

How to Approve District Official New User Requests For ISD Business Officials



This document is intended for ISD business officials (ISDBOs). ISDBOs are responsible for approving new user requests from District business officials to access CIMS.

WHAT IS CIMS?

CIMS is the Continuous Improvement and Monitoring System used by the Michigan Department of Education (MDE). The Office of Special Education (OSE) uses CIMS to track activities, information, and data. The Finance division is currently using CIMS to simplify the process to complete the Maintenance of Effort (MOE) Eligibility Tests as required by state and federal regulation. Additional processes and tasks will continue to move into CIMS over the next five years.

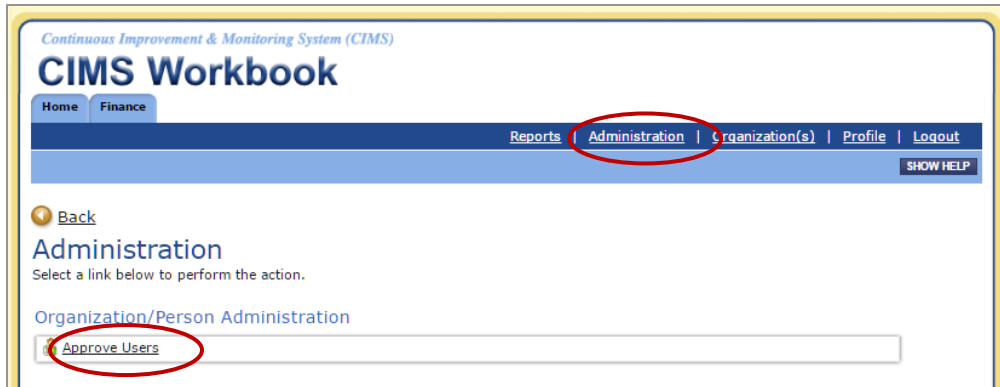
WHY AM I RECEIVING NEW USER REQUESTS?

The aim of the MOE Eligibility Tests is for ISDs to provide the MDE anticipated expenditures, exceptions, and other adjustments to demonstrate that the district will maintain the appropriate level of fiscal expenditure (effort) in the upcoming school year. For the ISD to have accurate information, the local districts need to submit their data first.

Local district business officials will need to create an account in CIMS in order to submit this information to the ISD business official. The ISD business official will receive an email notifying them that a district business official in the ISD has requested access to CIMS as a new user.

APPROVE NEW USER REQUESTS

- 1) Log into [CIMS](#). At the time of launch, all identified ISD business officials will have received their user credentials, username and password, via email. As an ISD business official, if you do not have your user credentials for CIMS, please contact the CIMS Helpdesk.
- 2) Click on the **Administration** link at the top right of your screen.
- 3) On the next page, click on the **Approve Users** link.



- 4) You will see a list of user requests on the User Registration Management page. After verifying the new user's information and need for access, select the box next to the new user's name and information.
- 5) Using the Approval Type drop down menu, choose whether to approve or deny the selected user's request.
- 6) Complete the information fields as requested (organizations name, etc.)
- 7) Click the **Apply** button.

Approval Type: Approve User
 Organization: Ann Arbor Public Schools
 Role: District Business Official
 Active Date: 4/26/2017
 Inactive Date:

APPLY

Search Results

Name	Requested Organization / Title / Suggested Role / Notes	Contact Info	Phones
<input checked="" type="checkbox"/> District Business Official , Sarah Username: SarahDistrictBO Email: sgreer@pscinc.com Date Requested: 04/26/2017	Ann Arbor Public Schools Requested Role: District Business Official	Ann Arbor Ann Arbor, Michigan 48910 County: Washtenaw County	Phone 1: (123) 456-7890 Cell: Fax:

The district official's new user request is now approved. They will receive an email informing them that they now have access to CIMS.

WHO CAN I GO TO FOR HELP?

If you need assistance understanding how to navigate CIMS, please contact the CIMS Help Desk at 877-474-9023 or help@cimsmichigan.org.