

## What is the MiDataHub?

Thanks for signing up to join the Michigan Data Hub. The MiDataHub strives to make accessing data more affordable and easily accessible for educators statewide. MiDataHub is a collaborative, statewide effort that addresses the challenges schools face daily with managing the integrations between technology systems and providing tools classroom and district staff can use to drive classroom instruction. The work of MiDataHub has centered around creating an ecosystem where information is exchanged between the large number of disconnected data systems used by schools in the state based on pre-defined national standards (Ed-Fi). In addition to creating an ecosystem to exchange data between systems, dashboards rich with informative instructional data, an Early Warning System which is currently embedded in the Michigan Department of Education EWIMS process which is a process to identify students at risk of dropping out, UIC functionality, State Reporting processes, and an IRIP tool that will identify and provide users access to a strategy bank.

As you begin the process of integrating with the MiDataHub please review the sections included in this welcome packet and please don't hesitate contacting our helpdesk for more information.

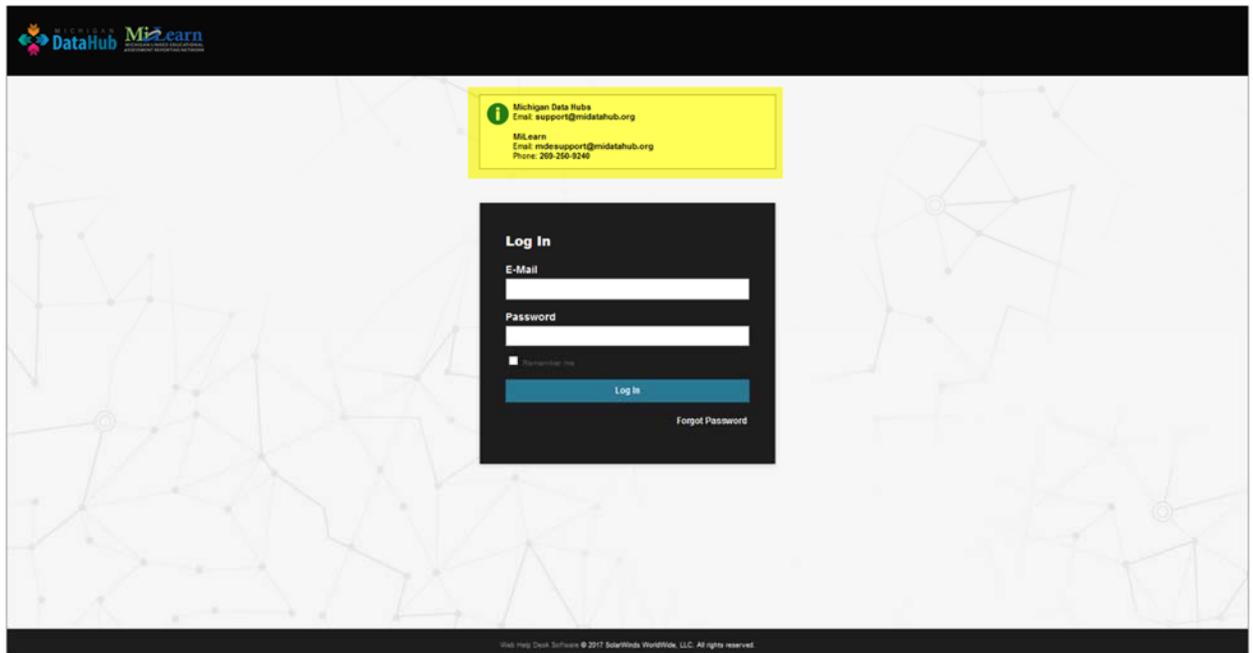
## MiDataHub Staff:

Windee Wagner	Data Hub Support Specialist	<a href="mailto:windee.wagner@kresa.org">windee.wagner@kresa.org</a>	(269)250-9272
Kevin Bullard	Data Hub Support Manager	<a href="mailto:kevin.bullard@kresa.org">kevin.bullard@kresa.org</a>	(269)250-9330
Dirk Bradley	Data Hub Operations Manager	<a href="mailto:dirk.bradley@kresa.org">dirk.bradley@kresa.org</a>	(269)250-9250
Tom Johnson	Actionable Data Manager	<a href="mailto:tom.johnson@kresa.org">tom.johnson@kresa.org</a>	(231)383-2668
Don Dailey	Project Director	<a href="mailto:don.dailey@kresa.org">don.dailey@kresa.org</a>	(269)250-9264
Tim Davis	Relations Manager	<a href="mailto:tim.davis@kresa.org">tim.davis@kresa.org</a>	(231) 342-5407

