

Bureau of Community and Health Systems (BCHS)
On Line-Application Instructions to Log Into
State of Michigan Single Sign On
9/29/2015

There is a one-time set up to access the website that is necessary. Keep the login and password for your renewal transactions in the future.

You will be leaving the Department of Licensing and Regulatory Affairs website and the following directions will be helpful to navigate through the application process.

If you need assistance with the login process, please call the Licensing Unit at 1-866-685-0006.

Below is a one page instructional guide to log into Single Sign On to locate the adult foster and child care license applications.

Quick Instructions.

1. Go to <https://sso.state.mi.us>
2. Click on “Register” in the center of the page, which will take you to the registration page
3. Fill in required information and click “Continue”
4. Fill in required information and click “Continue”
5. Review the information and click “Submit”

The system will inform you that you will receive an email with temporary password within 24 hours. Click “Close”, Click “Yes”

Once you have received the email with your login ID and password you are now ready to log into Single Sign On. Click on link “State of Michigan users click here to login” and it will take you to the correct web address OR click on the website at <https://sso.state.mi.us>. Enter your login ID and the password that was emailed to you, and click “login”.

You will then be taken to the Reset Password screen. Copy and paste the password that was emailed to you in the “Input old password” field, then create and enter a new password into the “Input new password” field. Click “Change Password”.

A series of security questions will appear on the next screen. Answer the security questions and then click “submit”.

Once you have entered your security questions and they are successfully submitted, you will be taken to a “Change Challenge/Response Answers” screen. Click “Ok”

You will be taken to an “Account Maintenance” screen. Click “Done”

A Welcome screen will appear stating that you are not currently subscribed for any applications. Click on “Subscribe to Applications”

Select “Dept. of Licensing and Regulatory Affairs” from the first drop down menu. Select “Apply or Renew Adult Foster and Child Care Licenses” from the second drop down menu. Click “Next”

Enter the required information. Click “Continue”

Verify information. Click “Confirm”

You will be taken to a screen that states “Your subscription request has been submitted successfully. You will be notified upon approval. Click “Close”, Click “Yes”

You will receive a second email approving your request to apply or renew an Adult Forster Care or Child Care License application.

Click on the <https://sso.state.mi.us> link.

Click on “Apply or Renew Adult Foster and Child Care Licenses”

The LARA Systems Use Notification will appear. Read this and click “Acknowledge/Agree” if you agree.

Select the type of license you are applying for.