



**Grant Electronic Monitoring System/
Michigan Administrative Review System (GEMS/MARS)
Security Authorization Form**

Requested User Level:

(Please refer to page 2 of this document if you are uncertain of the user level access that you need)

Sub-Recipient User <input type="checkbox"/>	Sub-Recipient Administrator <input type="checkbox"/>
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*Name:	
*Email:	
*Phone:	
*District/Agency Name and Code:	
MILogin ID (ex: Atestca1)	

To verify or create a MiLogin account, [MILogin - Login \(michigan.gov\)](http://michigan.gov). If you if you need help with your MiLogin account, [click here](#).

Check all that apply:

PSA Contract User: <input type="checkbox"/>	Ten Cent User: <input type="checkbox"/>	Local Food School User: <input type="checkbox"/>
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*Program(s): Refer to the list of available programs on page (2). This field is required and cannot be left blank.	
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I understand that my user ID and password are to be kept confidential. By signing this form, I certify that I understand ALL activity performed under my GEMS/MARS user identification is my responsibility and can be tracked throughout the system.

Signature	Print Name	Date

Superintendent or Chief Operating Officer (COO) Signature: I approve GEMS/MARS system access for the employee listed above. **Please verify your district's authorized official, BEFORE submitting your form:** <https://cepi.state.mi.us/eem/Default.aspx>.

Signature – Authorized Official*	Print Name	Date

***Public School Academies** - requires School Board President's signature.
***Non-Public Schools** - requires Principal/Administrator's signature

Email forms or questions to:
MDE-GEMS@michigan.gov

Call: (517) 241-6270
 (Leave voice message)

List of Available Programs

- 10 Cent Program Claiming
- 10 Cents a Meal
- Office of Great Start Fiscal Reviews
- OST Grant Application
- 21st Century
- 31z Grant Application
- Alternative Education Campus Summary Status
- Benchmark Assessment Funding
- CACFP
- CNP Emergency Operating Reimbursements
- CNP Waiver Program
- CTE Perkins
- Food Distribution
- Title III English Language and Immigrant Programs
- Healthcare Resource Advocates
- GSRP
- Private School Consultation
- Section 61 Programs
- SFSP
- Supply Chain Assistance Funds Application
- Title I Part A Reviews
- Title I Part A Reviews
- Excess Fund Balance
- SNP Admin Review

Security Authorization Form FAQ

What is the difference between a Sub-Recipient Administrator and a Sub-Recipient User?

The major difference between a Sub-Recipient Administrator and a Sub-Recipient User is that the Sub-Recipient Administrator can activate/assign new users for their district in GEMS/MARS. There may be other differences specific to individual Program Offices and their reviews in GEMS/MARS. Your Program Office contact should be able to tell you which role is required.

I am a Sub-Recipient User currently. What happens if I need access as a Sub-Recipient Administrator, but my district already has the maximum two Sub-recipient Administrators?

In order to process your request, a new security form must be completed **AND**, one of the current Sub-recipient Administrators will need to have their access removed/demoted.

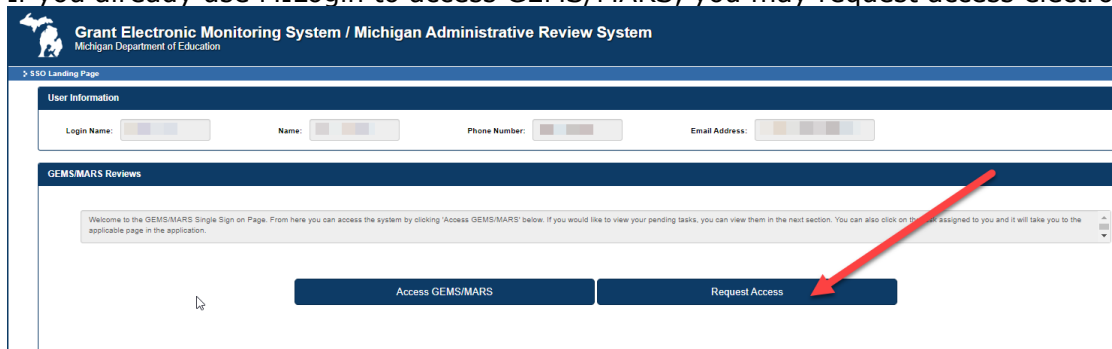
How many Sub-recipient Users can we have?

You may have as many Sub-recipient Users as your District/Agency needs.

What is a MILogin?

MILogin is the State of Michigan's Identity Management solution that allows users the ability to access many state services and systems online, across multiple departments, using a single user ID and password. Therefore, if you already have a MILogin ID created for any of these services, please use that user ID and password to log into the MILogin portal, instead of creating a new account.

If you already use MILogin to access GEMS/MARS, you may request access electronically here:



Grant Electronic Monitoring System / Michigan Administrative Review System
Michigan Department of Education

> SSO Landing Page

User Information

Login Name: Name: Phone Number: Email Address:

GEMS/MARS Reviews

Welcome to the GEMS/MARS Single Sign On Page. From here you can access the system by clicking "Access GEMS/MARS" below. If you would like to view your pending tasks, you can view them in the next section. You can also click on the link assigned to you and it will take you to the applicable page in the application.

Access GEMS/MARS Request Access

Where do I send my completed Security Authorization form?

Completed forms, and any GEMS/MARS system questions, may be emailed to MDE-GEMS@michigan.gov.