Email for support: [support@midatahub.org](mailto:support@midatahub.org)

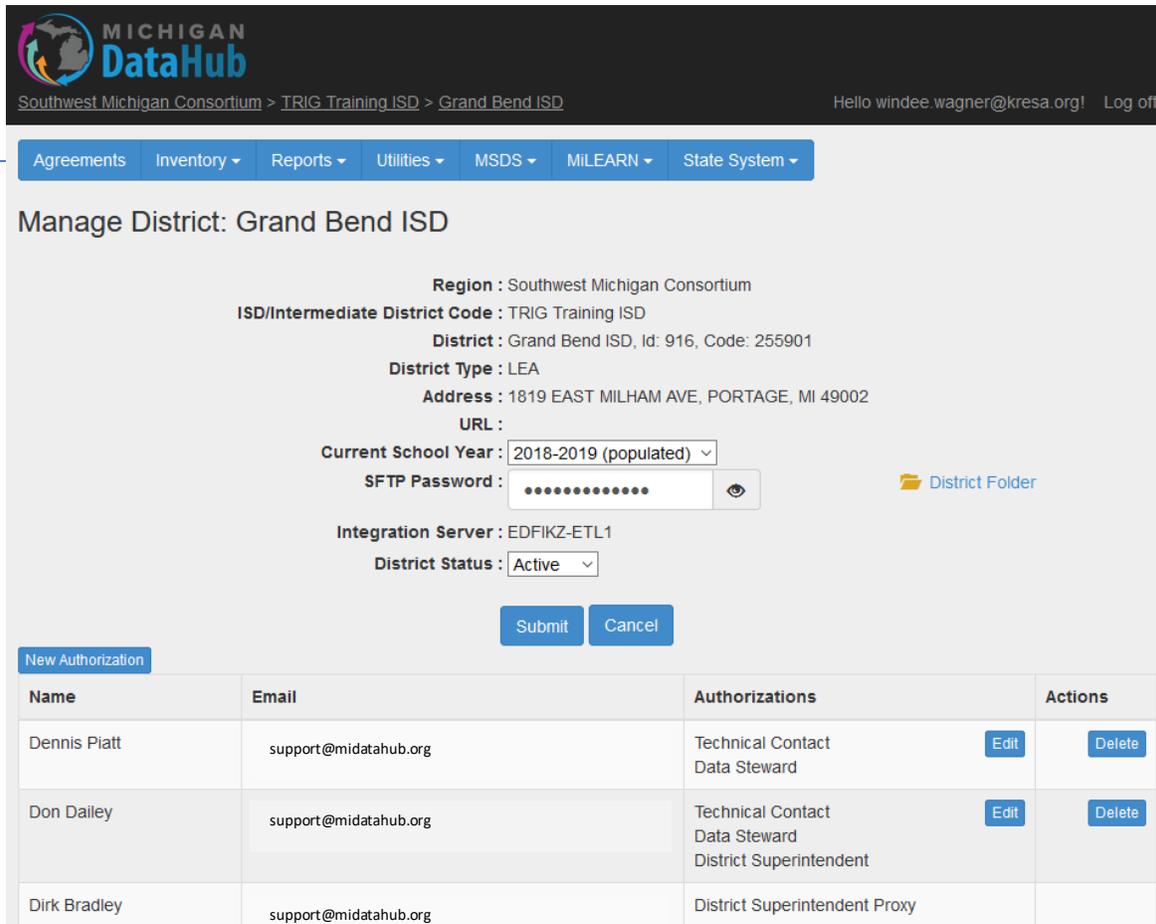
There are three ways to submit a ticket to the MiDataHub.

1. Email your MiDataHub request to: [support@midatahub.org](mailto:support@midatahub.org)
2. Email your MiLearn request to: [mdesupport@midatahub.org](mailto:mdesupport@midatahub.org)
3. If you have a Web Help Desk (WHD) account you may log in here: <https://support.midatahub.org/> and submit a ticket.



When you email directly to WHD you will receive a copy of the request you submitted. All communication can be done by replying to the email and it will go directly into your WHD ticket. You do not need an account for WHD to submit or respond to tickets.

