



Grant Electronic Monitoring System/Michigan Administrative Review
System (GEMS/MARS)
Security Authorization Form for Sub-Recipient Administrators

Name:	
Email:	
Phone:	
District/Agency Name and Code:	
MEIS ID Number:	

To verify or create a MEIS account, access the MEIS website <http://www.michigan.gov/meis>.

If you are requesting access to a specific program, please enter below. Examples would be Title I, National School Lunch Program, CTE, Partnership Office, or Civil Rights, etc.

Program(s):	
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If this request is a replacement for an existing Sub-recipient Administrator, please complete the following:

Replacement For:	
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By signing this document you confirm that you agree to protect your user identification and password from others, whether authorized or not, to GEMS/MARS. You understand that ALL activity under your user identification is your responsibility and is tracked in GEMS/MARS.

Signature	Print Name	Date

Superintendent or Chief Operating Officer (COO) Signature:

Signature – Authorized Official*	Print Name	Date

*For Public School Academies, this signature needs to be the school board president.

*For Nonpublic Schools, this signature needs to be the principal/administrator.

Forms may be emailed to mde-gems@michigan.gov.

*If you need assistance with this form, please contact the GEMS/MARS Team via email at mde-gems@michigan.gov.



Security Authorization Form for Sub-Recipient Administrators FAQ

1. Question: How many Sub-recipient Administrators can I have?

Answer: You may have up to two Sub-recipient Administrators per District/Agency
2. Question: What happens if I need access as a Sub-recipient Administrator but my district already has two Sub-recipient Administrators?

Answer: In order to process the new security form one of the Sub-recipient Administrators will need to have their access removed.
3. Question: Where do I send my completed Security Authorization form?

Answer: Forms may be emailed to MDE-GEMS@michigan.gov. Questions may be directed to MDE-GEMS@michigan.gov.
4. Question: What is the difference between a Sub-Recipient Administrator and a Sub-Recipient User?

Answer: 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.
5. Question: What if my district's Sub-Recipient Administrator is unavailable and I just need Sub-Recipient User access?

Answer: If your Sub-Recipient Administrator is unavailable, please download the form entitled "Security Authorization Form for Sub-Recipient Users" which is available at <http://www.michigan.gov/gems-mars>
- Question: What is a MEIS account?

Answer: The MEIS User Management is a security system, implemented and used with various Michigan Department of Education (MDE) and Center for Educational Performance and Information (CEPI) applications. A MEIS user will need only one account which will allow access to multiple MDE or CEPI applications.

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