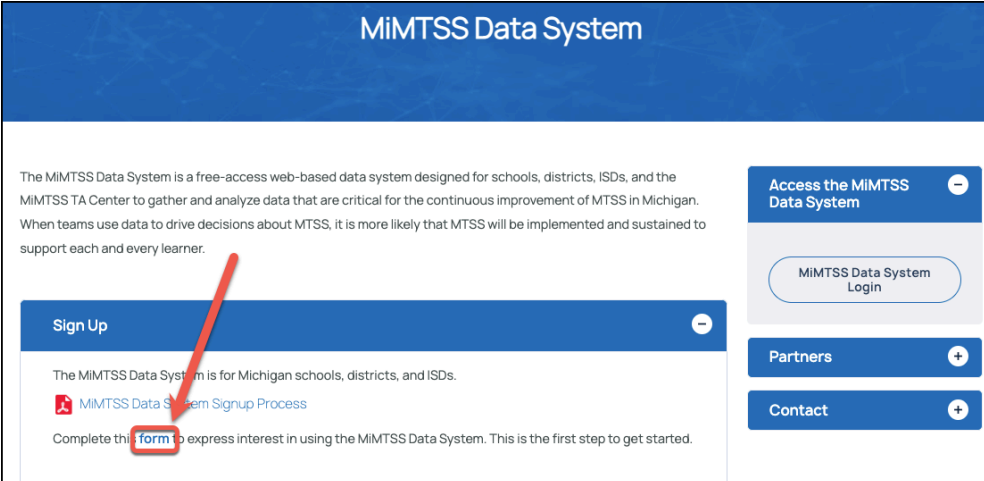![MiMTSS Technical Assistance Center logo]

MiMTSS Data System Signup Process

The MiMTSS Data System is a free-access web-based data system designed for LEAs, ISDs, and MDE 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. If your district or ISD was already using the Data System and you are trying to re-sign your use agreement electronically, jump to the section: Superintendent or Proxy Logs into the MiDataHub Cockpit.

Complete the Interest Form

Michigan districts and ISDs indicate their interest in using the MiMTSS Data System by filling out this short Interest Form. The link to this form is available in two places. This form only needs to be completed by districts or ISDs who have never used the MiMTSS Data System before. The interest form does not need to be completed by districts or ISDs that are re-signing their agreement electronically or just need to add new users to their account.

The MiMTSS Data System page of the TA Center website includes a link to the signup form in the right pane.

![Michigan Department of Education logo]

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

The interest form will look like this:

Michigan's MTSS Technical Assistance Center

The final page of the interest form confirms that your information was submitted:
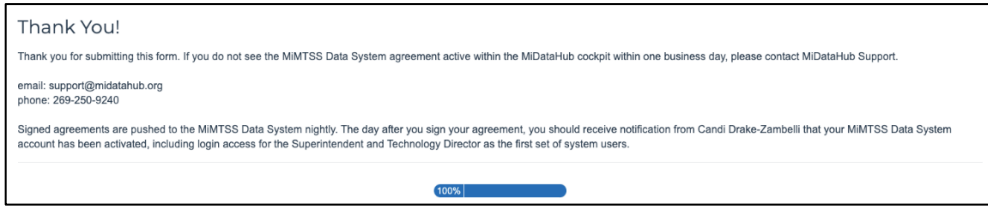
Superintendent or Proxy Logs into the MiDataHub Cockpit

Within 24 hours 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 send an email to support@midatahub.org.

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."
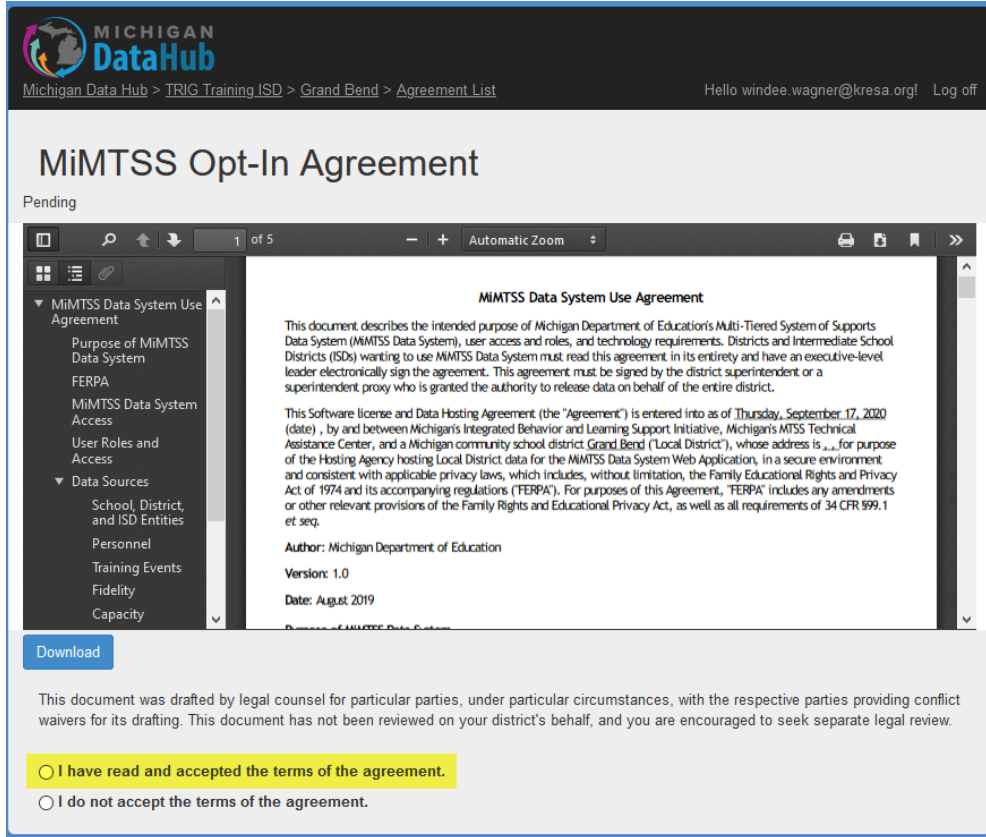
Step 4

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**.
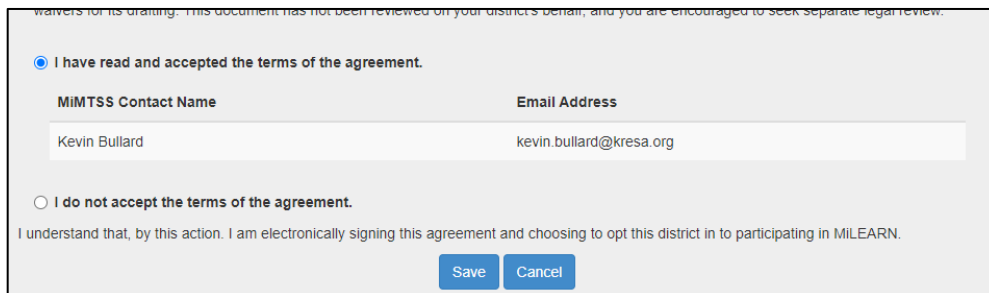
Step 5

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 (aveurink@mimtss.org) or support@midatahub.org

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 from Anna-Carin Veurink 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. Directions for setting up additional users are embedded as Page Help (top right corner within the MiMTSS Data System) within all Personnel section pages of 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)
(https://www.midatahub.org/downloads/data_integration/data_hub_reset_password_1.pdf)

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