

## Registration to Single Sign On and Subscription to File Transfer Application.

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

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

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

Click the Register button from the State of Michigan Single Sign On portal page. Users must register for a SSO User ID before they can subscribe to applications.



The screenshot shows the login page for the State of Michigan Single Sign On system. At the top, there is a header with the text "State of Michigan Single Sign On" and a small map of Michigan. Below the header is a navigation bar with a bridge image. The main content area contains two input fields: "User ID" and "Password". Below these fields is a "Login" button. At the bottom, there is a note: "\* If you do not have a User ID, please click" followed by a "Register" button and a link "[I forgot my Password](#)".

Complete the requested information (some items are required \*) and click 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.



The screenshot shows the registration page for the State of Michigan Single Sign On system. At the top, there is a header with the text "State of Michigan Single Sign On" and a small map of Michigan. Below the header is a navigation bar with a bridge image. The main content area contains the text "REGISTRATION- Step 1" and a note: "\* Indicates required field". Below this are four input fields: "First Name \*", "Middle Initial", "Last Name \*", and "Email Address \*". Below the fields is a note: "NOTE: Users who have been assigned a State of Michigan email address must use this address to register." At the bottom, there are two buttons: "Continue" and "Clear". At the very bottom, there is a footer: "Copyright © 2008 State Of Michigan. All rights reserved".



## State of Michigan Single Sign On

### USER REGISTRATION CONFIRMATION

Please review the following information. Click Submit

**First Name** :  
**Initial** :  
**Last Name** :  
**Email Address** :  
**Your User Id will be** :

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State of Michigan employees will receive their conformation screen, click the Submit button and you have completed the registration process.

**Non State of Michigan employees** must create a unique UserID.



## State of Michigan Single Sign On

### 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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Enter data in the required fields. Click the Continue Button.

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



The screenshot shows the 'State of Michigan Single Sign On' registration page, Step 2. The header features the state logo and a bridge image. The main content area is titled 'REGISTRATION- Step 2'. It contains two options for creating a UserID: entering a four-digit number or having the system generate one. Below this is a CAPTCHA field with the number '48275' displayed in a blue box. Navigation buttons for 'Back', 'Continue', and 'Clear' are present. The footer includes the copyright notice: 'Copyright © 2008 State Of Michigan. All rights reserved'.

The user can enter a four-digit number to add to their UserID 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 UserID requests.

Users must type this number in the white box directly above. Click the Continue button. The system displays the User Registration Confirmation page. The data that the new user entered displays so that the new user can review it before sending it to the SSO system. If there are corrections, click the Back button. If the information is correct, click the Submit Button.



The screenshot shows the 'State of Michigan Single Sign On' user registration confirmation page. The header features the state logo and a bridge image. The main content area is titled 'USER REGISTRATION CONFIRMATION'. It contains a prompt to review the following information and click Submit. The information to be reviewed is listed as: First Name, Initial, Last Name, Email Address, and Your User Id will be. Navigation buttons for 'Back' and 'Submit' are present. The footer includes the copyright notice: 'Copyright © 2008 State Of Michigan. All rights reserved'.

This completes the registration. The user will receive an Email with the UserID and a temporary password.

## State of Michigan Single Sign On

Your request to be registered to the Michigan Web Site is being processed. You will receive an Email within 24 hours with your User Id and password.

Close

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Once the email is received login to SSO.

The temporary password will expire and the system will prompt the user to change the password.

## State of Michigan Single Sign On

Input old password :

Input new password :

Confirm new password :

Change Password

### Password rules are:

1. Minimum password length is 5
2. Passwords are case sensitive
3. Maximum number of repeated characters is 2
4. Password cannot be same as userid or user name
5. New password cannot be same as old password

Enter data in the password fields. Click the Change Password button.

The system displays to the user the Challenge/Response Answers screen. Answer the six questions (and confirm these answers). This will allow the user to reset their passwords (if the password is forgotten) in the future by answering these questions.

**State of Michigan Single Sign On**

User ID: [Sign Off](#)

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**Change Challenge/Response Answers**

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

**What was the name of your first school?**  
Answer:  Confirm Answer:

**What is your fathers middle name?**  
Answer:  Confirm Answer:

**Who was your childhood hero?**  
Answer:  Confirm Answer:

**What was the make of your first car?**  
Answer:  Confirm Answer:

**What is your all-time favorite sports team?**  
Answer:  Confirm Answer:

**What is the name of the city you were born in?**  
Answer:  Confirm Answer:

Enter data in the fields and click the OK button.

**State of Michigan Single Sign On**

User ID: [Sign Off](#)

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**Change Challenge/Response Answers**

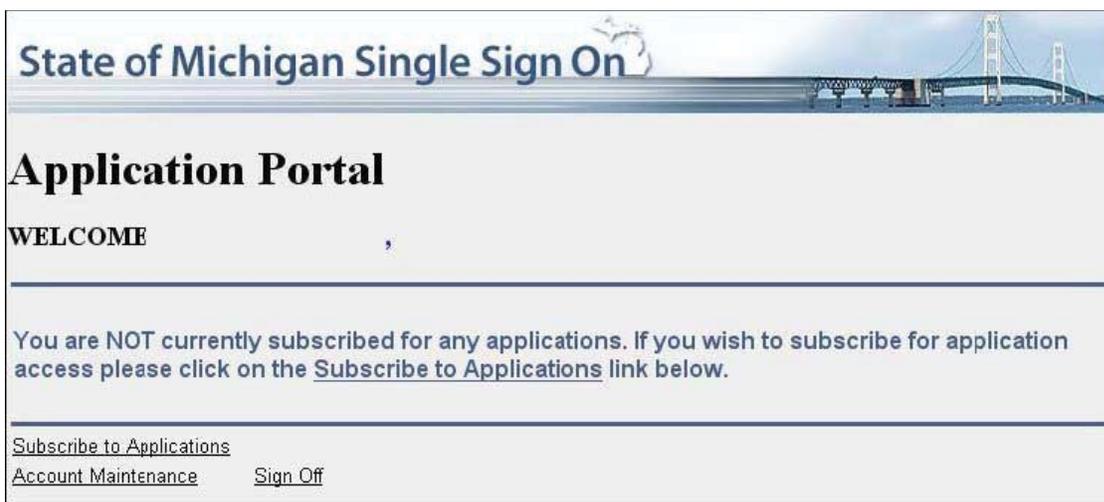
Your challenge/response answers have been updated.

Click the OK button.



Click the Done button.

The system will display the State of Michigan Single Sign On portal page.



The File Transfer application is not available at this time.

### **Step 2: Subscription to File Transfer Application**

Click the Subscribe to Applications link.



Select Dept of Community health in the first drop down list box. Select DCH File Transfer in the second drop down list box. Click the Next button.

**State of Michigan Single Sign On**

Subscription For: DCH File Transfer

\* Indicates required field

Work Phone\*  Your E-mail\*

(Include area code eg: 517-123-3456)

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Enter Work Phone and E-mail. Click the Continue button.

Click the Submit button.

**State of Michigan Single Sign On**

Your subscription request has been submitted successfully. You will be notified upon approval.

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Click the Close button.

This completes the subscription to the application thru Single Sign On.

The next time you login to SSO, the DCH- File Transfer Application will be available.

**State of Michigan Single Sign On**

## Application Portal

**WELCOME**

You are currently subscribed to the following applications:

- [DCH-File Transfer](#)

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

Click the DCH File Transfer link. The system displays the New User page.

