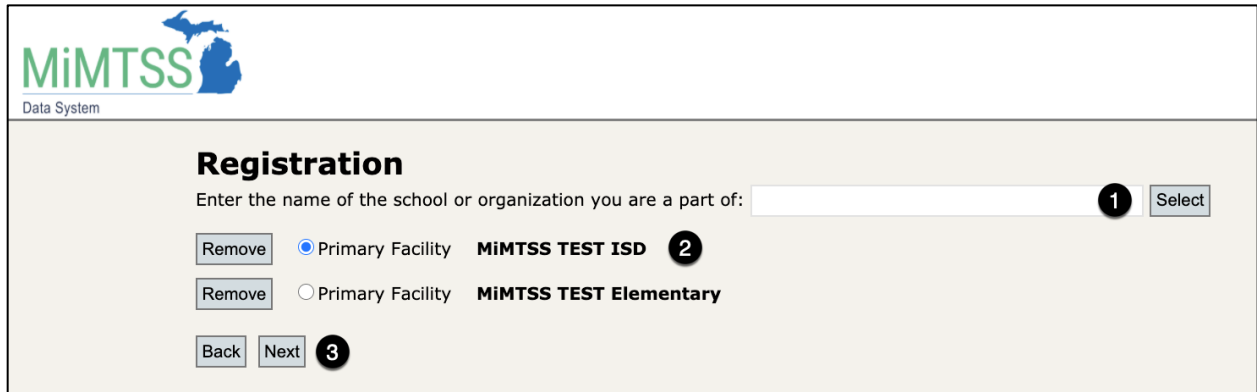
1. Type **First Name**.
2. Type **Last Name**.
3. Type **Email**.
4. Click **Next**.

Select Professional Roles

The screenshot shows the MiMTSS Data System registration form for selecting professional roles. At the top left is the MiMTSS logo with a map of Michigan. Below the logo is the text 'Data System'. The main heading is 'Registration' with a circled '1' next to it. Below the heading is the instruction 'Select ALL applicable roles'. There are four columns of roles, each with a checkbox: 'Administrative Role', 'Consultant/Specialist/Coordinator Focus', 'Itinerant Staff', and 'MTSS Support Roles'. Below these columns are 'Support Staff' and 'Teacher' roles. At the bottom are 'Back' and 'Next' buttons. A circled '2' is next to the 'Next' button.

1. Check the box next to all applicable roles.
2. Click **Next**.

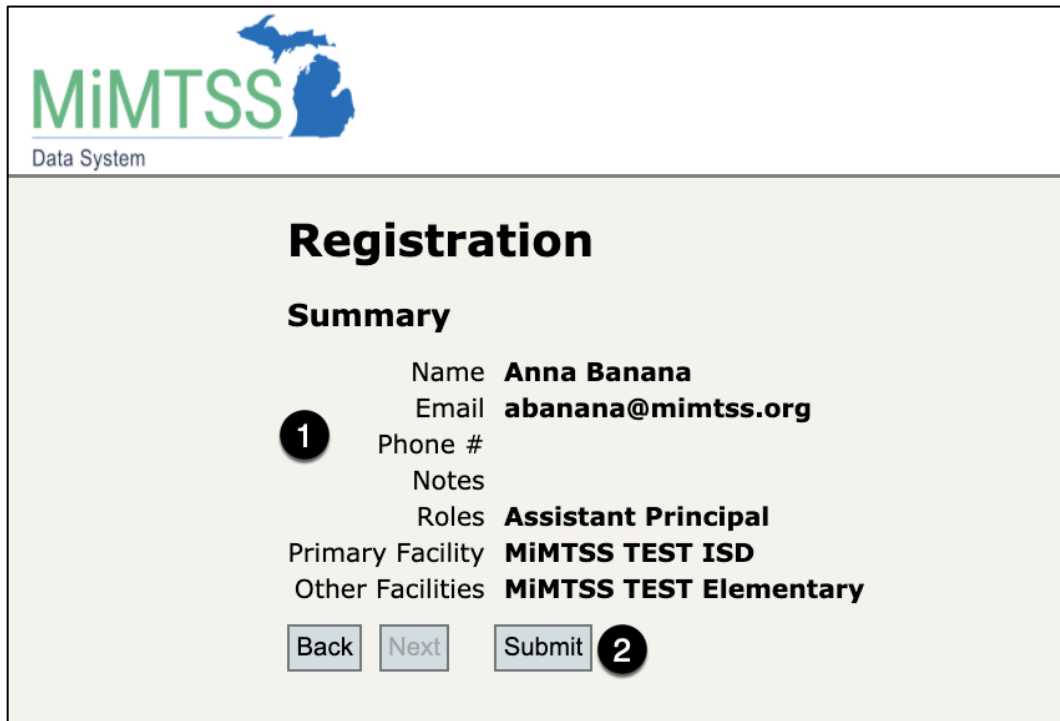
Enter your Affiliated School(s)/Organization(s)



