

Academic Year 2026-27 MiSSG Aid Administrator Security Access Form



Office of
Higher
Education

Financial Aid Director	Financial Aid Director Email	Institution

Financial Aid Director Certification

I certify that each person(s) listed on the Employee Access Roster is an employee of the institution and is authorized to have access to MiSSG. Additionally, I understand that MiSSG data, information, and reports are confidential and should be handled as such. I understand it is my responsibility to notify MI Student Aid when an employee's account should be terminated.

Financial Aid Director Signature (type or sign)	Date of Signature

Financial Aid Director Submit Form: **1. Email this completed form to MI Student Aid at MiLEAP-MiSSGaccess@michigan.gov, and**
2. Add "2026-27 Security Form" in the subject line of the email.

CEPI UIC Contact

The Michigan Department of Lifelong Education, Advancement, and Potential (MiLEAP) works closely with the Center for Education Performance and Information (CEPI) on the reporting and analysis of State financial aid programs. To ensure accurate reporting between MiSSG and CEPI data systems, all postsecondary students must have a CEPI UIC on file. A representative at your institution must be listed below as a CEPI UIC contact. This person will be responsible for supporting with the assignment of new CEPI UICs when necessary and/or resolution of mismatched CEPI UICs; therefore, the CEPI UIC contact must be someone with appropriate access to perform this responsibility.

CEPI UIC Contact Name	CEPI UIC Contact Title	CEPI UIC Contact Email	CEPI UIC Contact Phone

Programs

MCS/MTG = Michigan Competitive Scholarship/Michigan Tuition Grant
TIP = Tuition Incentive Program
CVTG = Children of Veterans Tuition Grant
STG = Police Officer's and Fire Fighter's Survivor Tuition Grant

FFS = Fostering Futures Scholarship
GEAR UP = Gaining Early Awareness and Readiness for Undergraduate
F4F = Futures for Frontliners
Reconnect/Reconnect Expansion = Michigan Reconnect Scholarship and Reconnect Expansion

Fellowship = MI Future Educator Fellowship
Stipend = MI Future Educator Stipend
Michigan Achievement Skills Scholarship
Michigan Achievement Scholarship
MITW = Michigan Indian Tuition Waiver

Employee Access Roster

- List employees who will have access to MiSSG and what security level they will have for each program.
Security Level Descriptions: Administrator 1 (A1), Update 1 (U1), View-Only (VO), and No Access (NONE).
- Emails:** Indicate 'NO' to stop receiving automatic student transfer emails.
- Note:** Users who have not logged in after 180 days are considered inactive and accounts will be deleted. To restore access, this security form must be resubmitted.

Employee First Name		Employee Last Name			Employee Email			
Receive Transfer Emails	Access	MCS/MTG	TIP	CVTG	STG <i>(Public Colleges Only)</i>	FFS	GEAR UP	
F4F <i>(Cmty Colleges Only)</i>	Reconnect/ Reconnect Expansion <i>(Cmty Colleges Only)</i>	Fellowship	Stipend	Michigan Achievement Skills Scholarship	Michigan Achievement Scholarship	MITW <i>(Public Colleges Only)</i>		

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