

NM MESA
MESA Information Management System (MIMS)

User Manual



January 2015

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NOTE: Unless specified otherwise, each action can be executed by all security levels i.e. Advisors, Regional Coordinators, Central Office Staff and System Administrator. In each case however, the results will be limited to the user's span authority.

Hardware and Browser Recommendations

This application has been tested on both Apple and PC hardware platforms. Microsoft Internet Explorer version 7 or higher and Firefox version 3 (must have OS X 10.4 or higher) or higher have been tested and seem to work without issue. *NOTE: Safari web browser cannot be recommended at this time as it failed to perform satisfactorily during the testing.*

Logon and Passwords

Logging On to MIMS

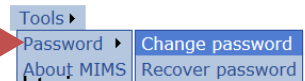
1. Open your browser and go to: <http://www.nmmesa.org>
2. From the menu you select Region>Your Region.
3. In the left sidebar, click on the MIMS Login
4. Enter your user name and password that was provided to you.
5. Click the LOGIN Button located at the top left of the screen

MIMS Login»

[Login](#)

Changing Your Password

1. Login to MIMS with your MIMS user name and current password.
2. Go to Tools > Password > Change Password
3. When prompted, enter your current password once and your new password twice.
4. Click "Change Password" button.



Recovering Your Password

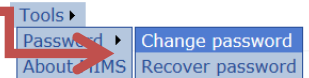
1. From the MIMS start page, Go to Tools > Password > Recover Password.

OR

2. From the MIMS Login page, Click the Forgot Password link
3. Enter your MIMS user name and press SUBMIT.
4. A new password will be emailed to you at the email address on your profile.

NOTE: The new password will be a combination of letters, numbers and special characters. Copying and pasting it into the logon screen will decrease the chance for typos.

5. Change your password to something more familiar that you can remember.



Profiles and User Accounts

Updating your Personal Profile

1. Log on to MIMS
2. Click on Profiles > Update My Profile. Your Personal Profile is displayed
3. Update your personal contact and employment information.
4. Click the UPDATE button at the top of the page to save your changes.

View/Update Staff Profile

(Central Office & Administrator Only)

1. Log on to MIMS.
2. Go to Profiles > Staff > View/Update Staff Member
3. SELECT the staff member in which you are interested.
4. Update the record as necessary.
5. Click on the UPDATE button to save your changes and return to the Main Menu.

Creating a New Advisor Account

(Regional Coordinators, Central Office & Administrator)

1. Log on to MIMS.
2. Go to Profiles > New Advisor
3. Enter a new user name. **NOTE:** The convention is the first letter of the first name and the entire last name. **WRITE IT DOWN!**
4. Enter an initial password for the new advisor. **WRITE IT DOWN!**
NOTE: Use a unique password that combines letters and numbers. We cannot guarantee that the advisor will change their password, so do not give them a generic simple password or a student might be able to figure it out and access the MIMS system.
5. Enter the advisor's primary email address.
6. Enter the advisor's complete first and last names.
7. Select the advisor's school from the pull-down list of available schools.
8. Click the CREATE USER button.
9. Contact the new advisor with their user name and password that you have created.
10. Provide the Advisor with a copy of the Advisor Handbook that has within it the MIMS User Manual and instruct them to login, change their password and complete their Profile before doing any other work.

Viewing/Updating Advisor Profiles

(Regional Coordinators, Central Office & Administrator Only)

1. Log on to MIMS
2. Go to Profiles > Advisor > View/Update Advisor
3. **SELECT** the advisor whose profile you want to update.
4. The advisor's profile appears and you can edit any field, including the Active/Inactive flag.
5. Click on the UPDATE button to save your changes.

Updating a School or District Profile

(Regional Coordinators, Central Office & Administrator Only)

1. Log on to MIMS.
2. Go to Profiles > Schools (or District depending on which you wish to update.)
3. Select the school or district from the pull-down list. (Schools that are currently inactive can be viewed by checking the "Show inactive schools" box.)
4. Click on the EDIT button.
5. Make the necessary changes and click on the UPDATE button to save your changes.

