

## Single Sign-On Instructions (SSO) Registration for the SSO

### **Step 1: Registration to Single Sign-On (SSO)**

Skip this section if you've already registered for a SSO account.

Open your web browser (Internet Explorer) and copy this url <https://sso.state.mi.us/> in the address.

Select the Register\* button from the State of Michigan Portal Page. Users must register for a SSO user ID before they can subscribe to applications.



The screenshot shows the login page for the Michigan Department of Community Health (MCH) SSO system. The header features the MCH logo, the text "Department of Community Health", and the Michigan state seal with "Michigan.gov" and "An Official State of Michigan Website". The main content area contains two input fields: "User ID" and "Password". Below these fields are two buttons: "Login" and "Register\*". A note at the bottom states: "\* If you do not have a username, please click 'Register' to apply." with a blue hyperlink "I forgot my Password" below it.

Complete the requested information (some items are required \*) and click on the Continue button. The Single Sign-On (SSO) system determines if the user is a State of Michigan (SOM) employee or an external (Internet) user by the email address used for registration. SOM employees must use their @michigan.gov email address.

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**REGISTRATION- Step 1**

\* Indicates required field

First Name \*

Middle Initial

Last Name \*

Email Address \*

**NOTE: Users who have been assigned a State of Michigan email address must use this address to register.**

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**Non State of Michigan employees must create a unique user ID.**

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**REGISTRATION- Step 1**

\* Indicates required field

First Name \*

Middle Initial

Last Name \*



Email Address \*

**NOTE: Users who have been assigned a State of Michigan email address must use this address to register.**

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Once the required fields are completed, please click on the Continue Button.

**Note:** State of Michigan employees will not see this screen.

**REGISTRATION- Step 2**

Please Enter a four digit number to create a unique UserID : **doej**  [Why should I enter this number?](#)  
**(OR)**  
Please generate a random four digit number for me :  Yes  No



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Enter the number as it is shown in the box below \* :

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They can add a four-digit number to their user ID or the system can create one for them. The number presented in the blue outlined box on the bottom of the form is to protect our system from being flooded with user ID requests.

Users must type this number in the white box directly above. Users can click on the Continue button. The user is then presented with a confirmation page. The data entered by the new user is displayed for review before the data is submitted to the SSO system. If corrections are needed the user can select the Back button. If the information is correct, the user selects the Submit Button.