The screenshot shows the 'Registration' section of the MiMTSS Data System. At the top left is the MiMTSS logo with a map of Michigan and the text 'Data System'. Below the logo is the heading 'Registration'. The main instruction is 'Enter the name of the school or organization you are a part of:'. To the right of this text is a search input field with a 'Select' button next to it, marked with a circled '1'. Below the search field are two rows of facility options. Each row starts with a 'Remove' button, followed by a radio button and the text 'Primary Facility'. The first row has the radio button selected and the facility name 'MiMTSS TEST ISD', marked with a circled '2'. The second row has the radio button unselected and the facility name 'MiMTSS TEST Elementary'. At the bottom of the form are 'Back' and 'Next' buttons, with the 'Next' button marked with a circled '3'.

1. Enter school/organization name and click **Select**. When you do this, the school/organization will appear below the search field. Add any additional schools or organizations with which you are affiliated.
2. Indicate which school or organization is your primary affiliation. For example, an ISD employee is a coach for schools. The ISD and all schools are listed as affiliated facilities. The ISD is checked as the primary facility.
3. Click **Next**.

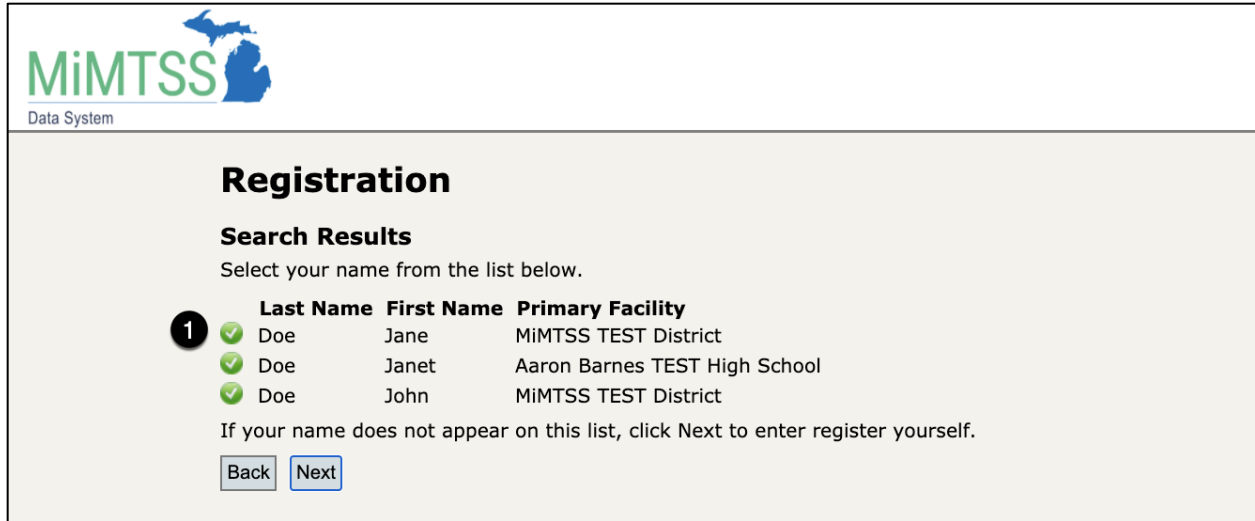
Review and Submit



The screenshot shows the 'Registration' section of the MiMTSS Data System. At the top left is the MiMTSS logo with a map of Michigan and the text 'Data System'. Below the logo is the heading 'Registration'. Underneath is the heading 'Summary'. The summary information is as follows: Name **Anna Banana**, Email **abanana@mimtss.org**, Phone #, Notes, Roles **Assistant Principal**, Primary Facility **MiMTSS TEST ISD**, and Other Facilities **MiMTSS TEST Elementary**. A circled '1' is placed to the left of the 'Phone #' field. At the bottom of the form are three buttons: 'Back', 'Next', and 'Submit', with the 'Submit' button marked with a circled '2'.

1. Review the Summary of information you just entered.
2. Click **Submit** (or **Back** if you need to correct something).