Adding a New Staff User Account

(Administrator Only)

1. Log on to MIMS.
2. Go to Profiles > Staff (select the type of user you wish to create.)
3. Enter the required information. **IMPORTANT:** Make a note of the user name and password that you assign.
4. Notify the new user of their user name and password and provide them with a copy of the MIMS User Manual.

Adding a New School or District

(Administrator Only)

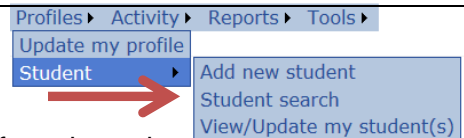
1. Log on to MIMS.
2. Go to Profiles > Schools (or District depending on what you want to create)
6. **NOTE:** (Schools that are currently inactive can be viewed by checking the "Show inactive schools" box.)
7. **NOTE:** A District must exist before a school can be placed in it.
3. Click the NEW button
4. Enter Name, Region (and the District if it's a school)
5. Complete remainder of the profile and save.

Students

Search For An Existing Student

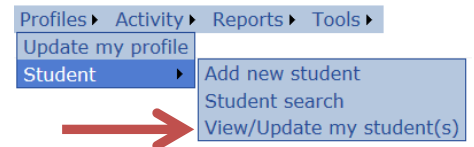
1. Log on to MIMS
2. Click on Profiles > Student > Student Search
3. Enter the student's nine-digit NM PED identification number if you know it.
 - a. This search should produce a single record that you can SELECT and the student's profile will be displayed if your security level is appropriate.
 - b. If you do not know the student's nine-digit NM PED identification number, enter all or part of the student's first and last name. This search may produce multiple records all meeting the criteria you have entered. SELECT the record for the correct student. The student's profile is displayed if your security level is appropriate.

NOTE: If your security level does not allow you to see the student's profile, you will receive the message "You do not have access with your current security profile." If you think you have received this message in error, contact your Regional Coordinator or the System Administrator for assistance.



View and Edit Current or Previous Students' Profiles

1. Log on to MIMS
2. Click on Profiles > Student > View/Update My Students
3. Enter the year in which you are interested.
4. Make sure the proper school is selected.
5. Click the SEARCH button for a list of all students in the school program for the year you selected.
6. SELECT the record for a student to display the student's profile.
7. Edit profile as needed.
8. Click on the UPDATE button to save your changes. (Note: A valid nine (9) digit NM Student ID number is required before a profile can be saved.)



Updating a Student's Profile.

1. Log on to MIMS
2. Locate the student's profile using one of the methods above.
3. Open the student's profile and update all demographic information as necessary. (*Required fields and formats are noted throughout the form.*)

*NOTE: The most important parts of the profile are the **email address, mailing address** as these are used to contact the student regarding their Loyalty award status. Also, the PED (required) and DOB are important for tracking our students' successes after MESA.*

Updating a Student's Profile by adding a New Year

NEW this year:

Students add/update their student profiles through the NM MESA webpage. The procedure below is to be used only if the student cannot add or update their profile through the NM MESA webpage.

NOTE: If a student has ever been in MESA, they are considered a returning student since they already have a profile in the system. If the student has never been in MESA, go to "Add A New Student" below.

1. Log on to MIMS
2. Locate the student's profile using one of the methods above.
3. NOTE. If you cannot access the student record, contact your Regional Coordinator for assistance.
4. To create a new record for the new school year, go to the "Year Information" section and click on the "New" button in the upper right corner.
5. A data entry form for the new school year is displayed.
6. Select the current year.
7. Enter the student's current grade, and the appropriate school name.
8. If the student is a MESA officer, check that box. (This field can be updated later also.)

