



Tracking Application Status Instructions

ACTION	LOG INTO SSO & CHAMPS	NOTES
LOG INTO SSO & CHAMPS	<ol style="list-style-type: none"> 1. Sign into the State of Michigan Single Sign On by going to www.http://sso.state.mi.us and enter your User ID and password. 2. Click on the CHAMPS hyperlink. 3. Read MDCH Systems Use Notification on the next page and click Acknowledge/Agree <input type="button" value="Acknowledge/Agree"/>. 	<ul style="list-style-type: none"> • You will have to acknowledge/agree every time you log on.
ACTION	TRACK APPLICATION STATUS	NOTES
TRACK APPLICATION STATUS	<ol style="list-style-type: none"> 1. Click the Track Application hyperlink (in blue). 2. Enter your Application ID number. 3. Click Submit. 4. A text box will pop up with a statement about the status of your application. 5. Click OK. 	