

How to Update Your Listings in the Michigan Education Directory

1. After accessing MiED Pro, type your District's name in the search field.



Then press your "Enter" key.

2. Click on your District's name to see your listing.

3. The top section of the page is the main information for your listing. If an edit or additional information is required, 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.



MiED will be notified of your updates, review your submissions & upload them to the MiED ProSite.

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. Scroll down the page to the section that includes tabbed content. This is where you will review Staff positions.



Click  to review the full listing. Update information by using the method explained in Step 4.

7. After you have reviewed all of the "Staff" information, click on the "Facilities" tab to take you to those listings. Repeat editing instructions in Step 6 to make changes.

8. After you have reviewed all of the "Facilities" information, review any Public School District listings you are responsible for updating. Repeat Steps 2-7.

If you **do not need to make any edits** to your District'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!**