Notes:

- This is also the section in which you should inactivate students who are no longer participating in MESA.
 - The A-1 box will be checked by the Regional Coordinator when he or she receives the student's A-1 from the Advisor
9. Click the "Save Year Updates" button to save the new year record.
 10. MIMS will provide a confirmation screen that a record has been saved at which time there are three options:
 - Return to Student Profile – Use this if you have other changes to make to the student's profile
 - Update Another Student – This option will take you back to the list of students you started with so that you can select another student to update.
 - Return to Main Menu – Brings you back to the Main Screen

Add a New Student

NEW this year:

We are having the Students add/update their student profiles through the NM MESA webpage. The procedure below is to be used only if you are having issues with the student adding or updating their profile through the NM MESA webpage.

NOTE: If a student has ever been in MESA before, they are considered a returning student since they already have a profile in the system. Do not create a duplicate record! Use the “Updating a Student’s Profile by adding a New Year” described above.

1. Log on to MIMS
2. Click on Profiles > Student > Add New Student
3. Enter the student’s PED ID number, date of birth and their last name. (All three items are required.)
4. Click the “CONTINUE, CHECK FOR DUPLICATES” button.
5. If MIMS cannot find a student record matching the information you entered, it will open a blank student profile ready for data entry. (Skip to step #10.)
6. If the system finds the PED ID# that you have entered, it will return information about that student. If it’s not the student you are entering, check to make sure that you entered the PED ID# correctly.
7. If the system “suspects” a possible duplication based on the name and birth date information, it will display a list of possible matches.
8. If the student is one of the possible matches, SELECT them and continue with the instructions for Updating an Returning Student’s Profile above.
9. If none of the possible matches fit the student, click the CONTINUE WITH CREATION OF NEW STUDENT button.
10. Enter the information from the student’s A-2 Form. Required fields and formats are identified throughout the form.
11. Click “SAVE NEW STUDENT RECORD” button.
12. You will then be taken to a new record for the new school year.
13. Enter the student’s current grade, and the appropriate school name.
14. If the student is a MESA officer, check that box. (You can update this at a later time also.)
15. The A-1 box will be checked by the Regional Coordinator when he or she receives the students A-1.
16. Click the “NEW” button to save the new year’s record.

Update Student A-1’s

(Regional Coordinators, Central Office and Administrator only)

1. Log on to MIMS
2. Go to Profiles > Student > Update Student A-1’s
3. Select the year of interest.
4. Select the school of interest.
5. Click the SEARCH button.
6. Check the students’ names for which you have received a completed A-1.
7. Click the UPDATE button to save your entries and return to the school selection screen.

Entering Senior Grades, Test Scores and Class Ranking

(Regional Coordinators, MESA Central Office and Administrator only)

Note: Grades, test scores and class rank are entered after the end of the first semester of the student’s senior year for all four years of high school.

1. Obtain senior transcripts from school Registrars and group by school.
2. Log on to MIMS
3. Select Profiles >Student>View/Update my Student(s)
4. Select the first school that you want to work on and click on SEARCH. The resulting list of students represents all the current year students at that school.
5. Click Select, for the student you want to start with.
6. In the student’s profile, scroll down to the Transcript Information section

STEM Course (1 credit, grade C or better)

- A. Check this box if the student has at least one additional credit of STEM course(s), with a grade of C or higher after meeting the requirement of 4 math and 3 science,
- B. Enter in the qualifying STEM course name

AP/ Dual one credit course (s),

- C. Check this box if the student has Two or more AP/ Dual one credit course (s), which includes state requirements, with a grade of C or higher
- D. Select a qualifying AP course from the drop down list.
- E. If the AP course is not in the list type it in here
- F. If the student has a qualifying Dual Credit course type it in here
- G. Select the College where the student earned the Dual Credit.
- H. If the college is not in the list, type it here.

ACT/SAT scores

- I. Enter highest ACT and SAT scores that are reported on the transcript.

Class Rank

- J. Enter Class Rank as a fraction i.e. 4/348 (System will calculate the percentage.)

