

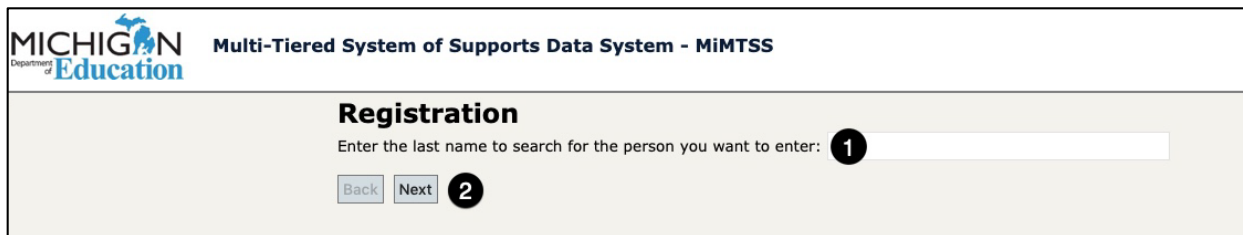
MiMTSS Data System Directions: Registration Form

This document provides directions for how to ensure you are registered within the MiMTSS Technical Assistance Center. This provides the Michigan Multi-Tiered System of Supports (MTSS) Technical Assistance Center with your contact information and professional roles. This registration process helps to expedite access to information needed for MTSS training records and will expedite the process of assigning login access for the appropriate individuals. Completing this 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 website](https://webapps.miblsimtss.org/MIData/registration)
(<https://webapps.miblsimtss.org/MIData/registration>)

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

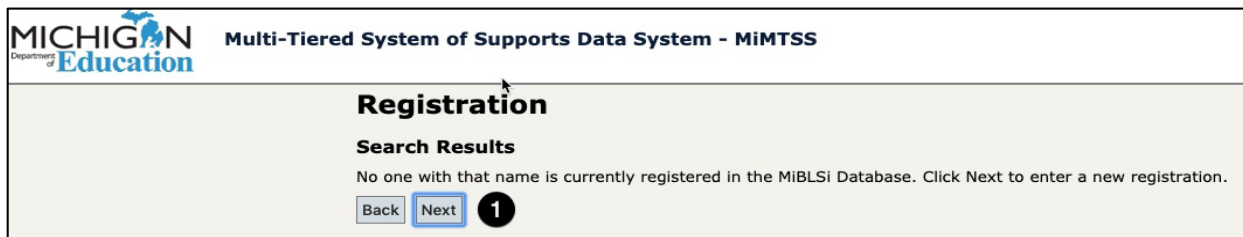


The screenshot shows the top of the registration page. At the top left is the Michigan Department of Education logo. To its right is the text "Multi-Tiered System of Supports Data System - MiMTSS". Below this is a section titled "Registration". Under "Registration" is the instruction "Enter the last name to search for the person you want to enter:" followed by a text input field. A circled "1" is placed to the right of the input field. Below the input field are two buttons: "Back" and "Next". A circled "2" is placed to the right of the "Next" button.

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 MIBLSI's records, you will get the message below.


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



The screenshot shows the same registration page as above, but with a message under the "Search Results" heading. The message reads: "No one with that name is currently registered in the MIBLSI Database. Click Next to enter a new registration." Below the message are the "Back" and "Next" buttons. A circled "1" is placed to the right of the "Next" button.

Enter Name and Contact Information

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

**Multi-Tiered System of Supports Data System - MiMTSS**

Registration

* - Required Value

First Name * **1**

Last Name * **2**

Email * **3**

Phone #


Extension #

Notes

4

Select Professional Roles

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

**Multi-Tiered System of Supports Data System - MiMTSS**

Registration

Select **ALL** applicable roles **1**

Administrative Role

- Assistant Principal
- Assistant Superintendent
- Career and Technical Education Director/Supervisor
- Curriculum Director
- Dean of Students
- Director of Technology Services
- Early Childhood Services Director/Supervisor
- General Education/Instructional Services Director
- Principal
- Special Education Director
- Special Education Supervisor
- Superintendent

Consultant/Specialist/Coordinator Focus

- Academic
- Behavior
- Early Childhood
- ELA/Literacy/Reading
- Health
- Intervention
- Math
- Science
- Technology Support

Itinerant Staff

- Occupational Therapist/Physical Therapist
- School Counselor
- School Psychologist
- School Social Worker
- Speech and Language Provider
- Teacher Consultant

MTSS Support Roles

- Coach
- District Implementation Team Member
- ISD Implementation Team Member
- Parent
- School Leadership Team Member

Support Staff

- Paraprofessional
- Secretary

Teacher

- General Education Teacher
- Special Education Teacher

Trainer

2

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

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 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**.

The screenshot shows the 'Registration' page of the Michigan Department of Education's Multi-Tiered System of Supports Data System (MiMTSS). At the top left is the Michigan Department of Education logo. The page title is 'Multi-Tiered System of Supports Data System - MiMTSS'. The main heading is 'Registration'. Below the heading is a search field with the placeholder text 'Enter the name of the school or organization you are a part of:'. A 'Select' button is to the right of the search field, with a circled '1' next to it. Below the search field are two rows of results. The first row shows a 'Remove' button, an unselected radio button for 'Primary Facility', and the text 'MiMTSS TEST Elementary'. The second row shows a 'Remove' button, a selected radio button for 'Primary Facility', and the text 'MiMTSS TEST ISD'. A circled '2' is next to the second row. At the bottom of the results are 'Back' and 'Next' buttons, with a circled '3' next to the 'Next' button.

Review and Submit

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

The screenshot shows the 'Registration' page of the Michigan Department of Education's Multi-Tiered System of Supports Data System (MiMTSS). At the top left is the Michigan Department of Education logo. The page title is 'Multi-Tiered System of Supports Data System - MiMTSS'. The main heading is 'Registration'. Below the heading is the sub-heading 'Summary'. A circled '1' is next to the 'Summary' heading. Below the heading is a list of information: Name: Test Test, Email: Test@Test.com, Phone #: (blank), Notes: (blank), Roles: Assistant Principal, Primary Facility: MiMTSS TEST ISD, Other Facilities: MiMTSS TEST Elementary. At the bottom of the summary are 'Back', 'Next', and 'Submit' buttons, with a circled '2' next to the 'Submit' button.

Update Your Contact and Role Information

After searching for yourself:

1. Click on the check mark next to your name.

Registration

Search Results

Select your name from the list below.

1	Last Name	First Name	Primary Facility
<input checked="" type="checkbox"/>	Doe	Jane	MiMTSS TEST District
<input checked="" type="checkbox"/>	Doe	Janet	Aaron Barnes TEST High School
<input checked="" type="checkbox"/>	Doe	John	MiMTSS TEST District

If your name does not appear on this list, click Next to enter register yourself.

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

Registration

Click 'Send email' below to send an email to Janet Doe at jdoe@mibsimtss.org containing a link to update contact information and roles.

2

Login to MIDATA to Update Contact and Role Information

If your information is already in our records and you have been given login access to MIDATA for entering data and analyzing reports, go to the [login page](#) at: (<https://webapps.mibsimtss.org/MIData/Account/Login?ReturnUrl=%2fMIData%2f>).

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