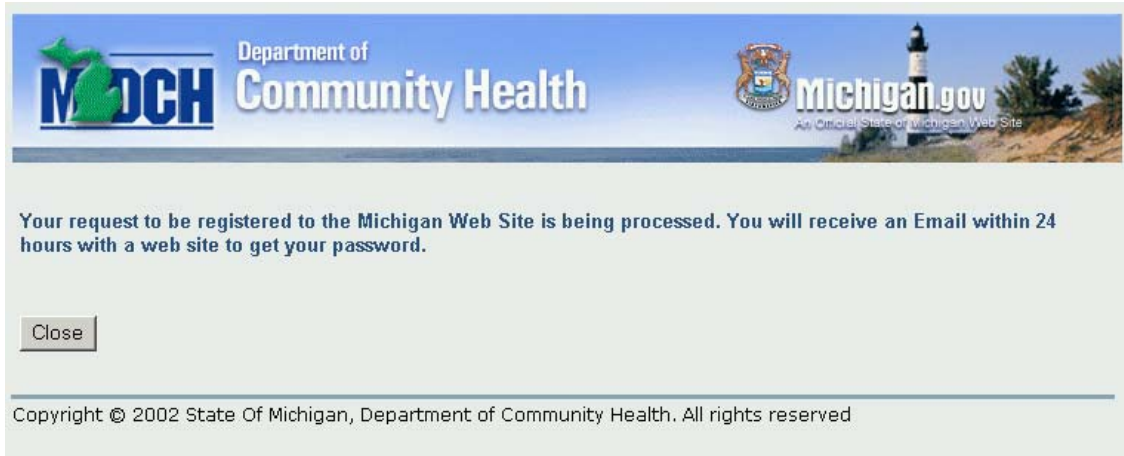



**USER REGISTRATION CONFIRMATION**

Please review the following information. Click Submit

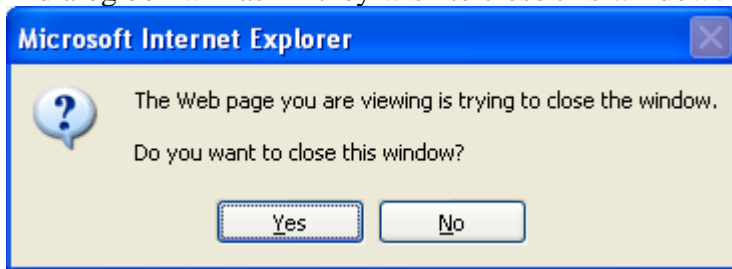
**First Name** : John  
**Initial** :  
**Last Name** : Doe  
**Email Address** : doej@yahoo.com  
**Your User Id will be** : **doej1971**

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This completes the registration. The user will receive an Email with the user ID and a temporary password. Click the Close button and the registration is completed.

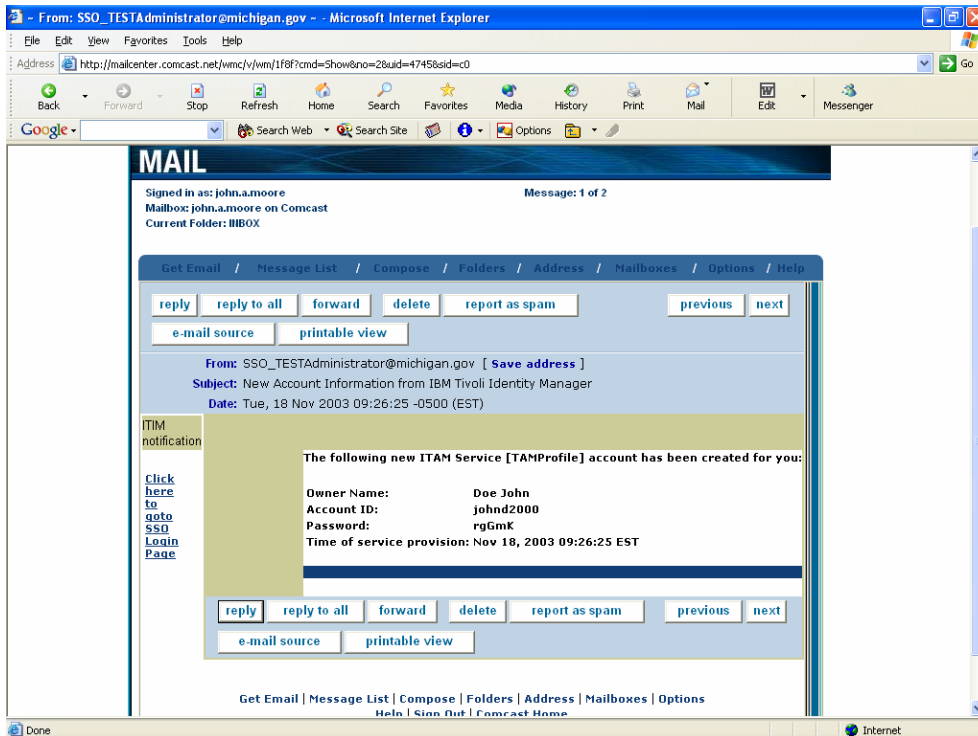
A dialog box will ask if they wish to close this window?



Users can click on yes and the web browser will close. We require that users close their internet explorer for security reasons.

The new user will receive an email with a link they can use to configure their new account. This email is sent to the email address the user listed when they registered. NOTE: You may need to check the filter on your email as sometimes this email will be sent to your Junk Mail. Please make sure that your email will allow you to receive emails from [SSO\\_Administrator@michigan.gov](mailto:SSO_Administrator@michigan.gov).

The e-mail will include a link that users can click on and it will automatically bring them to the password change page. All user accounts are created with a temporary password that can only be used once. Users should highlight their password, right click on the highlighted password, and select copy from the menu. Users can then click on the [Click here to go to SSO Login Page](#) link. From this page, users can then change their password and configure their challenge/response.



