

# Creating your MILogin Third Party Account


## Linking your existing MEIS Account to MILogin & Requesting Access to MDE Systems

### Creating your MILogin Third-Party Account:

MILogin is the State of Michigan's single sign on software that will allow users access to State of Michigan systems, to include: CEPI; MICIP; MEGS+; NexSys; etc.

Step one is to follow the Link [MILogin](#).  
- Or visit: [milogintp.michigan.gov](http://milogintp.michigan.gov)

Using the link above, once you arrive at the MILogin page, it will look like this:

 HELP CONTACT US

## MILogin for Third Party

HOME

### Create Your Account

1 Profile Information    2 Security Setup    3 Confirmation

#### Profile Information

Enter your profile information

\* Required

* First Name	Middle Initial	* Last Name	Suffix
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* Email Address	* Confirm Email Address
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By providing an e-mail address, a new PIN can be sent to you to help with resetting a forgotten password.

* Work Phone Number	Mobile Number
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By providing a mobile number, a text message can be sent to you to help with resetting a forgotten password.

Using your personal information, you will fill out the form. At the end of the form, you will be asked to answer a challenge question:

**\*Verification Question: Which word from list "carload, exact, assail, portfolio" contains the letter "p"?**

I agree to the [terms & conditions](#).

Answer the question. Follow the link to the Terms and Conditions of the MILogin access portal, then check the box indicating agreement (screenshot above). Then click next.

**NEXT**

**RESET**

The next screen will ask you to set up your MILogin User ID and Password to complete your profile.

### Security Setup

Provide user id and password information to complete your profile

\* Required

\* User ID

\* Password

\* Confirm New Password

#### User ID Guidelines:

- Enter your last name, first initial, and any 4 numbers with no space between them. For Example: John Smith and using 9999 as an example for the four digit number, you would enter smithy9999.
- User ID cannot contain space.

#### Password Guidelines:

- Must be at least 8 characters in length
- Must include characters from 3 of the following categories:
  - Upper case letters (A-Z)
  - Lower case letter (a-z)
  - Numbers (0-9)
  - Special characters (!\$#,%@-^&\* \_+=><)
- Should not be one of the last 3 used passwords
- Should not be based on your User ID



In the gray box to right of the User ID and Password boxes you will see the rules that you need to follow in setting up both the User ID and Password.

After setting your Password and User ID, you will need to choose how to recover your Password through the Security Options.

### \*Security Options

To choose your preferred password recovery method(s), please click on the buttons below. Multiple options can be selected.



Whichever selection you choose, be sure it will be a good option for you. The information provided via the Profile page will be used as the contact information moving forward (i.e. Email or Mobile).

- If you select *email*, the email address you entered onto the Profile page will house your password reset.
- If you select the *mobile* option, the phone number you entered on your Profile page will house your password reset.
- The *Security Questions* option allows you to choose from a dropdown list of 4 questions to answer. Please be sure the way you answer the questions can be easily remembered. Once you have made your selections, click on the "Create Account" link.
  - If you have selected the "email" option for your Security Option, you will be taken to a page that will give you information about your access.

NOTE: At this point, you do not have access to any State of Michigan systems.

## MILogin for Third Party

- HOME
- REQUEST ACCESS
- UPDATE PROFILE
- SECURITY OPTIONS
- CHANGE PASSWORD
- LOGOUT

### Home Page of Aaron Tooley

Your password will expire in **365** days

Access your applications by clicking on the application links below

You do not have access to any application. You can request access by clicking on **Request Access** link.

**Linking your MEIS account to your MILogin Third Party account:**

Go to your MILogin homepage and click on "Request Access".



From the –Select Agencies– dropdown, select Michigan Department of Education

Once you have clicked on the Department name, a list of possible programs will be provided. See the sample below:

A screenshot of a web interface showing a list of programs under the Michigan Department of Education (MDE) header. The header includes the MDE logo and the text "Michigan Department of Education (MDE)". Below the header is a list of program names, each in a light gray box with a small brown bar on the right side. The programs listed are: Michigan Education Information System Account Link, Michigan Electronic Grant System Plus - MEGS+, Michigan Integrated Continuous Improvement Process (MICIP) Staging, Michigan Integrated Continuous Improvement Process (MICIP) UAT (testing site), Michigan Nutrition Data System 2.0, NexSys - Next Generation Grant, Application and Cash Management, Taxable Value System (TVS), and Taxable Value System (TVS) - Dev (testing site).