## Data Hub Cockpit – Headings



Southwest Michigan Consortium > TRIG Training ISD > Grand Bend ISD Hello windee.wagner@kresa.org! Log off

[Agreements](#) | [Inventory](#) | [Reports](#) | [Utilities](#) | [MSDS](#) | [MiLEARN](#) | [State System](#)

### Manage District: Grand Bend ISD

**Region :** Southwest Michigan Consortium  
**ISD/Intermediate District Code :** TRIG Training ISD  
**District :** Grand Bend ISD, Id: 916, Code: 255901  
**District Type :** LEA  
**Address :** 1819 EAST MILHAM AVE, PORTAGE, MI 49002  
**URL :**  
**Current School Year :** 2018-2019 (populated)   
**SFTP Password :**   [District Folder](#)  
**Integration Server :** EDFIKZ-ETL1  
**District Status :** Active

**New Authorization**

Name	Email	Authorizations	Actions
Dennis Piatt	support@midatahub.org	Technical Contact Data Steward	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Don Dailey	support@midatahub.org	Technical Contact Data Steward District Superintendent	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Dirk Bradley	support@midatahub.org	District Superintendent Proxy	

**Agreements** – Location where Data Hosting and Sharing agreements can be found and electronically signed. This section is where a superintendent (or their proxy) will review and sign the Data Hosting, MiLearn, and other agreements as they are added.

**Inventory** – Location where your local districts Technology Systems Integrations and Systems Inventory are entered. Information entered here is used to ensure the Data Hub team is working with vendors on common integrations required throughout the state of Michigan.

**Reports** – Reports can be generated on data currently available in your districts Data Hubs. Available reports in categories such as Usage, Data Hub Performance, Data Quality, and numerous reports in the MSDS area including GSRP, TSDL, General Collection, Early Childhood, and Adult Education

**Utilities** – View audit and activity logs, run maintenance scripts, and generate accounts for the dashboards.

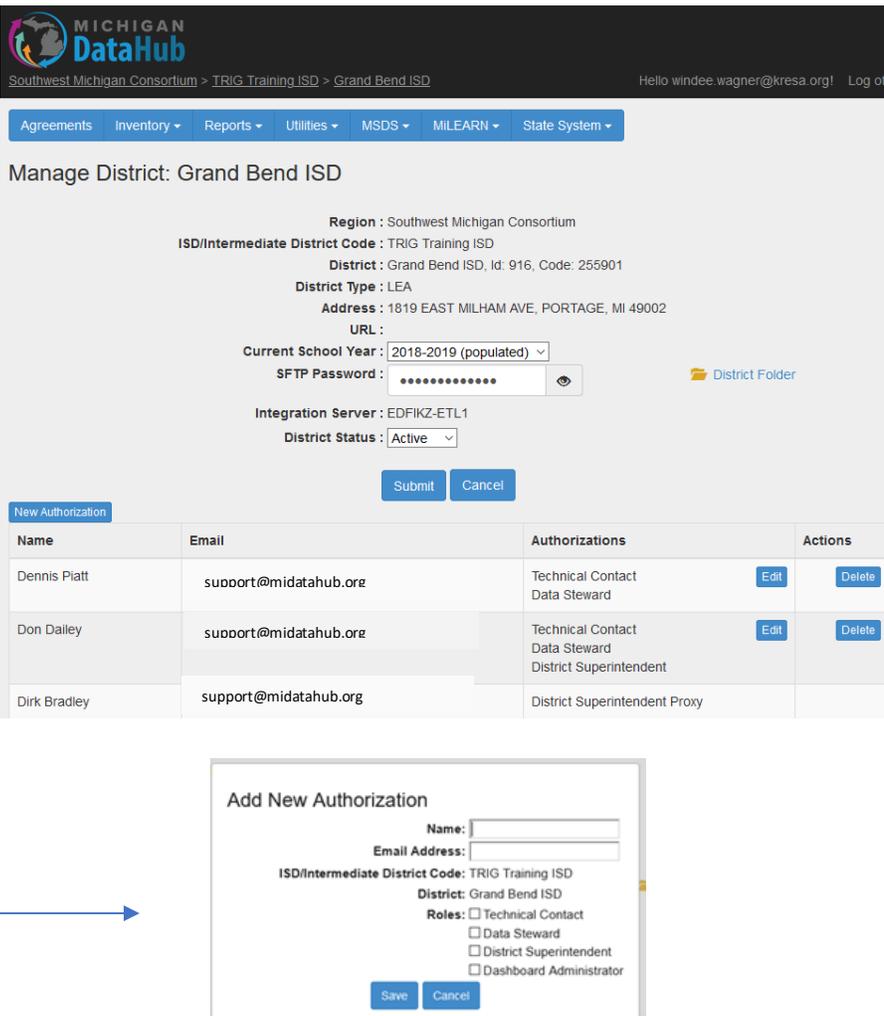
**MSDS** – Generate data for collection comparison, collection extractor, error check, and SRM.