Once a user has “clicked” on the link in their email, they will be taken to the Login page. Users can enter their user ID and “paste” their password. Once users click on the Login button they will be informed that their password has expired.

Input old password :

Input new password :

Confirm new password :

**NOTE: Passwords must be at least five(5) characters in length. Passwords are case sensitive.**

Once the fields have been completed, Click on Change Password.

Users will be presented with the Challenge/Response Answers screen. Please answer the four questions (and confirm these answers). This will allow users to reset their passwords (if you forget) in the future by answering these questions.

### Change Challenge/Response Answers

Change your answers and click OK. You must provide an answer to each challenge.

**What is your mothers maiden name?**

Answer:

Confirm Answer:

**What are the last four (4) digits of your social security number?**

Answer:

Confirm Answer:

**What is the name of the city in which you were born?**

Answer:

Confirm Answer:

**What is your fathers middle name?**

Answer:

Confirm Answer:

Once the fields have been completed, click Ok

User ID: **doej1971** [Sign Off](#)

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### Change Challenge/Response Answers

Your challenge/response answers have been updated.

Click OK

User ID: **doej1971** [Sign Off](#)

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### Account Maintenance

- [Change My Personal Information](#)
- [Change My Password](#)
- [Change My Challenge/Response Answers](#)

Click Done

You will be returned to the SOM-DCH Application Portal Page

### How to subscribe to CHAMPS

1. Click the Subscribe to Applications hyperlink.

Subscribe to Applications link below.' Below this message are two links: 'Subscribe to Applications' (highlighted with a black box) and 'Account Maintenance'. To the right of these links is a 'Sign Off' link. At the bottom, a large white oval with a black border contains the text: 'Click the Subscribe to Applications hyperlink'."/>

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## DCH Application Portal

WELCOME Test Webinar,

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You are NOT currently subscribed for any applications. If you wish to subscribe for application access please click on the [Subscribe to Applications](#) link below.

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[Subscribe to Applications](#)  
[Account Maintenance](#)      [Sign Off](#)

Click the Subscribe to Applications hyperlink

2. You will see a Subscription page. From the drop-down menus, select DCH – CHAMPS from the first drop-down menu and CHAMPS from the second drop-down menu.

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### SUBSCRIPTION

Please Select from the list

DCH - CHAMPS CHAMPS

Next Back

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Select DCH-CHAMPS  
and CHAMPS from drop-  
down menus

3. Click the **Next** button. You will receive a message indicating your request is in review.

**NOTE:** Your application for subscription access should be processed instantly. You will need to log out of the SSO webpage and then log back in. The link will then be available.

### Accessing CHAMPS

Once your request to access CHAMPS has been approved, you will see the application hyperlink on the DCH Application Portal web page after you log into the SSO website.

1. Click on the CHAMPS hyperlink to access CHAMPS.



The screenshot shows the DCH Application Portal interface. At the top, there is a header with the MDCH logo (a green silhouette of Michigan) and the text "Department of Community Health" on the left, and the Michigan state seal and "Michigan.gov" logo on the right. Below the header, the main content area has a grey background. It features the title "DCH Application Portal" in a large, bold, black serif font. Underneath, it says "WELCOME Test Webinar," in a smaller black font. Below that, it states "You are currently subscribed to the following applications:" followed by a horizontal line. A single application, "CHAMPS", is listed in a white box with a black border and a small blue bullet point. Below the application list, there are four links: "Subscribe to Applications", "Account Maintenance", "Add new Roles to Existing Subscription", and "Sign Off". At the bottom center, a white oval with a black border contains the text "Click on the CHAMPS hyperlink to access CHAMPS".

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## DCH Application Portal

WELCOME Test Webinar,

You are currently subscribed to the following applications:

- **CHAMPS**

[Subscribe to Applications](#) [Add new Roles to Existing Subscription](#)  
[Account Maintenance](#) [Sign Off](#)

Click on the  
CHAMPS hyperlink  
to access CHAMPS