Cumulative weighted GPA

- K. Enter the student’s four year cumulative weighted GPA.

Final steps to complete Transcript Information section

- L. Click the Update Student button located at the top left of the student profile page.
- M. Click the View Loyalty Award credit button located to the bottom right of the student profile page to verify that all the information is in correctly. View Loyalty Award Credit
- N. Click the back button on your browser until you return to the list of students and repeat the steps starting with step #5 above until all senior transcripts for seniors at this school have been entered.

Transcript Information (completed after graduation by Regional Coordinators)

STEM course (1 credit, grade C or better) A		STEM Course Name B	
<input type="checkbox"/> Student has at least 1 STEM course			
AP/Dual Credit Courses C			
<input type="checkbox"/> Student has 2 or more AP/Dual Credit Courses			
Advanced Placement Course 1 D		Advanced Placement Course 2 D	
<input type="text" value=""/> E <input type="text" value="((Course Name)"/>		<input type="text" value=""/> E <input type="text" value="((Course Name)"/>	
Dual Credit Course 1 F		Dual Credit Course 2 F	
<input type="text" value=""/>		<input type="text" value=""/>	
College Name 1 G		College Name 2 G	
<input type="text" value=""/> H <input type="text" value="((College Name)"/>		<input type="text" value=""/> H <input type="text" value="((College Name)"/>	
ACT I		SAT I	
<input type="text" value="0"/>		<input type="text" value="0"/>	
Class Rank (n/m or n%) J		Cumulative Weighted GPA K	
<input type="text" value="0%"/>		<input type="text" value="0"/>	

Drop/Inactivate a Student

1. Log on to MIMS
2. Locate the student's profile.
3. Scroll down to the Year Information section and SELECT the current year record.
4. Uncheck the ACTIVE flag.
5. Enter the date you are dropping the student from MESA.
6. Enter a reason for the drop, if you know it.
7. Click the UPDATE button in the upper left corner of that section.

Add/Update Alumni Information

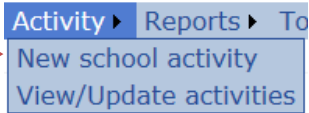
1. Using the "Student Search" function, locate the student for whom you wish to update alumni information.
2. Click on the "Alumni Info." Link on the right side of the screen.
3. Enter or update alumni information on the resulting screen.
4. Use the UPDATE button to save the information.
7. (Note: Alumni information is stored separately from the student profile and should not be updated until after the senior year.)

Activities

Create a New School Specific Activity

NOTE to HS Advisors: Activities must be created for all group AND individual activities in order to be counted for Loyalty Award points. (See page 28 of this manual for the definitions of various activities and who is responsible for creating and entering student participation for each type.)

NOTE: Advisors SHOULD NOT create activities that are regional or statewide in their impact. These activities will be created by the appropriate MESA staff.

1. Login to MIMS
2. Go to Activity > New School Activity. The Activity Create screen is displayed. 
3. Select the proper school name.
4. Enter the name of the new activity that you are creating, i.e., Student Meeting #1, Museum of Natural History Field Trip, MESA Day workshop, etc.
5. Enter a brief description of the activity so that the Regional Coordinator, who receives the email notification about each new activity created, can evaluate the appropriateness of the activity that has been created.
6. Enter the date for the activity using the calendar provided.
7. Pick the proper Primary Classification for this activity from the pull-down menu.
8. Click the CREATE button to save the activity.
9. The next screen confirms the creation of your activity and provides three options:
 - Mark Student Attendance – Allows you to check the names of the students in the program that participated in this activity. *NOTE: Only students with a current A-1 on file in the Regional Coordinator's office will appear on this list.*
 - Mark Advisor Attendance – Allows a record of Advisor participation in this activity.
 - Return to Main Menu

Create a New Regional or State Activity

(RCs, Central Office and Administrator only)

Advisors SHOULD NOT create activities that are regional or statewide in their impact. These activities will be created by the appropriate MESA staff.