From the program list, select the Michigan Education Information System (MEIS) Account Link.

The next screen will look like this:

**Michigan Education Information System Account Link** ✕

Web application to link users MiLogin accounts with existing MEIS Accounts

**Terms & Conditions**  
The Michigan Department of Education (MDE) utilizes computer information systems which are the property of the State of Michigan. Information in our systems may contain confidential, sensitive or restricted data. These systems, therefore, are subject to state and federal laws, rules and regulations regarding data access, use, privacy and security. By accessing information provided by MDE's computer information systems and clicking on the button below, you acknowledge and agree to abide by all governing privacy and security terms, conditions, policies and restrictions. Most notable, users must: 1. Be authorized to access the system and only for official work-related business. 2. Securely maintain any information downloaded, printed, or removed in any format from this system. When no longer needed, this information must be destroyed in an appropriate manner specific to the format type. 3. Never share user IDs or passwords. Shared accounts will be deactivated immediately upon

I agree to the terms & conditions  
 I do not agree

**CANCEL** ✕ **REQUEST ACCESS**

Select the "I agree to the terms & conditions" radio button, then click "Request Access" button.

The next screen will show your email address and work phone as provided in your MiLogin account Profile page:

**\*Email Address**

FranksT1@michigan.gov

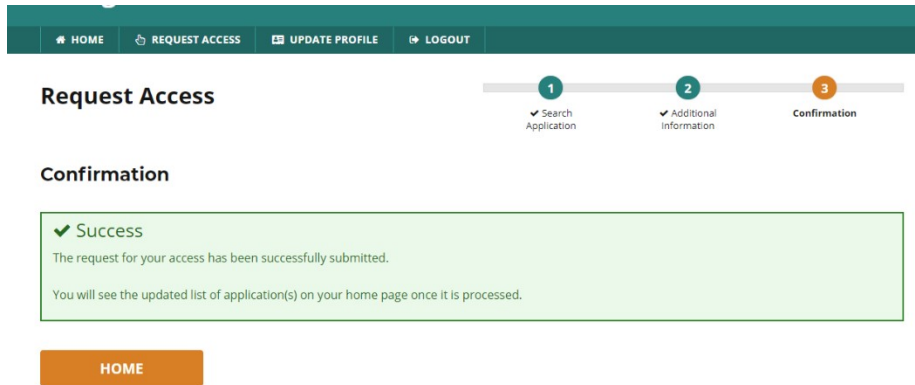
**\*Work Phone Number**

517-335-0352

**SUBMIT** **RESET**

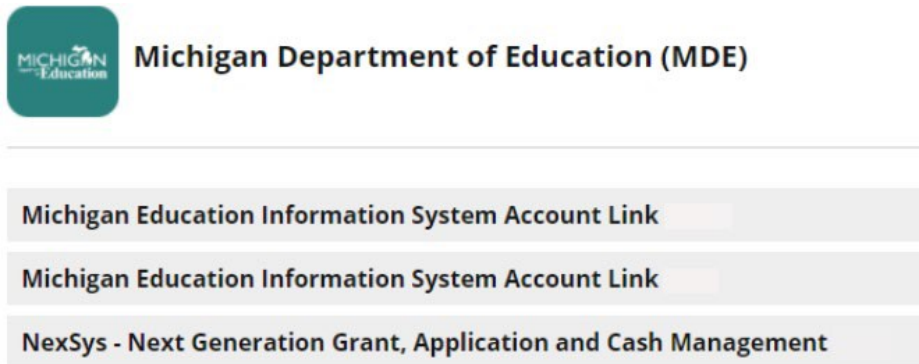
Verify all information is accurate, then click the Submit button.