**MiLearn** – If the MiLearn Data Service Agreement has been signed this option is available and allows users to manage the MiLearn functionality.

**State System** – Educational Entity Master (EEM) creates a path for your local state building information to flow from CEPI to MiDataHub for your district.

## Data Hub Cockpit – Authorizations

### Authorizations – Creating a user in the Data Hub Cockpit



Southwest Michigan Consortium > TRIG Training ISD > Grand Bend ISD

Hello windee.wagner@kresa.org! Log off

Agreements Inventory Reports Utilities MSDS MILEARN State System

### Manage District: Grand Bend ISD

Region : Southwest Michigan Consortium  
 ISD/Intermediate District Code : TRIG Training ISD  
 District : Grand Bend ISD, Id: 916, Code: 255901  
 District Type : LEA  
 Address : 1819 EAST MILHAM AVE, PORTAGE, MI 49002  
 URL :  
 Current School Year : 2018-2019 (populated)  
 SFTP Password :    
 Integration Server : EDFIKZ-ETL1  
 District Status : Active

Name	Email	Authorizations	Actions
Dennis Piatt	support@midatahub.org	Technical Contact Data Steward	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Don Dailey	support@midatahub.org	Technical Contact Data Steward District Superintendent	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Dirk Bradley	support@midatahub.org	District Superintendent Proxy	

**Add New Authorization**

Name:

Email Address:

ISD/Intermediate District Code: TRIG Training ISD  
 District: Grand Bend ISD

Roles:  Technical Contact  
 Data Steward  
 District Superintendent  
 Dashboard Administrator

Upon Clicking New Authorization, a window will open where you will enter the Name, Email Address, and Role of the user to add.

#### Role descriptions:

**Technical Contact** – Access to all sections within the Data Hub Cockpit including the Reports, Integrations, Maintenance Scripts, and dashboards

**Data Steward** – View Reports only

**District Superintendent** – Access to agreements. ONLY authorization that can sign agreements (other than a designated proxy)

**Dashboard Administrator** – role is used for giving a person full access to the data hub dashboards, but no access to the cockpit application. (Under Development)

## Electronically Signing the Data Hosting Agreement

### What is a Data Hosting Agreement?

A data hosting agreement specifies the terms and conditions upon which the data hubs are hosting your districts data. This agreement outlines the precautions and protections the data hub host or agency (MiLearn, etc.) follow in handling district data. Districts are encouraged to review the document prior to signing and seek legal review should they have any concerns. Districts have the option to revoke the agreement at any time, which effectively will cease any data integrations their districts have configured.

### Who may sign a Data Hosting Agreement?

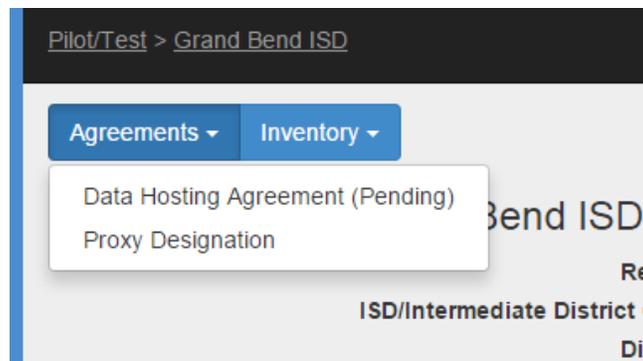
A data hosting agreement may only be signed by a district superintendent or his/her assigned proxy. The district superintendent is identified as the District Superintendent in the Data Hub Cockpit. The proxy assignment can only be granted by the district superintendent (Please see additional documentation).