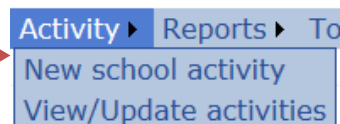
1. Log on to MIMS
2. Go to Activity > (pick Regional or State Activity). The Activity Create screen is displayed.
3. Select the proper Region if creating a regional activity.
4. Enter the name of the new activity that you are creating i.e. NMSU Visitors Day, Winter Design, Legislative Field Trip, MESA Day, etc.

5. Enter a brief description of the activity.
6. Enter the date for the activity using the calendar provided.
7. Pick the proper Primary Classification for this activity from the pull-down menu.
8. Click the CREATE button to save the activity.
9. You will receive a confirmation that the activity has been created.
10. Click the CONTINUE button and select the schools within your region who are invited to this event. When creating a statewide event, select the regions and the schools within regions that will be invited.

Enter Student and Advisor Participation in an Activity

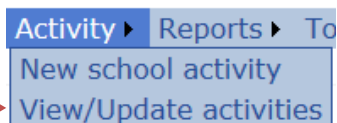
NOTE: Advisors are only able to enter student participation for School Activities. Regional Coordinators are responsible for entering student and Advisor participation in Regional Activities and Statewide Activities. Advisors SHOULD NOT create activities that are regional or statewide in their impact. These activities will be created by the appropriate MESA staff.

1. Login to MIMS
2. Go to Activity > View/Update Activity
3. Select School as the type of activity.
4. Enter the year in which the activity occurred.
5. Click the SEARCH button and SELECT the activity you wish to View or Update. The Activity Update screen is displayed.
6. Click on the STUDENT PARTICIPATION button.
7. Check the students that should receive credit for participation in this event. NOTE: Only students with A-1 forms on file in the Regional office will appear on this list.
8. Click the UPDATE button to save the participation record.
9. Click the ADVISOR PARTICIPATION button to enter Advisor participation.
10. Click the UPDATE button to save the participation record.



View/Update/Delete Activities

1. Login to MIMS
2. Go to Activity > View/Update Activity
3. Select School as the type of activity.
4. Enter the year in which the activity occurred.
5. Click the SEARCH button and SELECT the activity you wish to View or Update. The Activity Update screen is displayed.

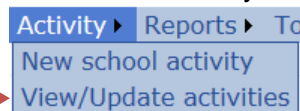


NOTE: Advisors can only update or delete their school activities in the current year.

6. From this screen you can do the following:
 - Update the activity name, description, date and classification(s).
 - Delete the activity. NOTE: Deletion is prevented if there are students marked as participating in the activity. The students must be removed as participants before the activity can be deleted. If the activity is one of a recurring group, you can chose to delete just this instance or all instances of the activity.
 - Clone the activity – This choice allows you to duplicate an existing activity and give it a different date. NOTE: This is useful for recurring activities such as weekly student meetings.
 - Enter Student Participation – Allows you to add or modify student participation in this activity.
 - Enter Advisor Participation – Allows you to add or modify advisor participation in this activity.

Clone an Activity

1. Login to MIMS
2. Go to Activity > View/Update Activity
3. Select School activity. (Advisors can view but not edit or clone Regional and State activities.)
4. Enter the year in which the activity occurred.
5. Click the SEARCH button and SELECT the activity you wish to clone.
6. The Activity Update screen is displayed.



NOTE: Although Advisors can view all activities, they can only update their own school specific activities in the current year.

7. Click on the CLONE button.
8. If the activity being cloned is a recurring activity, enter the beginning date, the frequency of the recurrence and the end date. If only a single new date is to be cloned, enter the date and leave the recurrence frequency set to Never. Activity name, description and classification are carried forward to the new activity(s).
9. Click CLONE to save the cloned activity.
10. The next screen confirms your clone and provides two choices:
 - Enter Student Attendance – Allows you to check off the names of the students in your program that participated in this activity. *NOTE: Only students with a current A-1 on file in your Regional Coordinator's office will appear on this list.*
 - Enter Advisor Participation - Allows you to add or modify advisor participation in this activity.