A successful submission will end in a Confirmation screen that looks similar to this:

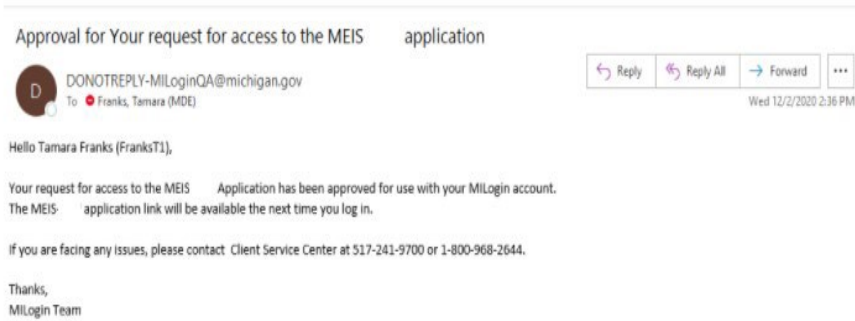


Logout of MI Login and then Log back in. When you return to your MI Login home screen you should see the new system added to your list of MDE systems selections.

**Please Note:** MI Login can react differently with different browsers. If you logged out and logged back in and do not see the MEIS account link option please close all browser windows and tabs before logging back in to MI Login. If you continue to have difficulties please contact the DTMB Client Service Center: 877-932-6424



You should receive a system generated email informing you of your access to the MEIS system.



To complete linking your MILogin account with your MEIS account, select the Michigan Education System Account link (sample screenshot below).



After you select the Michigan Education Information System (MEIS) Account Link, you will land on the Terms and Conditions page. Please see the sample below:

## Terms & Conditions



### Michigan Education Information System Account Link

#### Terms & Conditions


The Michigan Department of Education (MDE) utilizes computer information systems which are the property of the State of Michigan. Information in our systems may contain confidential, sensitive or restricted data. These systems, therefore, are subject to state and federal laws, rules and regulations regarding data access, use, privacy and security. By accessing information provided by MDE's computer information systems and clicking on the button below, you acknowledge and agree to abide by all governing privacy and security terms, conditions, policies and restrictions. Most notable, users must: 1. Be authorized to access the system and only for official work-related business. 2. Securely maintain any information downloaded, printed, or removed in any format from this system. When no longer needed, this information must be destroyed in an appropriate manner specific to the format type. 3. Never share user IDs or passwords. Shared accounts will be deactivated immediately upon discovery. 4. Never disclose any confidential, sensitive or restricted data to unauthorized individuals. 5. Give their expressed consent to the monitoring of their activities in the system. If such monitoring reveals possible evidence of unauthorized or criminal activity, the evidence may be provided to administrative or law enforcement officials for disciplinary action and/or prosecution.

CANCEL ✕

Acknowledge/Agree

To continue to the MEIS Account Link, click the Acknowledge/Agree button.

You will then be directed to the MEIS Account Link page.



### Michigan Education Information System Account Link

Michigan Department of Education

## Welcome to the Michigan Education Information System (MEIS) Account Link

To complete the MILogin and MEIS account link, please do the following:

- Enter your MEIS Login and Password below
- Review the Agreement
- Check the Agreement Checkbox
- Click "Link Account"
- Once complete a confirmation screen will appear

Once you receive the confirmation you will have successfully linked your MILogin and MEIS accounts.

Close this window to return to the MILogin Home page.

If you are having difficulties linking your MILogin and MEIS accounts please contact: 517-335-0505

**Press 1 for the Michigan Online Educator Certification System (MOECS), or email [MDE-EducatorHelp@michigan.gov](mailto:MDE-EducatorHelp@michigan.gov).**

**Press 2 for MDE Programs, then press:**

- 1 for the Michigan Nutrition Data System (MIND).
- 2 for the Cash Management System (CMS).
- 3 for the OEAA Secure Site.
- 4 for the Michigan Electronic Grants System Plus (MEGS+).
- 5 for the Michigan School Health Survey System or MiPhy.

\* = Required

MILogin Account StromS

\* Login Name:

\* Password:

\* I agree to protect my user identification and password from unauthorized use.

[Link Account](#)

On this page you will need to enter your MEIS account Login Name, your current MEIS password and check the system Agreement checkbox then select the "Link Account" button. Please keep in mind your MEIS Login and Password are the same as the Login and Password you use to access MDE systems such as MEGS+ and CMS.



