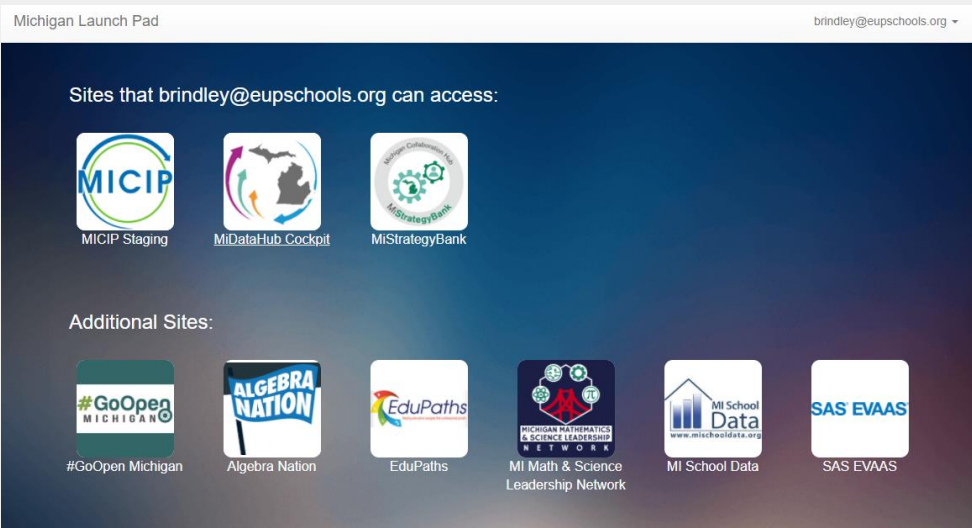


What to expect	Specific notes/instructions
<p>Superintendent signs <b>MICIP Opt-In Agreement (districts and ISDs)</b></p>	<p><a href="#">MiDataHub - Signing the MICIP Agreement</a></p> <p><a href="#">December 10 MICIP accessibility memo</a></p>
<p>MDE contacts superintendent to identify <b>MICIP System Administrator</b> for platform; <i>superintendent must email name/email address of additional admin to MDE.</i></p>	<p><a href="#">Sample confirmation email</a> supt will receive from MDE</p> <p>“As head of institution, you will be automatically assigned access to the MICIP platform. If you desire other individuals from your district to have administrative rights, please indicate the district personnel you would like to add to the MICIP User Management system by emailing Renie Araoz (<a href="mailto:araoz@michigan.gov">araoz@michigan.gov</a>). You will have to provide staff names and email addresses.”</p>
<p>Following activation, MDE will email <b>MICIP System Administrator</b> with access and setup information</p>	<p><a href="#">Sample activation email</a></p>
<p><b>MICIP System Administrator</b> will have access and MICIP icon on <a href="#">MiLaunchPad</a></p>	 <p>The screenshot shows a 'Michigan Launch Pad' interface for the user 'brindley@eupschools.org'. It lists sites accessible to the user, categorized into 'Sites that brindley@eupschools.org can access:' and 'Additional Sites:'. The accessible sites include MICIP Staging, MiDataHub Cockpit, and MiStrategyBank. The additional sites include #GoOpen Michigan, Algebra Nation, EduPaths, MI Math &amp; Science Leadership Network, MI School Data, and SAS EVAAS.</p>

	<i>Recording of December 18 "platform log-in and the data readiness checklist" sessions to be available soon</i>
<b>MICIP System Administrator</b> will need to complete district configuration in the platform	Hoping for coverage in the Platform Guide - to be released by Jan. 15
<b>MICIP System Administrator</b> will need to set up access and permissions for MICIP team members	Guidance on who should get what permissions and what this actually means? Are there different levels of access/rights? Might be in the Platform Guide...Is there guidance around what various permissions will mean for successful completion of the CSI process? How does this relate to teaming structures?
<b>MICIP team members</b> will have access and icon on the MiLaunchPad page	The tech department will have to set up MiLaunchPad for teachers and other team members. They get the icon when the District MICIP Administrator sets their account up in MICIP.  <a href="#">Creating a User in the MICIP Platform</a> - rough screenshots
<a href="#">MICIP Data Readiness Checklist</a>	<i>District Data Liaison should be set in the MiDataHub Cockpit. It is really a point of contact to assist with support requests, particularly around data readiness. This is for the helpdesk to be able to reach out and have a reliable point of contact to assist with user support.</i>