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.

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.

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.

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

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

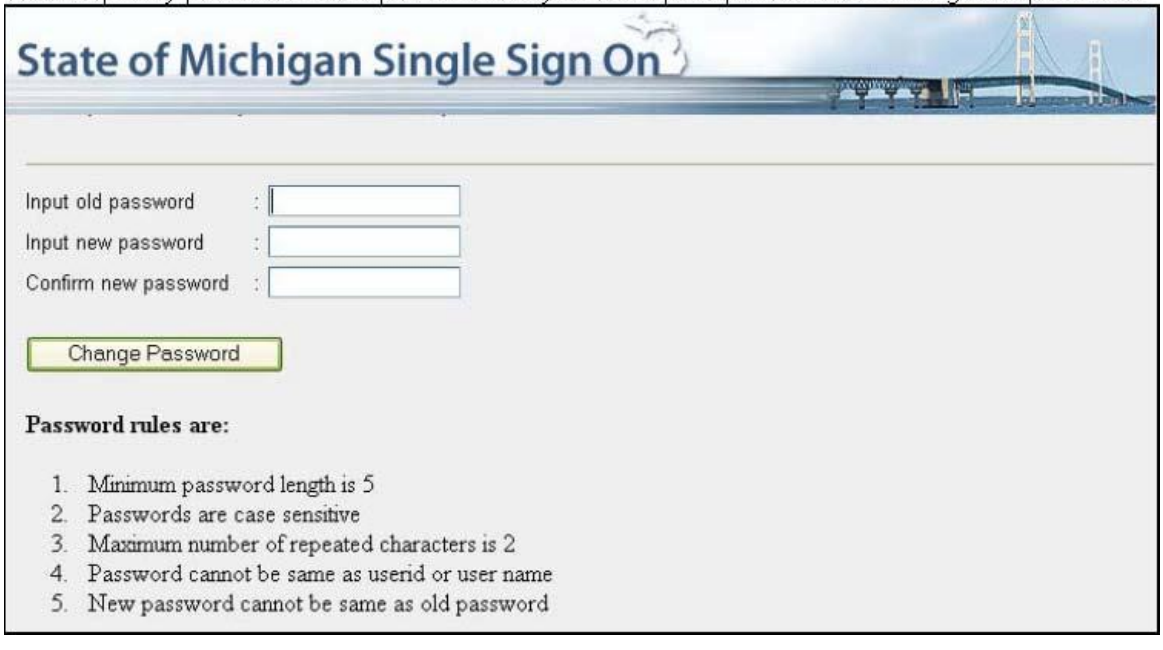
The user can enter a four-digit number to add to their UserID or the system can create one for them. The number presented in the blue outlined box on the bottom of the form is to protect our system from being flooded with UserID requests.

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.

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

Once the email is received login to SSO.

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



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

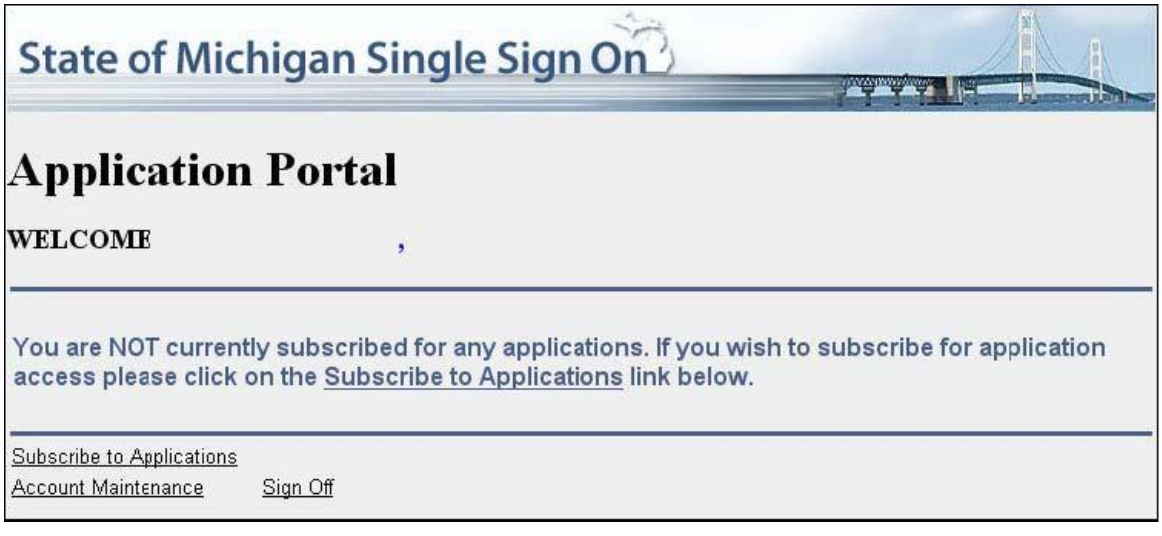
The system displays to the user the Challenge/Response Answers screen. Answer the six questions (and confirm these answers). This will allow the user to reset their passwords (if the password is forgotten) in the future by answering these questions.

Enter data in the fields and click the OK button.

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.

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

Click the Submit button.

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.

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

New User

All fields marked with ' * ' are mandatory

The following information is required to complete the File Transfer application access subscription. Upon submitting a email will be sent to the Administrator for approval. You will be notified once the request is approved.

User Information

User Id : Last Name : First Name :

Email :

Business Name :

Phone * : [Enter 10 digit phone number.]

Work Address :

City : State : Zip :

Transfer to Area

Select Area to transfer files * : HCRD-FQHC

Submit Clear Cancel

Enter data in the fields. Select an area in the drop down list box ("Select Area to transfer files"). Click the Submit button.

File Transfer New User

User Name :

Your request for access to File Transfer Application has been submitted. Upon approval an email will be sent.

Close

Click the Close button.