Reports

School Reports

1. Login to MIMS
2. Go to Reports > School Reports



- **Student Roster** - Generates a student roster for a selected school. All active students regardless of A-1 status are listed.
 - *If a student is not on this list it means they have not completed the A-2 student profile form online through www.nmmesa.org.*
 - *The report will indicate the students that do and don't have an A-1 form on file.*
- **Student Sign-In Sheet** - Generates a list of students for a selected school with space for them to sign in at an activity.
 - *Only students who have turned in their A-1 and A-2 forms are shown.*
- **School Activity - Detailed** - This comprehensive report is run for a single school program and shows:
 - *Number of active students in the program*
 - *Number of activities, by primary classification, in the program year-to-date.*
 - *Attendance at each scheduled activity year-to-date.*
 - *Individual student participation in all activity classifications*
- **Student Participation by Activity** - List of all students participating in a single activity for a given school within a particular year.
- **Loyalty Award Summary - Student** – Displays the summary of previous years Loyalty Award information and the current year detailed with activities and Einstein bonus for all current students by school.
 - *Can be run for a single student or all students in a school.*
 - *Page breaks will produce a separate report for each student.*
- **Loyalty Award Summary - School** – Displays a summary by year of activity participation points for all current students at a given school.
 - *Blank cells indicate no record for the student that year. Zeroes indicate no record for the student that year or no points earned.*
 - *The grade levels 6th through 12th are displayed.*
 - *Will give you “at a glance” an idea of how active the students have been over the years.*
- **Demographic Summary** - Gender, Ethnicity, Grade level, Free/Reduced Lunch and Family Income for a single school.
- **Performance Watch Status** – A report showing the current Performance Watch status of a school or schools. Elements highlighted in RED indicate a deficiency in a yearly requirement.

Student Profile Loyalty Award Report <NEW>

- **View Loyalty Award Credit** – Report displaying a snapshot of the student's Loyalty Award status.
 - *Located at the bottom-right of a student's profile page in MIMS*
 - *Lists what issues are found in the student qualifying for Loyalty Award*
 - *Lists both the MESA Success and Einstein Bonus criteria and if the student has met each criteria*
 - *Lists the Activity Participation Details for all the years the student has been in MESA by activity and date.*

[View Loyalty Award Credit](#)

Regional/State Activities

- Regional Activity Participation
 - Students - Shows school/student participation in regional activities.
 - Advisors - Shows Advisor participation in regional activities
- Statewide Activity Participation
 - Students - Shows school/student participation in statewide activities.
 - Advisors - Shows Advisor participation in state-wide activities

Incentive Award Summaries

- Regional - Summary of Incentive Award information for all current HS students in a MESA region with totals by school. (Blank cells indicate no record for the student that year. Zeros indicate membership in MESA, but with no points or dollars earned that year.)
- Statewide - Summary of Incentive Award information for all current HS students in the State with totals by region. (Blank cells indicate no record for the student that year. Zeros indicate membership in MESA, but with no points or dollars earned that year.)

Contacts

- Advisors
 - By Region - List of all current Advisors in a region with basic contact information (school, phone, email)
 - By State - List of all current Advisors in the State with basic contact information (school, phone, email)
- Schools
 - By Region - List of all current schools in a region with basic contact information for the schools and the principal (address, phone, fax, email)
 - By State - List of all current schools in the state with basic contact information for the schools and the principal (address, phone, fax, email)
- Districts
 - By Region - List of all current school districts in a region with basic contact information for the district offices and the superintendent (address, phone, fax, email)
 - By State - List of all current school districts in the state with basic contact information for the district offices and the superintendent (address, phone, fax, email)
- MESA Staff - List of all current MESA staff having MIMS accounts.
- All MIMS Users - List of all current user accounts in MIMS, including first and last name, logon name and security level.
- Email List - Allows generation of a list of email addresses for students, parents or Advisors that can be copied into an email program. List is available in two forms: Table format includes first and last names for use in personalized email merges. List format is just a list of email addresses without individuals' names.

