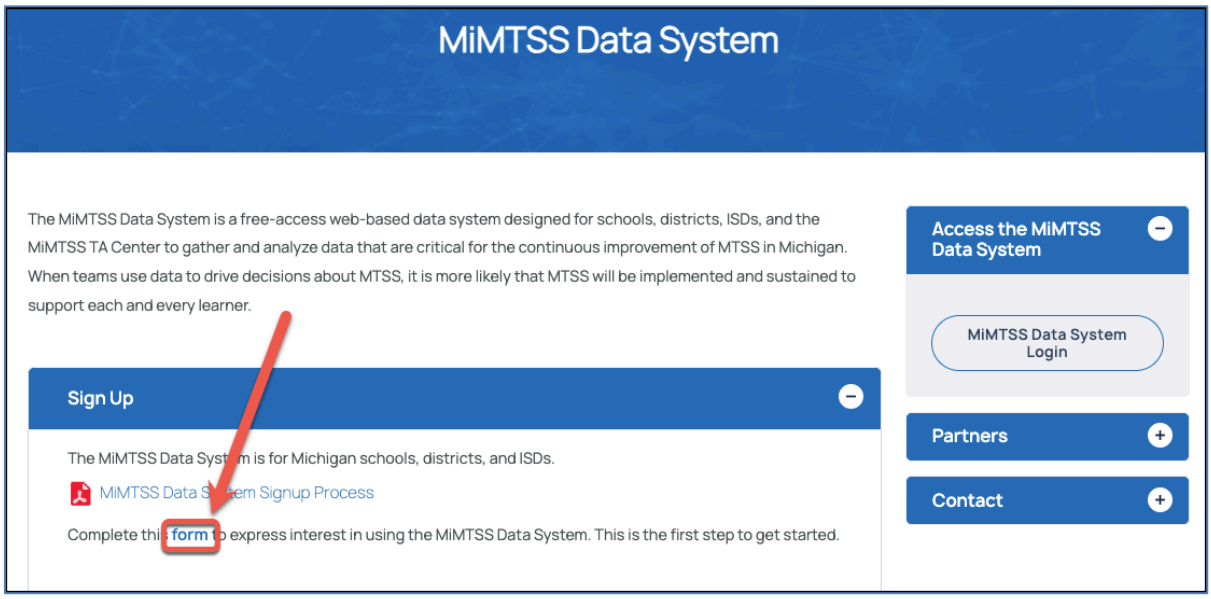
# Signup Process: MiMTSS Data System Directions

The MiMTSS Data System is a free-access web-based data system designed for districts, intermediate school districts (ISDs), and the Michigan Department of Education 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.

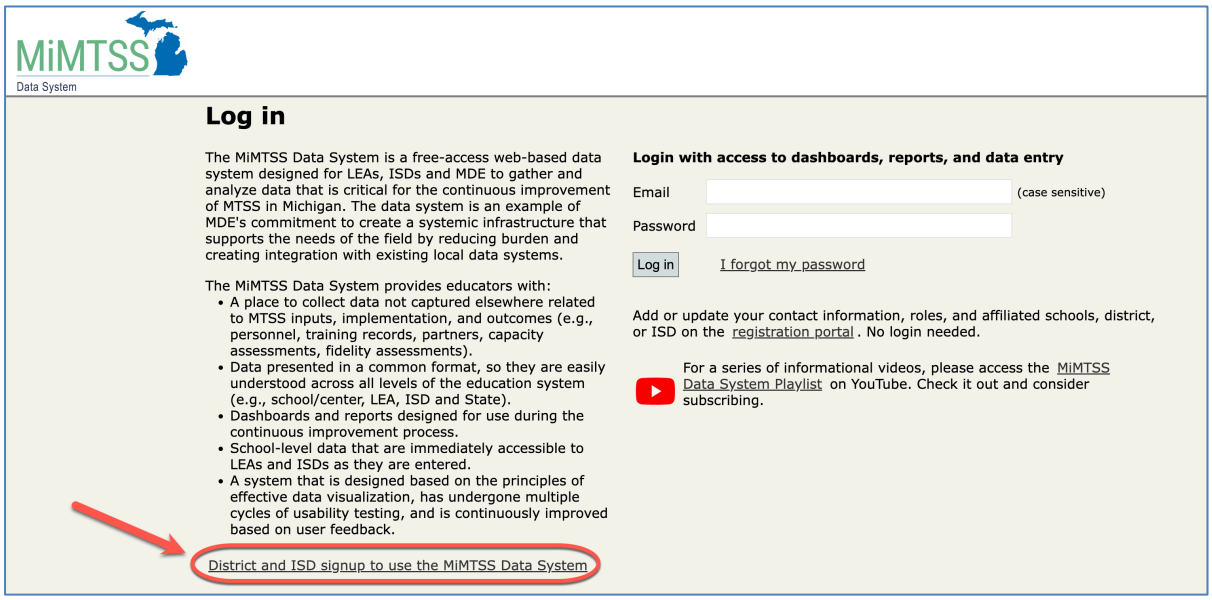
## Complete the Interest Form

Michigan districts and ISDs indicate their interest in using the MiMTSS Data System by filling out this short Interest Form. This form only needs to be completed by districts or ISDs that have never signed the use agreement in the MiDataHub cockpit before. The interest form does not need to be completed by districts or ISDs if they need to add new users to their account or if the superintendent has changed. The link to this form is available in two places.

The MiMTSS Data System page of the TA Center website includes a link to the signup form under the Sign Up section.



The MiMTSS Data System login page includes a link to the interest form at the bottom of the page.




The interest form will prompt you to provide the following information:

1. Enter your 2-letter state abbreviation (must be located in MI)
2. Type your ISD name (if signing up on behalf of your ISD) or District name (if signing up on behalf of your district)
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

## Superintendent or Proxy Logs into the MiDataHub Cockpit

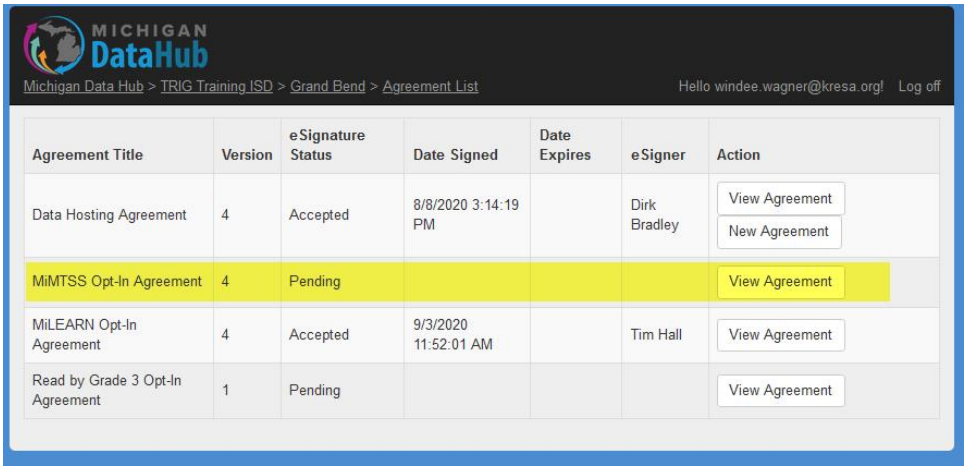
Within 5 business days of submitting the interest form, the MiMTSS Data System Opt-In Agreement will be activated and available in the MiDataHub Cockpit for your district or ISD. Only the Superintendent or their designated proxy will be able to sign the form electronically. More information is available 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 submit a MiServiceDesk ticket: MiDataHub Support.

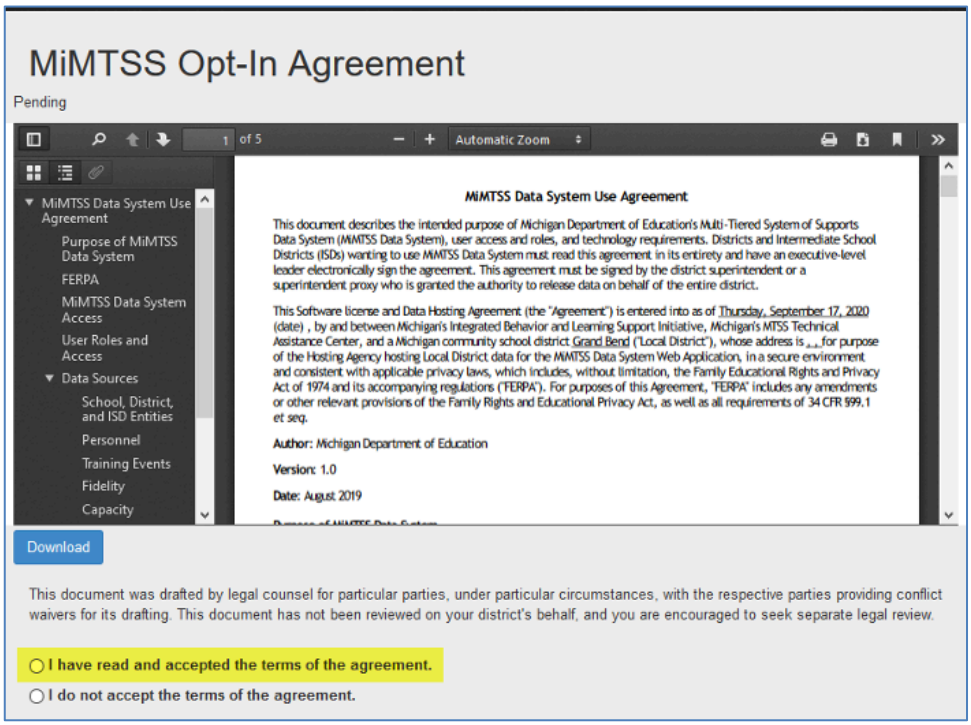
# Sign the MiMTSS Data System Opt-In Agreement Electronically

