



## MIDATA Directions: Registration Form

This document provides directions for how to ensure you are registered with the MIBLSI Database (MIDATA). This provides MIBLSI with your contact information and professional roles. This registration process helps to expedite access to information needed for MIBLSI training records and will expedite the process of assign login access for the appropriate individuals. Completing this registration form alone does **not** provide login rights to enter and access data in the MIBLSI database. Login access is assigned by an individual with the MIDATA Domain Administrator role. This is often an MTSS Coordinator, District Liaison, Principal, or Systems Coach.

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### Check Record in MIDATA

Navigate to the [MIDATA registration website](http://webapps.miblsimtss.org/MiData/registration) (webapps.miblsimtss.org/MiData/registration)

1. Enter your **last name** in the search field.
2. Click **Next**.

The screenshot shows the MIBLSI logo and the text 'Michigan's Integrated Behavior and Learning Support Initiative - MIDATA'. Below this is a section titled 'Registration'. The main instruction is 'Enter the last name to search for the person you want to enter: harms'. To the right of the text is a search input field with a magnifying glass icon and a circled '1' next to it. Below the search field are two buttons: 'Back' and 'Next'. The 'Next' button has a circled '2' next to it.

### Verify Missing Record

If your information already exists in MIDATA, proceed to the directions under the heading “[Update your Contact and Role Information.](#)” If no one with the last name can be found in MIBLSI’s records, you will get the message below.

1. Click **Next** to add yourself and follow the prompts to add your contact and role information.



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## Registration

### Search Results

No one with that name is currently registered in the MiBLSi Database. Click Next to enter a new registration.

1

### Enter Name and Contact Information

1. Type **First Name**.
2. Type **Last Name**.
3. Type **Email**.
4. Click **Next**.

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## Registration

\* - Required Value

First Name \* 1

Last Name \* 2

Email \* 3

Phone #

Extension #

Notes

4

### Select Professional Roles

1. Check the box next to all applicable roles. Roles highlighted in yellow are particularly important in MIDATA due to triggering implementation stage indicators.
2. Click Next.

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### Registration

Select ALL applicable roles **1**

- Administrative Role**
  - Assistant Principal
  - Assistant Superintendent
  - Career and Technical Education Director/Supervisor
  - Curriculum Director
  - Dean of Students
  - Director of Technology Services
  - Early Childhood Services Director/Supervisor
  - General Education/Instructional Services Director
  - Principal
  - Special Education Director
  - Special Education Supervisor
  - Superintendent
- Consultant/Specialist/Coordinator Focus**
  - Academic
  - Behavior
  - Early Childhood
  - ELA/Literacy/Reading
  - Health
  - Intervention
  - Math
  - Science
  - Technology Support
- Itinerant Staff**
  - Occupational Therapist/Physical Therapist
  - School Counselor
  - School Psychologist
  - School Social Worker
  - Speech and Language Provider
- MTSS Support Roles**
  - Cabinet Liaison
  - District Implementation Team Member
  - External Coach
  - Internal Coach
  - ISD Implementation Team Member
  - MTSS Coordinator
  - Parent
  - PBIS Coordinator
  - School Leadership Team Member
  - Trainer
- Support Staff**
  - Paraprofessional
  - Secretary
- Teacher**
  - General Education Teacher
  - Special Education Teacher

Back Next **2**

### Enter your Affiliated School(s)/Organization(s)

1. Enter school/organization name and click **Select**. When you do this, the school/organization will appear below the search field. Add any additional schools or organizations with which you are affiliated.
2. Indicate which school is your primary affiliation. For example, an ISD employee is a coach for schools. The ISD and all schools are listed as affiliated facilities. The ISD is checked as the primary facility.
3. Click **Next**.

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### Registration

Enter the name of the school or organization you are a part of:  **1**

Primary Facility **MIDATA TEST Elementary**

Primary Facility **MIDATA TEST ISD** **2**


Back Next **7**

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## Review and Submit

1. Review the Summary of information you just entered.
2. Click **Submit** (or **Back** if you need to correct something).



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### Registration

#### Summary

**1**


Name **Test User**  
Email **test@midata.org**  
Phone # **xundefined**  
Notes  
Roles **Assistant Principal**  
Primary Facility **MIDATA TEST ISD**  
Other Facilities **MIDATA TEST Elementary**

**2**

## Update Your Contact and Role Information

After searching for yourself:

1. Click on the check mark next to your name.



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### Registration

#### Search Results

Select your name from the list below.


**1**

	Last Name	First Name	Primary Facility
<input checked="" type="checkbox"/>	Doe	Jane	MIData TEST District
<input checked="" type="checkbox"/>	Doe	Janet	Aaron Barnes TEST High School
<input checked="" type="checkbox"/>	Doe	John	MIData TEST District

If your name does not appear on this list, click Next to enter register yourself.

2. Verify your email address and click **Send Email**. You will receive an automated email with a link to update your contact and role information.



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**Registration**

Click 'Send email' below to send an email to Jane Doe at **jdoh2@test.com** containing a link to update contact information and roles.

**2**

## Login to MIDATA to Update Contact and Role Information

If your information is already in our records and you have been given login access to MIDATA for entering data and analyzing reports, go to the [login page](#) at:  
(<https://webapps.miblsimtss.org/MIData/Account/Login?ReturnUrl=%2fMIData%2f>).

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