

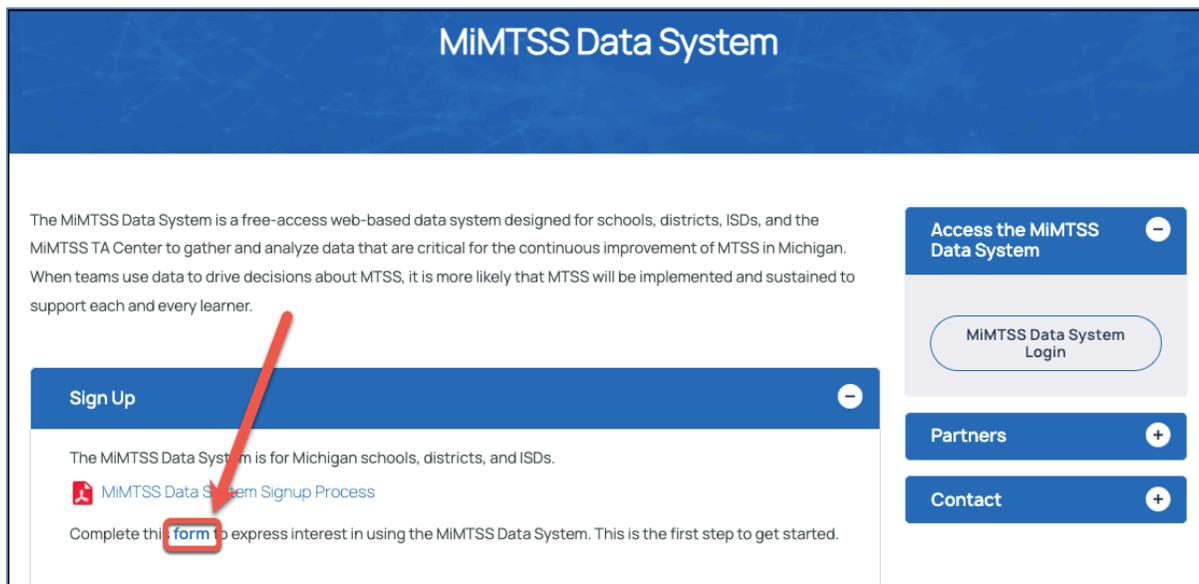
Signup Process: MiMTSS Data System Directions

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 screenshot displays the MiMTSS Data System website interface. At the top, a blue header reads "MiMTSS Data System". Below this, a white content area contains introductory text: "The MiMTSS Data System is a free-access web-based data system designed for schools, districts, ISDs, and the MiMTSS TA Center to gather and analyze data that are critical for the continuous improvement of MTSS in Michigan. When teams use data to drive decisions about MTSS, it is more likely that MTSS will be implemented and sustained to support each and every learner." To the right of this text is a vertical sidebar with four blue buttons: "Access the MiMTSS Data System" (with a minus sign), "MiMTSS Data System Login" (in a rounded rectangle), "Partners" (with a plus sign), and "Contact" (with a plus sign). Below the introductory text is a "Sign Up" section with a blue header and a minus sign. The text in this section reads: "The MiMTSS Data System is for Michigan schools, districts, and ISDs." followed by a red document icon and the link "MiMTSS Data System Signup Process". The final sentence states: "Complete this **form** to express interest in using the MiMTSS Data System. This is the first step to get started." A red arrow points from the "form" text to the "form" link in the text above.

The [MiMTSS Data System login page](#) includes a link to the interest form at the bottom of the page.

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.

Login with access to dashboards, reports, and data entry

Email (case sensitive)

Password

[I forgot my password](#)

Add or update your contact information, roles, and affiliated schools, district, or ISD on the [registration portal](#). No login needed.

For a series of informational videos, please access the [MiMTSS Data System Playlist](#) on YouTube. Check it out and consider subscribing.

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

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.

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.”

MiMTSS Opt-In Agreement
Pending

MiMTSS Data System Use Agreement

This document describes the intended purpose of Michigan Department of Education's Multi-Tiered System of Supports Data System (MiMTSS Data System), user access and roles, and technology requirements. Districts and Intermediate School Districts (ISDs) wanting to use MiMTSS Data System must read this agreement in its entirety and have an executive-level leader electronically sign the agreement. This agreement must be signed by the district superintendent or a superintendent proxy who is granted the authority to release data on behalf of the entire district.

This Software license and Data Hosting Agreement (the "Agreement") is entered into as of Thursday, September 17, 2020 (date), by and between Michigan's Integrated Behavior and Learning Support Initiative, Michigan's MTSS Technical Assistance Center, and a Michigan community school district, Grand Bend (Local District), whose address is _____ for purpose of the Hosting Agency hosting Local District data for the MiMTSS Data System Web Application, in a secure environment and consistent with applicable privacy laws, which includes, without limitation, the Family Educational Rights and Privacy Act of 1974 and its accompanying regulations ("FERPA"). For purposes of this Agreement, "FERPA" includes any amendments or other relevant provisions of the Family Rights and Educational Privacy Act, as well as all requirements of 34 CFR 99.1 et seq.

Author: Michigan Department of Education
Version: 1.0
Date: August 2019

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.
 I do not accept the 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**.

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.

MiMTSS Contact Name	Email Address
Kevin Bullard	kevin.bullard@kresa.org

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.

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](#).

Author: Michigan Department of Education

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.

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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