

Instructions for Registration to Single Sign-On and Subscription to Michigan Automated Prescription System (MAPS) Online

Access the Single Sign On (SSO) by opening your web browser and going to <https://sso.state.mi.us/>.

Select *Register* from the State of Michigan Single Sign On screen.



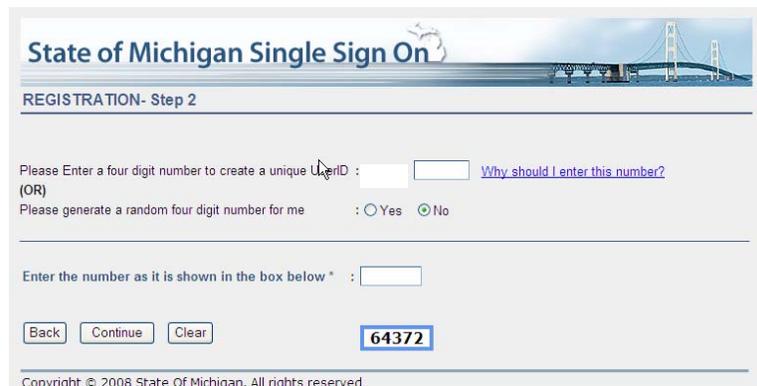
The screenshot shows the 'State of Michigan Single Sign On' login page. It features a header with the state logo and a bridge image. Below the header, there are two input fields: 'User ID' and 'Password'. A 'Login' button is positioned below the password field. A note states: '* If you do not have a User ID, please click [Register](#) [I forgot my Password](#)'. A 'Register' button is also visible next to the note.

Complete the requested information and select *Continue*.



The screenshot shows the 'REGISTRATION- Step 1' page. It includes a header with the state logo and a bridge image. Below the header, there is a note: '* Indicates required field'. There are four input fields: 'First Name *', 'Middle Initial', 'Last Name *', and 'Email Address *'. A note below the fields states: 'NOTE: Users who have been assigned a State of Michigan email address must use this address to register.' There are 'Continue' and 'Clear' buttons at the bottom. The footer contains the text: 'Copyright © 2008 State Of Michigan. All rights reserved'.

Enter a four digit number of your choice OR generate a random four digit number to create your User ID. Confirm the number shown in the blue box by entering it into the empty box. Select *Continue*.



The screenshot shows the 'REGISTRATION- Step 2' page. It includes a header with the state logo and a bridge image. Below the header, there are two input fields for a four-digit number. A note says: 'Please Enter a four digit number to create a unique User ID : (OR) Please generate a random four digit number for me : Yes No'. A link 'Why should I enter this number?' is next to the first input field. Below the input fields, there is a note: 'Enter the number as it is shown in the box below * :'. There are 'Back', 'Continue', and 'Clear' buttons. A blue box contains the number '64372'. The footer contains the text: 'Copyright © 2008 State Of Michigan. All rights reserved'.

A *User Registration Confirmation* screen will appear. Confirm all information and select *Submit*.

The screenshot shows the 'State of Michigan Single Sign On' header with a Michigan map icon. Below the header is the title 'USER REGISTRATION CONFIRMATION'. The main content area contains the text 'Please review the following information. Click Submit' with a mouse cursor pointing to the word 'Submit'. Below this text are five rows of labels followed by colons and input fields: 'First Name', 'Initial', 'Last Name', 'Email Address', and 'Your User Id will be'. At the bottom of the form are two buttons: 'Back' and 'Submit'. A footer line reads 'Copyright © 2008 State Of Michigan. All rights reserved'.

You will receive a message stating your request is being processed. Select *Close*.

The screenshot shows the 'State of Michigan Single Sign On' header. Below the header is the text: '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.' Below this text is a 'Close' button. A footer line reads 'Copyright © 2008 State Of Michigan. All rights reserved'.

You will receive an email from SSO_Administrator@michigan.gov which will provide you with your User ID and Temporary Password.

The screenshot shows an email interface. The header includes 'New UserId Information from State of Michigan Single Sign ON' and 'Standard Header'. The sender is 'SSO_Administrator@michigan.gov'. The body of the email contains a link: 'Click here to login'. Below the link is the text: 'The following new UserId has been created for you:'. This is followed by a table with four rows: 'Owner Name:', 'User Id:', 'Password:', and 'Time of service provision:'. Each row has a corresponding input field.

Access the SSO website at <https://sso.state.mi.us/> and enter your assigned User ID and Temporary Password. Select *Login*.

The screenshot shows the 'State of Michigan Single Sign On' header. Below the header is the login form. It contains two input fields: 'User ID' and 'Password'. Below the 'Password' field is a 'Login' button. At the bottom of the form 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](#)'.