**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.

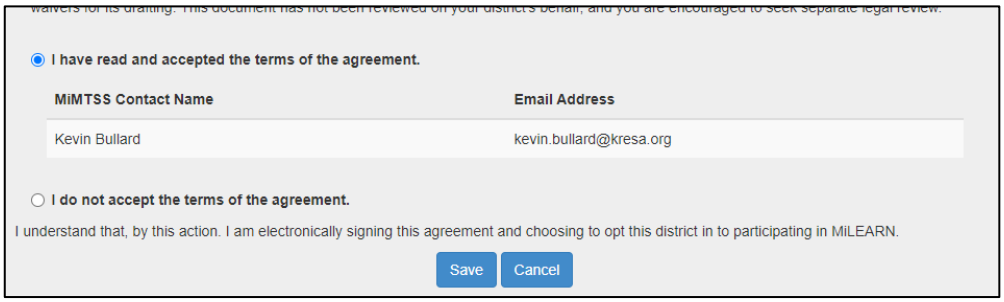



**Step 3**
Using the navigation controls on the right side of the window, scan through the document if you would like to review it. When ready to accept, select the option “I have read and accepted terms of the agreement.”



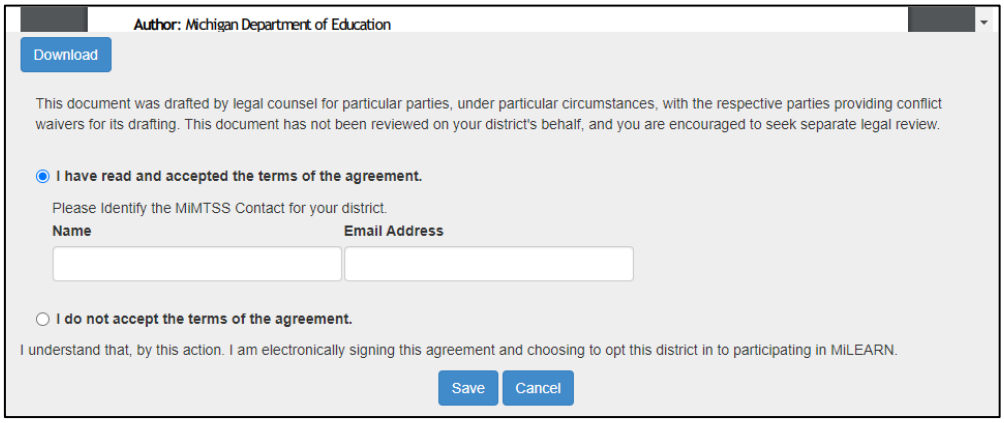
### Step 4

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 about this role, please contact the MiMTSS Technical Assistance Center (datasystem@mimtss.org) or submit a MiServiceDesk ticket: [MiDataHub Support.]




## 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 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 in the Personnel section the Data System.

**URLs Used in Document**

Interest Form
(https://mimtssta.qualtrics.com/jfe/form/SV_1HsAimgQ9Sq50BU)

MiMTSS Data System page
(https://mimtsstac.org/evaluation-research/data-systems/mimtss-data-system)

MiMTSS Data System login page
(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)

how to reset your MiDataHub password
(https://www.midatahub.org/downloads/data_integration/data_hub_reset_password_1.pdf)

MiDataHub Support
(https://servicedesk.oakland.k12.mi.us/servicedesk/customer/portals)

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