### What are the steps involved in electronically signing the agreement?

- 1) The first step toward electronically signing the agreement is to have a valid login as a district superintendent or as a proxy for the district superintendent. If your district superintendent does not have a login or has misplaced the email with his/her credentials, please email [support@midatahub.org](mailto:support@midatahub.org) for a replacement email.

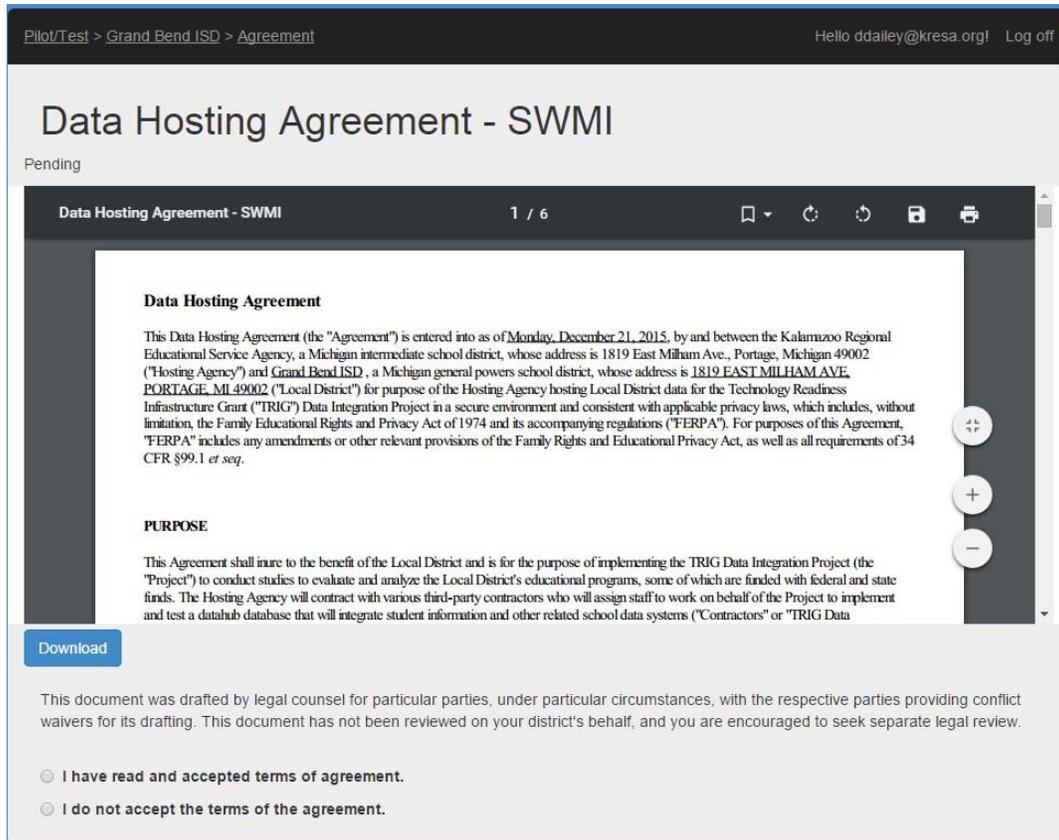
Once logged into the system, a district superintendent will see an Agreements dropdown with the choices of Data Hosting Agreement or Proxy Designation. Please note that a district superintendent proxy will not see the Proxy Designation choice. Also, note that the agreement status is in parentheses next to the Data Hosting Agreement item. The statuses used in the system include:

- a. Accepted – The agreement has been electronically signed
- b. Pending – The agreement has not been electronically signed
- c. Revoked – The agreement was revoked