Your **Temporary** Password will automatically expire and you will be prompted to create a new password. Complete the information and select *Change Password*.

The screenshot shows the 'State of Michigan Single Sign On' header with a bridge image. Below the header, there are three input fields: 'Input old password', 'Input new password', and 'Confirm new password'. A 'Change Password' button is located below these fields. Underneath the button, the text 'Password rules are:' is followed by a numbered list of five rules: 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, and 5. New password cannot be same as old password.

You will be presented with a *Change Challenge/Response Answers* screen. Complete questions and confirm answers. This action will allow you to reset your password in the event you forget your password. Select *OK*.

The screenshot shows the 'State of Michigan Single Sign On' header. Below the header, there is a 'Sign Off' link. The main heading is 'Change Challenge/Response Answers' with a sub-heading 'Change your answers and click OK. You must provide an answer to each challenge.' There are four challenge questions, each with an 'Answer' and 'Confirm Answer' input field: 1. 'What is the name of the city in which you were born?', 2. 'What are the last four (4) digits of your social security number?', 3. 'What is your mothers maiden name?', and 4. 'What is your fathers middle name?'.

Select *OK* for the following screen.

The screenshot shows the 'State of Michigan Single Sign On' header. Below the header, there is a 'Sign Off' link. The main heading is 'Change Challenge/Response Answers' with a sub-heading 'Your challenge/response answers have been updated.' Below this message is an 'OK' button.

Select *Done* for the following screen.

The screenshot shows the 'State of Michigan Single Sign On' header. Below the header, there is a 'Sign Off' link. The main heading is 'Account Maintenance'. Below this heading, there is a list of three links: 'Change My Personal Information', 'Change My Password', and 'Change My Challenge/Response Answers'. Below the list is a 'Done' button.

You will automatically be routed to the *SOM-DCH Application Portal*. Select *Subscribe to Applications*.



State of Michigan Single Sign On

Application Portal

WELCOME [REDACTED]

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.

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

Select *Michigan Automated Prescription System* from the drop down menu and select *Continue*.



State of Michigan Single Sign On

SUBSCRIPTION

Please Select from the list

Dept of Community health Michigan Automated Prescription System

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Enter your work telephone and select *Continue*.



State of Michigan Single Sign On

Subscription For: Michigan Automated Prescription System

* Indicates required field

Work Phone* Your E-mail*

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

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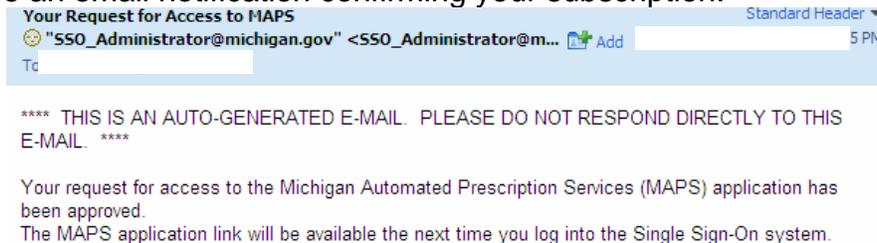
Confirm information and select *Confirm*.



At this time, your subscription request has been submitted. Select *Close*.



You will receive an email notification confirming your subscription.



Once you received email notification of your subscription confirmation, access the SSO (<https://sso.state.mi.us/>) and log in using your assigned User ID and Password. Select *Login*.



The *Michigan Automated Prescription System* link will be available at this time. Select this link to finalize your subscription.



The following *User Details* screen will appear and you will need to finalize your subscription. Select “NO” for the question *Do you work for MDCH?* and complete one of the three following options pertaining to your licensed profession.

NOTE

- **DEA #s** will begin with two letters and consist of seven numbers (i.e. AB0101010)
- **License #s** will begin with a prefix of two numbers pertaining to each type of license and then an additional eight numbers:
 - Medicine 43 (4301234567-a total of 10 numbers)
 - Osteopathic 51
 - Podiatric 59
 - Pharmacist/Pharmacy 53
 - Registered Nurse 47
 - Physician Assistant 56

IF YOU ARE A PRACTITIONER WHO DOES NOT DISPENSE CONTROLLED SUBSTANCES IN YOUR OFFICE complete as shown in the following box:

User Type

Practitioner
 Pharmacist
 Pharmacy Software Vendor

Please ensure that email address you entered is a valid one and is readily accessible. Once you register you will be required to confirm the registration by following prompts provided in an email from MAPS

Name
 User Id
 Email
 *Phone

*Last 4 of SSN
 *DEA #
 *License #
(10 Digit License Number.No Alpha Characters)

IF YOU ARE A PRACTITIONER WHO DISPENSES CONTROLLED SUBSTANCES IN YOUR OFFICE complete as shown in the following box:

