

MiPHY Quick Start

This is a list to get started on the MiPHY.
Full information is available in the User's Guide and
on the Survey Administration website.

- Confirm or obtain MEIS Account (<https://cepi.state.mi.us/MEISPublic>)
- Submit MiPHY Security Agreement form (www.michigan.gov/miphy or www.michigan.gov/miphyadmin)
- District administrator registers district and/or buildings (Registration tab on the MiPHY Administration site: www.michigan.gov/miphyadmin)
- Building administrator registers buildings, if not previously done by district administrator (Registration tab on the MiPHY Administration site: www.michigan.gov/miphyadmin)
- Enter student counts and determine sample size (Sample Tab on Survey Administration website)
- Randomly select students using sampling size, if applicable,
- Send out the MiPHY Parental Permission Form (Guidance Tab on Survey Administration website)
- Schedule lab and survey times for students
- Obtain daily survey password (Password Tab on Survey Administration website)
- Set up computer lab according to technical specifications (Guidance tab in MiPHY Administration site)
- Survey students (www.michigan.gov/miphysurvey)
- Track survey progress (Progress tab in MiPHY Administration site)
- Building administrator closes building survey by marking "complete" (Progress tab in MiPHY Administration site)
- District administrator closes district survey by marking "complete" (Progress tab in MiPHY Administration site)
- Access results (Reports Tab on Survey Administration website)