Quarterly Board Reports

- By Region - Provides regional demographics and a list of regional and statewide events that the region has been invited to with number of attendees at each.
- By State - Provides statewide demographics and a list of regional and statewide events and the number of attendees at each.

Tools Menu

- Query Data - Compose data queries from all major tables in the database. Data elements can be used to query and/or display on screen or in downloaded Excel spreadsheets.
- Password – Change or recover password
- Admin – Special administrator reports; set system school year; delete a user account; delete student records; inactivate students; year-end Advisor inactivation; identify duplicate student records; set Performance Watch criteria for new year.

Troubleshooting and Problem Reporting

Your Regional Coordinator should always be the first point of contact if you experience a problem with MIMS. If the Regional Coordinator is unable to resolve your issue, they will contact the System Administrator for assistance. When the issue has been resolved, your Regional Coordinator will contact you with solution information and any further instructions that you might need regarding your issue.

Responsibilities for Creating Activities and Entering Participation

The following activities are entered in MIMS by advisors, Activity Type = School

Classification in MIMS	Examples	Description
Competition-STEM	STEM Competitions <ul style="list-style-type: none"> • RoboRave • Innoventure • Supercomputing • BEST • CyberEChallenge • Etc... 	Competitive activity for students that challenges their knowledge and understanding of STEM. <u>Should not be used by Advisors for Regional Rally, MESA USA or MESA Day.</u>
Workshop/Speaker	STEM competition Workshops	Workshops held at the MESA school to help students and Advisors prepare for any STEM competition including MESA Day and MESA USA.
	Guest Speaker	The advisor arranges for a Guest Speaker to come to the school to speak to the MESA students about STEM subjects
	School Workshop / Speaker	Special events planned for MESA students in which they learn specific skills and/or have the opportunity to hear a presentation by an invited speaker on a topic in alignment with MESA goals
Field Trip	College Visit:	An activity typically planned by Advisors for their students; the students travel away from their schools in order to experience new or novel STEM related information and learning. Must be a school-approved activity. Also for College visits. <u>This does not include college visits arranged by Regional Coordinators or the MESA Central Office</u>
	Trip to STEM Business	
Fundraising	Raising money for MESA	An activity typically planned by Advisors for their students that allows the group to earn money for use in MESA related activities. Must be a school-approved activity.
Leadership	Leadership Activity: School Specific	Any activity in which MESA students are exposed to personal or leadership development information.
Meeting - Parent	Meeting - Parent Parent nights	Meetings for the parents of MESA students to provide information about MESA and its activities and to encourage their participation in the program. Also includes year-end award ceremonies for MESA students.
Meeting - Student	Meeting - Student	The recurring (weekly) meetings held at each MESA school for the MESA students. Agenda is typically club business, preparation for upcoming competitions and other STEM related activities.
Service Learning	Service Learning	An activity planned by Advisors in which students' volunteer time and effort in projects benefiting their school or their community. Must be a school-approved activity. This is not fundraising for MESA.
These are entered by the Regional Coordinator		
Leadership	Regional Leadership Summits	
Advisor Meeting	Regional Advisor Meeting (RAM)	
Competition – Regional Rally	MESA Regional Rally	
Site Visits		

These are entered by the Program Coordinator		
Advisor Meeting	New Advisor Training	
Leadership	Legislative Field Trip AMP	
Competition – MESA Day	MESA Day	
Competition – MESA USA	MESA USA, State MESA USA, National	
MESA webinar		
SIFT		
Summer Enrichment		