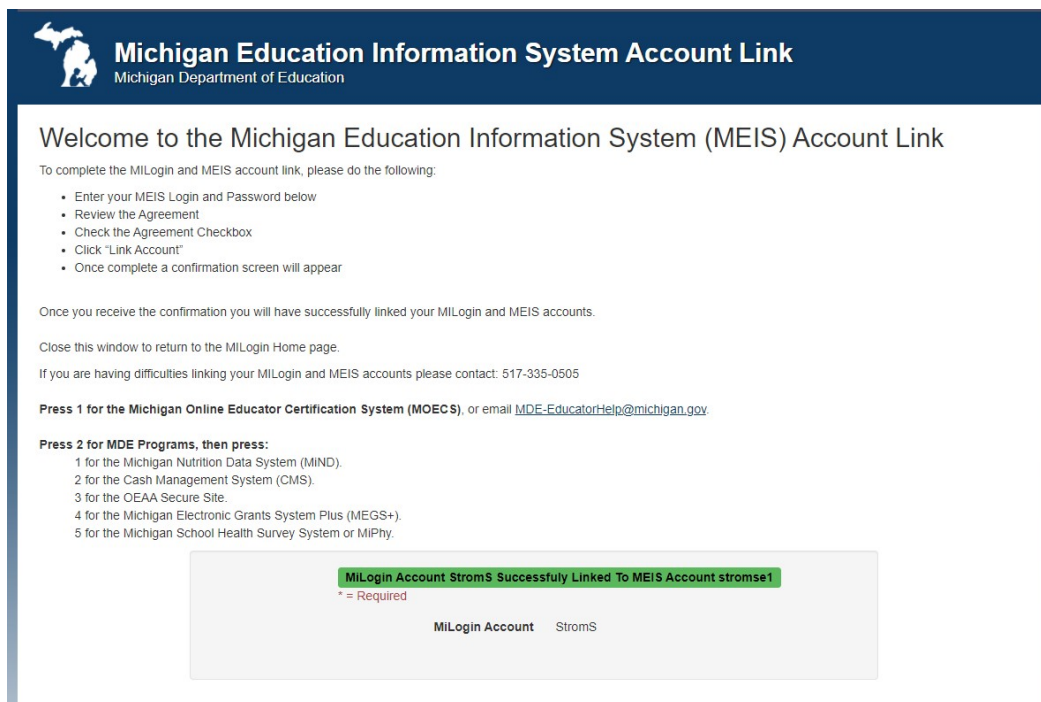
**PLEASE NOTE:** If you do not enter the correct MEIS Login and Password after five consecutive tries you will be locked out for 20 minutes. If you are unsure of your MEIS password please visit [www.Michigan.gov/MEIS](http://www.Michigan.gov/MEIS), click the MEIS logo and scroll down to reset your MEIS password.

For additional support with linking your MILogin Third Party Account to your MEIS account please contact the MDE:

Phone: 517-241-5000 or

Email: [MDE-EducatorHelp@Michigan.gov](mailto:MDE-EducatorHelp@Michigan.gov)

Once you have successfully linked your accounts you will see the *Welcome* banner/page for your MEIS Account Link. The confirmation will note the MILogin User Name linked to the MEIS account:



The screenshot shows a web page titled "Michigan Education Information System Account Link" from the Michigan Department of Education. The page has a dark blue header with the Michigan state logo and the title. Below the header, the main content area is white with a blue border. It starts with a "Welcome" message and a list of steps to complete the account link. A green confirmation box at the bottom states "MILogin Account StromS Successfully Linked To MEIS Account stromse1". Below this box, a table lists the linked accounts: "MILogin Account" and "StromS".

**Michigan Education Information System Account Link**  
Michigan Department of Education

Welcome to the Michigan Education Information System (MEIS) Account Link

To complete the MILogin and MEIS account link, please do the following:

- Enter your MEIS Login and Password below
- Review the Agreement
- Check the Agreement Checkbox
- Click "Link Account"
- Once complete a confirmation screen will appear

Once you receive the confirmation you will have successfully linked your MILogin and MEIS accounts.

