

How to Use the Educational Entity Master: Search for Special Education Contacts



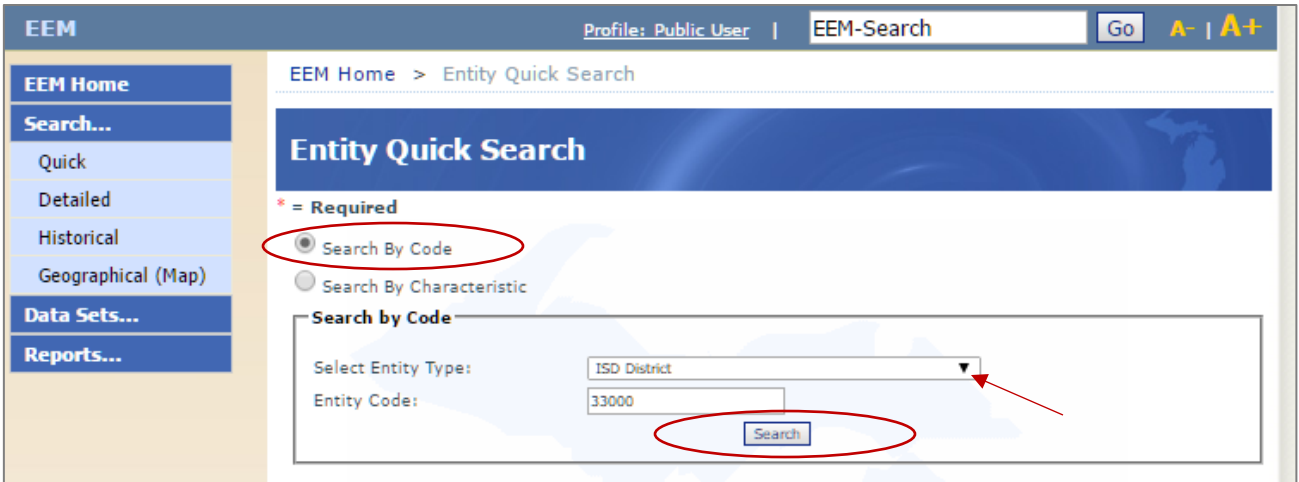
This how-to document is intended for all CIMS users and will explain how to use the Educational Entity Master (EEM) for search for special education contacts.

ACCESS AND SEARCH THE EEM

1. Go to the [Center for Educational Performance and Information \(CEPI\)](#) website.
2. Click **Search** on the left-hand side of the screen.
The menu will expand and offer an option to perform a Quick search. Click the **Quick search**.

A screenshot of the Educational Entity Master (EEM) website. The page header includes the Michigan.gov logo and the text "Center for Educational Performance and Information". Below the header is a navigation bar with links for "CEPI Home", "User Guide", "Help", "Contact CEPI", "Glossary", and "Login". The main content area is titled "Educational Entity Master" and features a search bar with the text "EEM-Search" and a "Go" button. A sidebar on the left contains a menu with options: "EEM Home", "Search...", "Quick" (highlighted with a red circle), "Detailed", "Historical", "Geographical (Map)", "Data Sets...", and "Reports...". Below the search bar is a section titled "What's New" with a "View All" button. The "What's New" section contains a message: "Welcome to the Educational Entity Master. The EEM application serves as the directory for identifying and linking educational entities with other data collection applications in the state of Michigan. Please note the location of the application user guide and glossary of terms located in the links at the top right of this message. These tools will help you acclimate to the various search features, reports, mapping capabilities and data sets within the EEM. If you".

- From the Entity Quick Search page, select **Search by Code**.
 Select ISD District from the Entity Type dropdown menu.
 Enter the pertinent ISD code in the Entity Code text box.
 Click **Search**.



- The search results page will show the basic information for the ISD. Click on the **Mailing/Contacts** button directly beneath the search results.



5. From the Mailing Labels and Contact List page, scroll through the listed contact until you reach the Special Education Contact. Click the **checkbox** to the left of the Special Education Contact. Click the **Download** button at the lower right-hand corner of the screen to generate a downloadable list of contact information. The EEM application will provide an Excel file that you may choose to Open or Save to access the contact information.

The screenshot displays the EEM application interface. At the top, the user profile is 'Public User' and the search bar contains 'EEM-Search'. The main heading is 'Mailing Labels & Contact List'. Below this, there is a checkbox for 'Use Lead Administrators' and a 'Select Contact Type:' section with 'Select All' and 'Clear All' buttons. A list of contact types is shown, with 'Special Education Contact' selected (checkbox checked and circled in red). Other contact types include Education Service Provider (ESP) Contact, Other, Business Manager, Food Service Director, Vice Chancellor, e-Transcript Contact, Guidance Counselor, Board President, and Homeless Education Liaison. At the bottom, there are two boxes: one for generating printable mailing labels (with a 'Print...' button) and another for generating a downloadable list (with a 'Download' button and an 'Excel' dropdown menu circled in red).