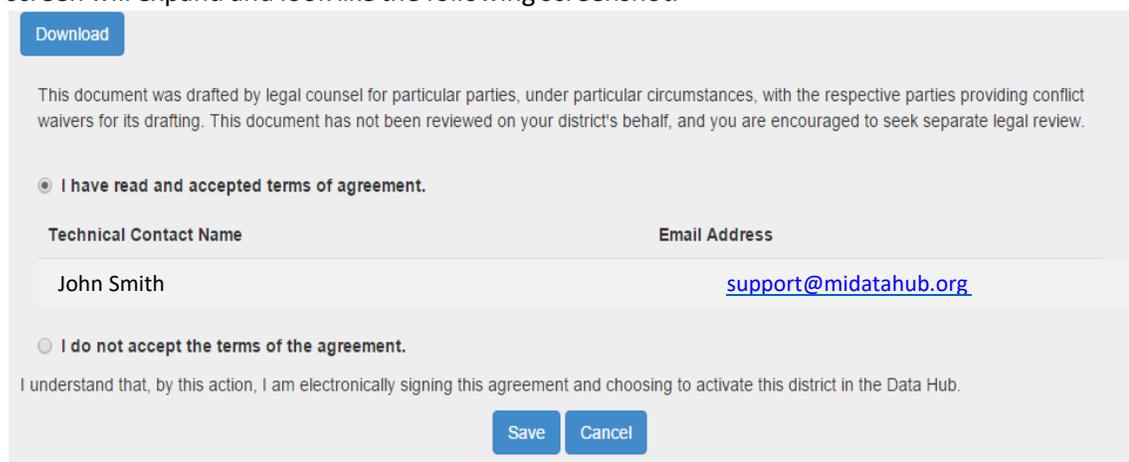
<https://www.midatahub.org/>

- 2) Click on the item for Data Hosting Agreement. A screen similar to the following will display.



The screenshot shows a web interface for a "Data Hosting Agreement - SWMI". At the top, there is a breadcrumb trail "Pilot/Test > Grand Bend ISD > Agreement" and a user greeting "Hello ddailey@kresa.org! Log off". The main heading is "Data Hosting Agreement - SWMI" with a "Pending" status. Below this is a document viewer showing the first page of a 6-page document. The document text includes the title "Data Hosting Agreement", a paragraph describing the agreement between Kalamazoo Regional Educational Service Agency and Grand Bend ISD, and a section titled "PURPOSE". A "Download" button is visible below the document. At the bottom of the screen, there is a disclaimer and two radio button options: "I have read and accepted terms of agreement." (which is selected) and "I do not accept the terms of the agreement."

- 3) At the bottom of the screen, click on "I have read and accepted terms of agreement". The screen will expand and look like the following screenshot.



The screenshot shows the expanded agreement screen. It features a "Download" button at the top left. Below it is the same disclaimer as in the previous screenshot. The "I have read and accepted terms of agreement." radio button is selected. Below this, there are two input fields: "Technical Contact Name" with the value "John Smith" and "Email Address" with the value "support@midatahub.org". The "I do not accept the terms of the agreement." radio button is unselected. At the bottom, there is a statement: "I understand that, by this action, I am electronically signing this agreement and choosing to activate this district in the Data Hub." and two buttons: "Save" and "Cancel".

<https://www.midatahub.org/>

- 4) Simply click on the Save button and the agreement will be updated with the name, title, date of approval and time of approval. Once signed the agreement should look like the sample below. Notice the highlighted electronic acceptance.

### Data Hosting Agreement - SWMI

Accepted on 12/21/2015 by Don Dailey

Name and Title	Organization	Signature
David Campbell Superintendent	Kalamazoo Regional Education Service Agency	 David Campbell, Superintendent
Don Dailey District Superintendent / Lead Administrator	Grand Bend ISD	Electronically accepted by Don Dailey on 12/21/2015 at 2:32:31 PM.

I, Donald Dailey, as the single data custodian, acknowledge and assure that all researchers, employees, contractors or agents, including Contractors/TRIG Data Personnel, will be informed that they will have access to confidential data from the Local District, will be required to read and agree to the conditions set forth in this Agreement when working with any data provided by the Local District, and will sign a data sharing agreement that identifies the terms and conditions within which they may access the data. I further assure that I will immediately notify the Local District if a breach in confidentiality or security is occurs.

**Data Custodian**

Your signature acknowledges that you have read and understand the terms of this Agreement. Your signature also confirms that you agree to comply with all terms contained within this document.

Name: Donald Dailey  
 Email: support@midatahub.org  
 Phone: 269-250-9270  
 Signature: 

[Download](#)

This document was drafted by legal counsel for particular parties, under particular circumstances, with the respective parties providing conflict waivers for its drafting. This document has not been reviewed on your district's behalf, and you are encouraged to seek separate legal review.

- 5) If you would like a copy of the agreement for your records, you may click the Download button to download a PDF file.
- 6) If you would prefer that your district not use the data hubs for data integration purposes, you also have the ability to choose the “I do not accept the terms of the agreement button”. Choosing that options leaves all data integration features in a Disabled state, while still allowing users to log in and complete systems inventory and integration status information.