Close this window to return to the MILogin Home page.

If you are having difficulties linking your MILogin and MEIS accounts please contact: 517-335-0505

**Press 1 for the Michigan Online Educator Certification System (MOECS), or email [MDE-EducatorHelp@michigan.gov](mailto:MDE-EducatorHelp@michigan.gov).**

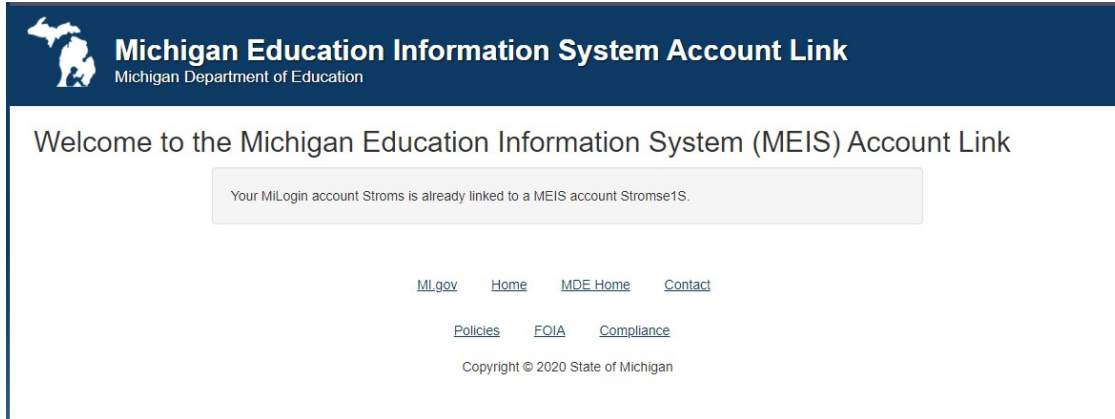
**Press 2 for MDE Programs, then press:**


- 1 for the Michigan Nutrition Data System (MIND).
- 2 for the Cash Management System (CMS).
- 3 for the OEAA Secure Site.
- 4 for the Michigan Electronic Grants System Plus (MEGS+).
- 5 for the Michigan School Health Survey System or MIPhy.

**MILogin Account StromS Successfully Linked To MEIS Account stromse1**  
\* = Required

MILogin Account	StromS
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This process needs to be completed once for each unique MEIS number you use. If you linked an account and attempt to link the account again, the System will give you the following message noting the MILogin User ID and MEIS Account:



 **Michigan Education Information System Account Link**  
Michigan Department of Education

Welcome to the Michigan Education Information System (MEIS) Account Link

Your MILogin account Stroms is already linked to a MEIS account Stromse1S.

[MI.gov](#) [Home](#) [MDE Home](#) [Contact](#)

[Policies](#) [FOIA](#) [Compliance](#)

