

How to Update Your Listings in the Michigan Education Directory

1. After accessing MiED Pro, click on the “Non-Public Schools” tile to access the Parochial, Religious & Secular listings.



2. Click on your affiliation’s name to see your listing.

3. The top section of the page is the main information for your listing. If an edit is required in that section, click:



4. Click in the text boxes and type in changes and/or add missing information as needed.

When you have finished making all of your edits, click “Submit Update” at the bottom of the form.



5. Click the “x” in the upper right-hand corner of the “Your listing update has been submitted” box, and this will take you back to the main page of your listing.

6. Next, review Administrators’ information in the tabbed section.

Click  to make changes by highlighting and typing over the incorrect existing text. Then, submit update.

7. After you have reviewed all of the “Administrators” information, click on the “Schools” tab to take you to your school listings.

Click  to review the full listing. Repeat Step 4 if changes are required.

If you **did not need to make any edits** to your affiliation’s main listing or tabbed sections, please click the box at the bottom of your main listing page that indicates no changes are required.

That’s it! Now, we do the rest.

Keep those updates coming! The result will be quicker and easier updating for you, and MiED Pro will be the best information resource available for you and your colleagues across the state.

Thank you!