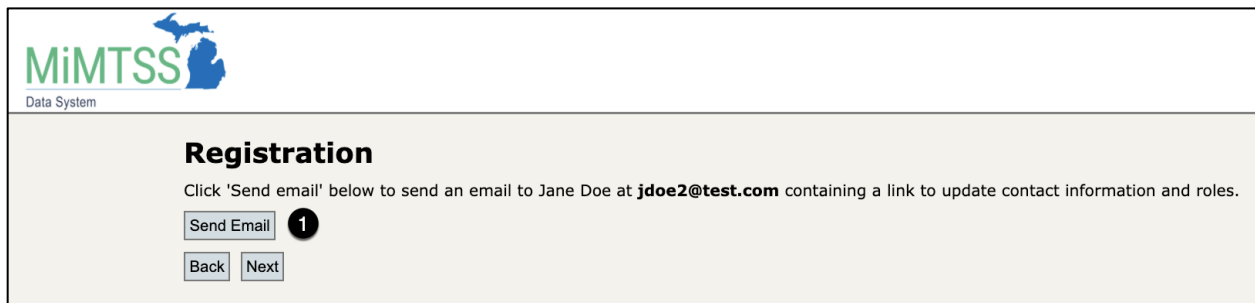
Update Your Contact and Role Information



The screenshot shows the MiMTSS Data System registration interface. At the top left is the MiMTSS logo with a map of Michigan and the text 'Data System'. The main heading is 'Registration'. Below it is the section 'Search Results' with the instruction 'Select your name from the list below.' A table lists three entries, each with a green checkmark in a circle and a circled '1' to its left. The table has columns for 'Last Name', 'First Name', and 'Primary Facility'. Below the table is the text 'If your name does not appear on this list, click Next to enter register yourself.' and two buttons: 'Back' and 'Next'.

	Last Name	First Name	Primary Facility
1 ✓	Doe	Jane	MiMTSS TEST District
✓	Doe	Janet	Aaron Barnes TEST High School
✓	Doe	John	MiMTSS TEST District

1. After searching for yourself, click on the check mark next to your name.




The screenshot shows the MiMTSS Data System registration interface. At the top left is the MiMTSS logo with a map of Michigan and the text 'Data System'. The main heading is 'Registration'. Below it is the instruction 'Click 'Send email' below to send an email to Jane Doe at **jdoue2@test.com** containing a link to update contact information and roles.' There is a 'Send Email' button with a circled '1' next to it, and two buttons below it: 'Back' and 'Next'.

1. Verify your email address and click **Send Email**. You will receive an automated email with a link to update your contact and role information.

Log in to the MiMTSS Data System to Update Contact and Role Information

If your information is already in the MiMTSS Data System records and you have been given login access for entering data and analyzing reports, the following message will appear:

Page Help

Registration

Anna Harms already has login rights to the MiMTSS Data System and can login with the user name **aharms@mimtss.org**. Login to the [MiMTSS Data System](#)

Michigan's MTSS Technical Assistance Center is funded by the Michigan Department of Education and the U.S. Department of Education, Office of Special Education Programs.