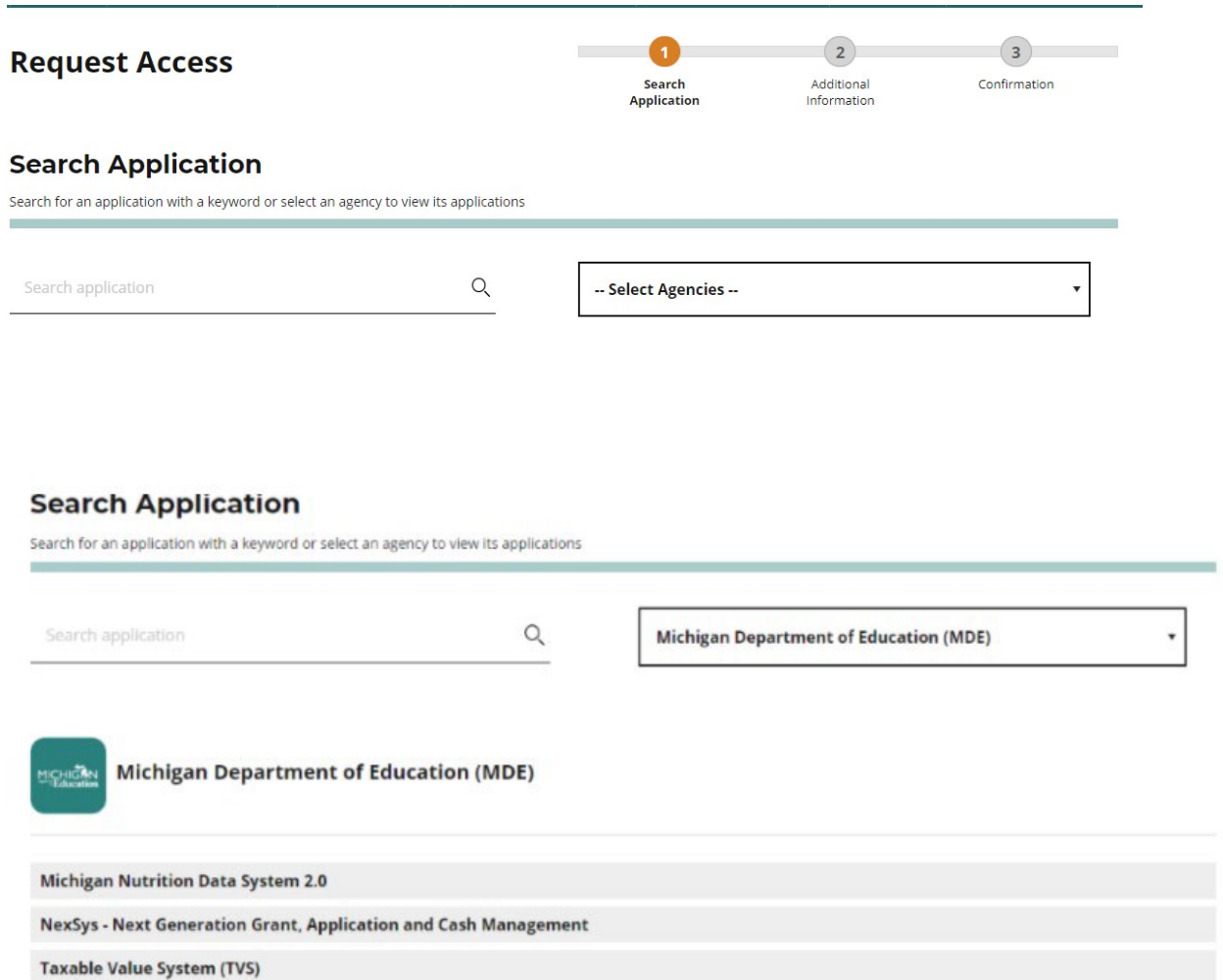
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**Please Note:** If you have multiple MEIS accounts, you will need to create a new MILogin to connect to each MEIS account you utilize by repeating the steps above. You cannot connect multiple MEIS accounts to one MILogin.

## **Requesting Access to MDE Systems:**

Once you have linked your MILogin and MEIS accounts, you can request access to any of the MDE systems that use MEIS as the login portal. From your MILogin homepage click on "Request Access".

You will be taken to the "Request Access" screen. On this screen, you will need to select MDE from the dropdown list.



**Request Access**

1 Search Application    2 Additional Information    3 Confirmation

**Search Application**

Search for an application with a keyword or select an agency to view its applications

Search application   -- Select Agencies --

**Search Application**

Search for an application with a keyword or select an agency to view its applications

Search application   Michigan Department of Education (MDE)

**Michigan Department of Education (MDE)**

- Michigan Nutrition Data System 2.0
- NexSys - Next Generation Grant, Application and Cash Management
- Taxable Value System (TVS)

Select the MDE system you want to request access to from the list of available systems.

Once the system refreshes, review the Terms & Conditions page, click the I agree radio button, then click the Request Access button.



### NexSys - Next Generation Grant, Application and Cash Management ✕

Provides grants processing and cash management functions to MDE and public entities

**Terms & Conditions**  
WARNING - The Michigan Department of Education's NexSys (Grant and Cash Management) System is intended for government authorized users only, for use in conducting government business ONLY. Any unauthorized use, misuse, or modification of this computer system or of the data contained herein or in transit to or from this system is strictly prohibited. This system and equipment are subject to monitoring to ensure proper performance of applicable security features or procedures. Such monitoring may result in the acquisition, recording, and analysis of all data being communicated, transmitted, processed, or stored in this system by a user. If monitoring reveals possible evidence of criminal activity, such evidence may be provided to Law Enforcement Personnel. ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH MONITORING.

