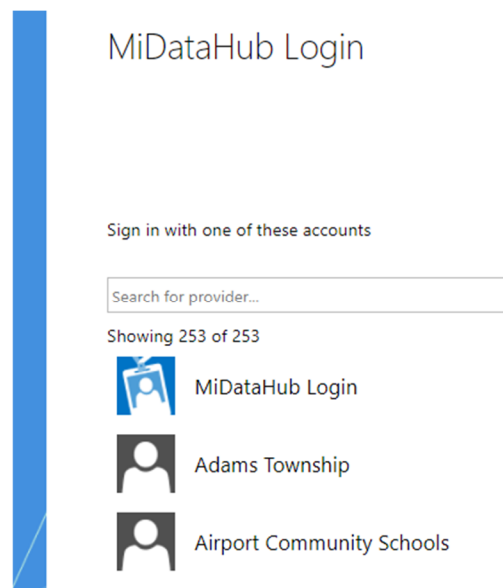


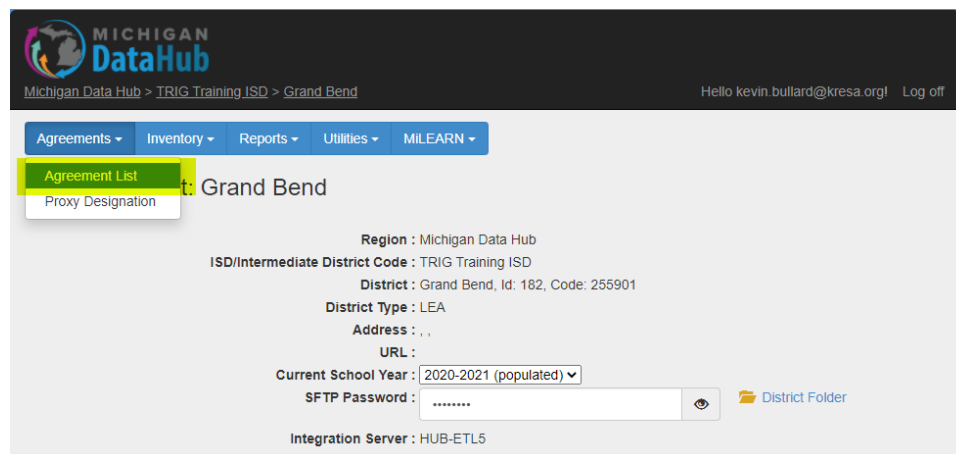
MiDataHub - Signing the MICIP Agreement

The purpose of this handout is to provide a superintendent and/or their proxy the steps to sign the MICIP agreement in the MIDataHub cockpit.

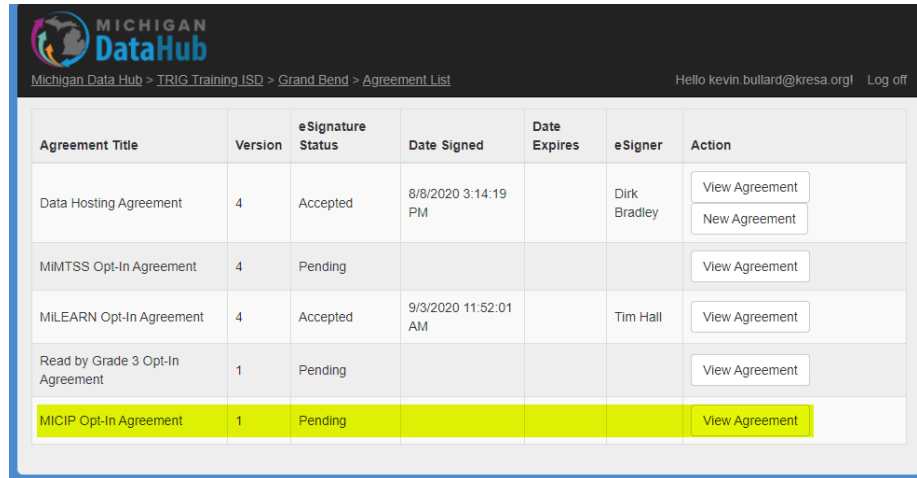
Step 1: Login to the Michigan Data Hub Cockpit by navigating to <https://launchpad.midatahub.org/>. Please note upon navigating to this URL you will be presented with a list of districts. If your district is in the list please click on it and proceed to logging in. If your district is not in the list please select MiDataHub Login. If you need any assistance with logging in please email support@midatahub.org



Step 2: Locate and select the **Agreements** tab in the top left corner of the cockpit, click on **Agreement List**



Step 3: Select **View Agreement**



Michigan Data Hub > TRIG Training ISD > Grand Bend > Agreement List

Hello kevin.bullard@kresa.org! Log off

Agreement Title	Version	eSignature Status	Date Signed	Date Expires	eSigner	Action
Data Hosting Agreement	4	Accepted	8/8/2020 3:14:19 PM		Dirk Bradley	View Agreement New Agreement
MITSS Opt-In Agreement	4	Pending				View Agreement
MILEARN Opt-In Agreement	4	Accepted	9/3/2020 11:52:01 AM		Tim Hall	View Agreement
Read by Grade 3 Opt-In Agreement	1	Pending				View Agreement
MICIP Opt-In Agreement	1	Pending				View Agreement

Step 4: If you would like to review the agreement please scroll through it in the current window, or you have the option to download to your computer by selecting the **Download** button.

Step 5: When you are ready to accept the terms, select **I have read and accepted the terms of the agreement** and click **save**



Michigan Data Hub > TRIG Training ISD > Grand Bend > Agreement List

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MICIP Opt-In Agreement

Pending

MICIP Opt-In Agreement 5 / 7

14. Cooperation; Execution of Additional Agreements

The parties will execute such documents as may be necessary to realize the intentions of this MICIP-Agreement or comply with law. The parties will also require third-parties to execute such documents as may be necessary to realize the intentions of this MICIP-Agreement or comply with law, prior to granting the third-party access to the data. Examples include business associate and non-disclosure agreements.

15. Issue Resolution

The parties will work collectively to resolve system issues relative to MDE's access to the data. Additionally, upon the request of either party, the parties will convene as reasonably necessary for the purpose of resolving problems that may arise in the administration or enforcement of this MICIP-Agreement. The parties will exchange documentation as reasonably necessary to identify and explain issues and positions. Any portion of this MICIP-Agreement that may be subject to interpretation will be addressed at these meetings.

16. Notices

[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 the terms of the agreement.
 ☐ I do not accept the terms of the agreement.

I understand that, by this action, I am electronically signing this agreement and choosing to opt this district in to participating in MICIP.

[Save](#)
[Cancel](#)

Step 6: Verify the agreement has been signed by repeating steps 1 and 2 above, and verifying the signature status says **Accepted**

Michigan Data Hub > TRIG Training ISD > Grand Bend > Agreement List Hello kevin.bullard@kresa.org! Log off

Agreement Title	Version	eSignature Status	Date Signed	Date Expires	eSigner	Action
Data Hosting Agreement	4	Accepted	8/8/2020 3:14:19 PM		Dirk Bradley	View Agreement New Agreement
MIMTSS Opt-In Agreement	4	Pending				View Agreement
MILEARN Opt-In Agreement	4	Accepted	9/3/2020 11:52:01 AM		Tim Hall	View Agreement
Read by Grade 3 Opt-In Agreement	1	Pending				View Agreement
MICIP Opt-In Agreement	1	Accepted	10/2/2020 9:39:57 AM		Kevin Bullard	View Agreement

If you need any assistance with any of these steps please contact support by sending an email with your name and district to support@midatahub.org