[Download](#)

This document was drafted by legal counsel for particular parties, under particular circumstances, with the respective parties providing conflict waivers for its drafting. This document has not been reviewed on your district's behalf, and you are encouraged to seek separate legal review.

I have read and accepted terms of agreement.  
 I do not accept the terms of the agreement.

I understand that, by this action, I am electronically rejecting this agreement and choosing to disable this district in the Data Hub.

[Save](#)   [Cancel](#)

## Designating a Superintendent Proxy

### What is a Superintendent Proxy?

A superintendent proxy is a person who is designated to manage data hosting agreements on behalf of the District Superintendent. The only District Superintendent level capability that a proxy does not have is that he/she is not allowed to designate anyone else as a proxy. That must be done by the District Superintendent.

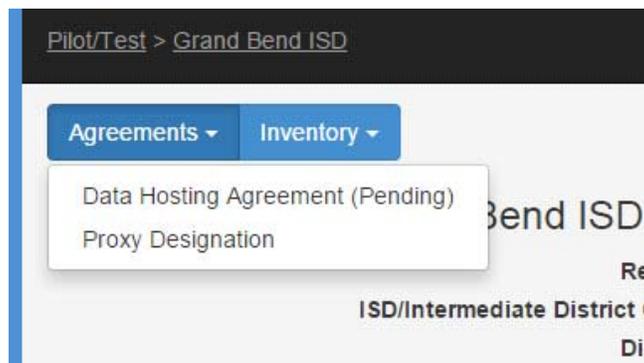
### Who may designate a Superintendent Proxy?

Only a District Superintendent role may designate a proxy on his/her behalf.

### What are the steps involved in designating a proxy?

- 1) The first step toward designating a proxy is to have a valid login as a district superintendent. If you (or your district superintendent) do not have a login or have misplaced the email with the login credentials, please email [support@midatahub.org](mailto:support@midatahub.org) for a replacement email.

Once logged into the system, a district superintendent will see an Agreements dropdown with the choices of Data Hosting Agreement or Proxy Designation.



- 2) Click on the item for Proxy Designation. Note that if any proxies currently exist they are listed at the top as "Current Proxies".

Staging Environment > Grand Bend ISD > Proxy Designation Hello don.dailey@kresa.org!

### Current Proxies:

Name	Email Address	Title	Phone Number
John Smith	<a href="mailto:support@midatahub.org">support@midatahub.org</a>	Superintendent	123-456-7890

I hereby designate the following person to represent me and act on my behalf in the Data Cockpit application.

Name:   
 Email Address:   
 Title:   
 Phone Number:

ISD/Intermediate District Code: TRIG Training ISD  
 District: Grand Bend ISD  
 Roles:  District Superintendent Proxy

- 3) Fill in all fields with the name, email address, title, and phone number for the proxy and click on Save. The designation will then show in the list of authorized users on the district home page in the cockpit application as shown below. The proxy will receive an email notifying him/her of the change. If that user had a previous account under that email address, the same login will access the new functionality upon the next time the person accesses the system. If the user did not previously have a login with that email address, new user credentials will be emailed when they are generated on the next hourly cycle.

Julie Smith	<a href="mailto:support@midatahub.org">support@midatahub.org</a>	District Superintendent Proxy	Edit	Delete
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- 4) If needed, the superintendent may remove someone as proxy by simply clicking the delete button next to the assignment. The edit functionality may not be used to add or delete proxy capability.