I agree to the terms & conditions  
 I do not agree

**CANCEL ✕** **REQUEST ACCESS**

The next page is Additional Information page. The system automatically pre-populates the information from your MILogin Profile page. Please review for accuracy, then click the Submit button.

### Additional Information

Provide following information to submit your access request

\* Required

\* Email Address

atooley@anywhereus.org

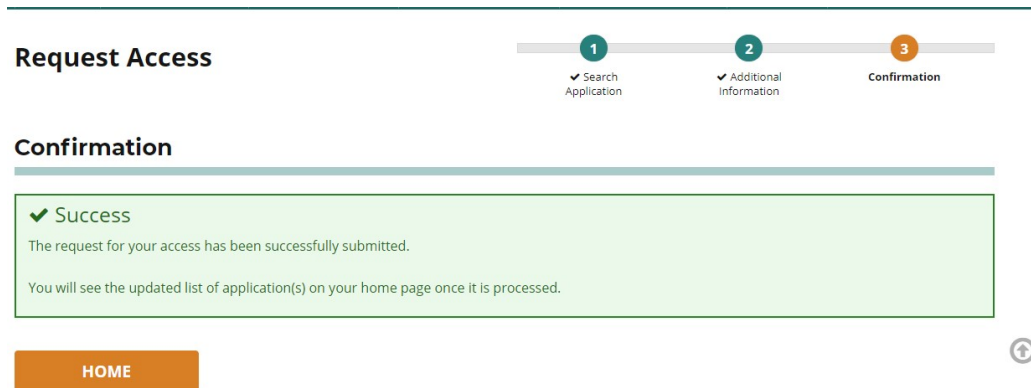
\* Work Phone Number

517-632-4567

**SUBMIT**

**RESET**

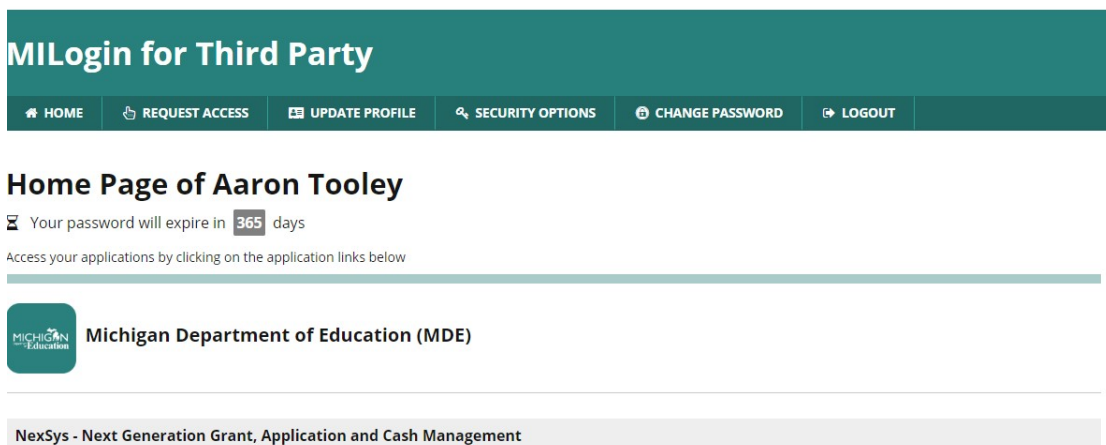
After following the instructions above, a successful submission will end in a Confirmation screen that looks similar to this:



Click on Home button to be taken to the home page of your MILogin account. From this page:

- Logout of MILogin
- Log back in
- Once signed in, you should see the access to Michigan Department of Education (MDE) system you have requested access to.

**PLEASE NOTE:** MILogin can react differently with different browsers. If you logged out and logged back in and do not see the MEIS account link option please close all browser windows and tabs before logging back in to MILogin.



This process is used to Request Access to any MDE system.