

Registration Instructions for Single Sign-On

ACTION	SSO REGISTRATION- CREATE SSO USER ID	NOTES
<p>CREATE SSO USER ID</p>	<ol style="list-style-type: none"> 1. Open web browser and type: https://sso.state.mi.us/. 2. Click the Register <input type="button" value="Register"/> button on the right hand side. 3. Fill in the required information indicated by the asterisk (*). Click Continue <input type="button" value="Continue"/>. 4. Enter a four digit number, or click to allow the system to generate one for you. 5. Type the number in the blue box in the empty white box above. Click Continue <input type="button" value="Continue"/>. 6. Review the User Registration Confirmation page. Click Submit <input type="button" value="Submit"/>. 7. Click Close <input type="button" value="Close"/>. 8. Click Yes <input type="button" value="Yes"/> indicating you want to close the window. 	<ul style="list-style-type: none"> • Users must register a SSO User ID before gaining access to the site. • If you currently do not have an email address, you can create one for free by searching for “free email account” on the internet. • If any changes need to be made, click Back <input type="button" value="Back"/>. • Your User ID is complete. You will receive an email to the email address you provided that includes your User ID and a temporary password that <i>must be used within 48 hours before it expires.</i>
ACTION	SSO REGISTRATION- CREATE SSO PASSWORD	NOTES
<p>CREATE SSO PASSWORD</p>	<ol style="list-style-type: none"> 1. Check your email for an email from SSO_Administrator@michigan.gov. 2. Click the All Other Application Users click here to login link located within the email. 3. Enter your User ID and temporary password in the corresponding boxes in the SSO login. 4. Click Login <input type="button" value="Login"/>. 5. Copy and paste the old password in the corresponding box. Choose a new password and enter it in the two corresponding boxes. 6. Click Change Password <input type="button" value="Change Password"/>. 7. Answer the four Challenge/Response questions. 8. Click OK <input type="button" value="OK"/>. 	<ul style="list-style-type: none"> • You may need to check your Junk Mail folder as sometimes this email will be sent there instead of your inbox. Make sure your email will allow you to receive emails from SSO_Administrator@michigan.gov. • If the link in the email is broken or does not direct you back to the SSO login, enter https://sso.state.mi.us/ into the search bar of your web browser. • Highlight your temporary password from the email, right click on the highlighted password, and select copy from the menu. Then right click the password box in SSO and select paste from the menu. • The password is <i>upper- and lower-case sensitive</i>, so be sure to enter it correctly both times (e.g.

	<p>9. Click OK <input type="button" value="OK"/>.</p> <p>10. Click Done <input type="button" value="Done"/>.</p> <p>11. You will be returned to the SOM-DCH Application Portal.</p>	<p>“PassWord111” is different than password111).</p>
ACTION	SSO REGISTRATION- SUBSCRIBING TO CHAMPS	NOTES
SUBSCRIBING TO CHAMPS	<ol style="list-style-type: none"> 1. Click the Subscribe to Applications hyperlink on the Application Portal page. 2. Click the small black arrow in the first white box. Choose DCH-CHAMPS from the menu (approximately 2/3 of the way down). 3. Choose CHAMPS from the second drop-down menu. 4. Click Next <input type="button" value="Next"/>. 5. Complete the required fields on the CHAMPS subscription page. 6. Choose Provider/Other for CHAMPS User Type. 7. Click Continue <input type="button" value="Continue"/>. 8. Review and verify the information displayed. Click Confirm <input type="button" value="Confirm"/> if all entries are correct. 9. Click Close <input type="button" value="Close"/>. 	<ul style="list-style-type: none"> • If you do not have a work phone, you can enter a number where you are most reachable (e.g. house phone, cell phone). • If the information is not correct, click Back <input type="button" value="Back"/> to correct it.
ACTION	SSO REGISTRATION- ACCESSING CHAMPS	NOTES
ACCESSING CHAMPS	<ol style="list-style-type: none"> 1. Return to https://sso.state.mi.us/ and enter User ID and password to access the Application Portal again. 2. Click on the CHAMPS hyperlink. 3. Read the MDCH Systems Use Notification and click Acknowledge/Agree <input type="button" value="Acknowledge/Agree"/>. 4. You will be directed to the CHAMPS home page and given access to New Enrollment and Track Application. 	
ACTION	CONTACT INFORMATION	
CONTACT	<p>If you have any questions or need assistance with this process, contact Provider Support for help:</p>	

INFORMATION

- Home Help Provider Support Hotline: 800-979-4662
- Home Help Provider Support Email:
ProviderSupport@Michigan.gov
- Home Help Provider FAQ document: Go to Michigan.gov/homehelp and click on the [Home Help Frequently Asked Questions \(FAQs\)](#) link under the Additional Home Help Resources heading