Signing New Data Hosing Agreement

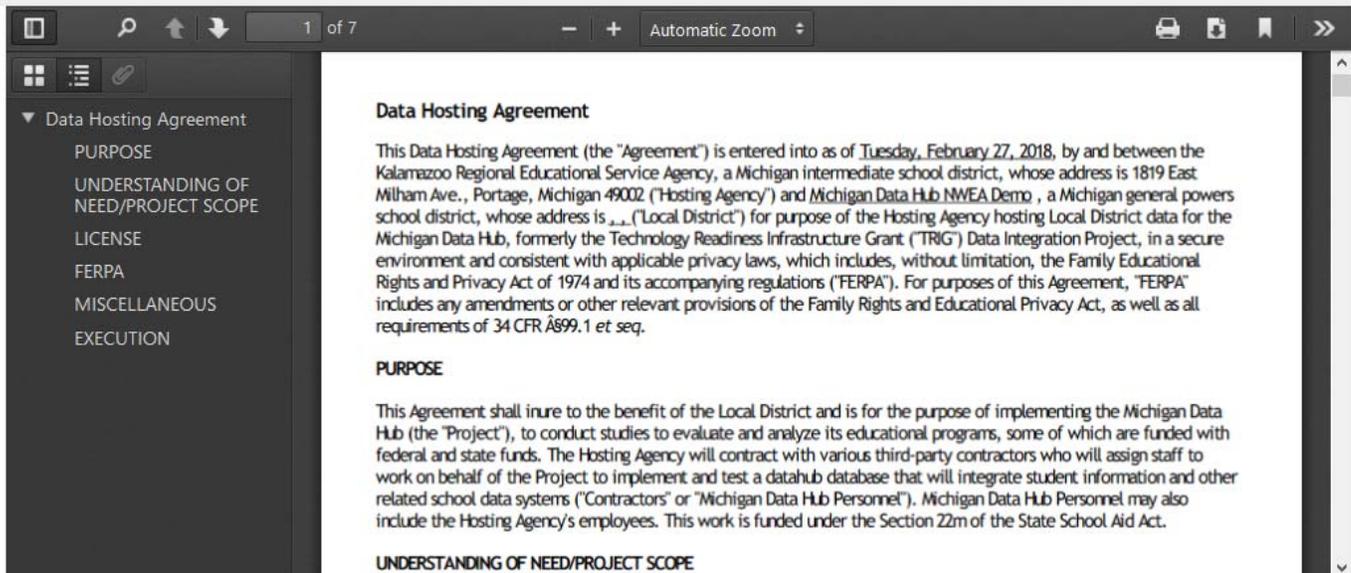
<https://www.midatahub.org/>

What is the New Data Hosting Agreement?

A screenshot of the Michigan DataHub web application. A modal dialog box titled "New Agreements Available" is centered on the screen. The dialog contains the following text: "Newer versions of the following agreements are available for signature by your Superintendent or Superintendent Proxy:" followed by a bulleted list: "• Data Hosting Agreement" and "• MiLEARN Opt-In Agreement". A blue "Close" button is located at the bottom right of the dialog. In the background, the application interface is visible, showing a navigation menu with "Agreements" and "Inventory" tabs, a "Manage District:" section, and a form with fields for "Address", "Current School Year" (set to "2017-2018 (populated)"), "SFTP Password" (masked with dots), "Integration Server" (set to "EDFIKZ-ETL1"), and "District Status" (set to "Active"). There are "Submit" and "Cancel" buttons at the bottom of the form. The top right of the page shows a user profile "igner@kresa.org!" and a "Log off" link.

# Data Hosting Agreement

Accepted on 2/27/2018 by Don Dailey



The screenshot shows a PDF viewer interface. The top toolbar includes a search icon, navigation arrows, a page indicator '1 of 7', zoom controls, and a 'Automatic Zoom' dropdown. The left sidebar contains a table of contents with the following items: Data Hosting Agreement (expanded), PURPOSE, UNDERSTANDING OF NEED/PROJECT SCOPE, LICENSE, FERPA, MISCELLANEOUS, and EXECUTION. The main content area displays the text of the agreement, starting with the title 'Data Hosting Agreement' and the first paragraph: 'This Data Hosting Agreement (the "Agreement") is entered into as of Tuesday, February 27, 2018, by and between the Kalamazoo Regional Educational Service Agency, a Michigan intermediate school district, whose address is 1819 East Milham Ave., Portage, Michigan 49002 ("Hosting Agency") and Michigan Data Hub NWEA Demo, a Michigan general powers school district, whose address is ... ("Local District") for purpose of the Hosting Agency hosting Local District data for the Michigan Data Hub, formerly the Technology Readiness Infrastructure Grant ("TRIG") Data Integration Project, in a secure environment and consistent with applicable privacy laws, which includes, without limitation, the Family Educational Rights and Privacy Act of 1974 and its accompanying regulations ("FERPA"). For purposes of this Agreement, "FERPA" includes any amendments or other relevant provisions of the Family Rights and Educational Privacy Act, as well as all requirements of 34 CFR Â§99.1 et seq.'

[Download](#)

This document was drafted by legal counsel for particular parties, under particular circumstances, with the respective parties providing conflict waivers for its drafting. This document has not been reviewed on your district's behalf, and you are encouraged to seek separate legal review.

There is a new Version of this agreement available.

