# Michigan Disease Surveillance System

## **User Registration QUICK REFERENCE**

## **Getting Started**

There are several steps required to access the Michigan Disease Surveillance System (MDSS):

- 1) Obtain a valid MILogin User ID and password (see section <u>MILogin Registration</u>)
- 2) Request permission to access MDSS (see section Requesting Access to MDSS)
- 3) Complete the MDSS user registration (see section *Registering with MDSS*)
- 4) Be assigned a role within MDSS (see section *Getting a User Role*)

## **MILogin Registration**

If you have a valid MILogin User ID and Password (e.g., Michigan Care Improvement Registry/MCIR users), please proceed to the next section, Requesting Access to MDSS. Welcome to

- 1. Using your Internet browser, navigate to the following website:
  - MILogin for Non-Michigan.gov emails https://milogintp.michigan.gov/
  - MILogin for Michigan.gov emails https://miloginworker.michigan.gov/ .
- 2. The "MILogin" page will display. Click the Create an Account button.
- 3. Enter your work email address (do not use a personal email account), check the I'm not a robot box, and then click Next Step. A verification email will be sent to the address provided – go to your email to find your passcode. Enter the passcode into the MILogin verification screen. Click Next Step.
- 4. In the next window, enter your first and last name. Check to box to agree to Terms & Conditions. Then click Next Step.
- 5. Enter your work phone number then click Next Step. You will receive a voice call to the number provided with a passcode. The number provided should be a direct line to you so that you receive the passcode. Enter the passcode into the MILogin verification screen. Click Confirm Passcode.



User ID	
Password	Lookut, Kour, Loor, D
	familet, visu, samasini?
-	Log In Create an Account
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	Enter your passcode

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First Name				
Middle Initial (Optional)				
Last Name	s	Suffix (Options	0	
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I agree to the Ter	ms & Conditions			
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phone number is required for main rvices and can help us identify your r account if you get locked out.	ny State of ou and			
e	Enter you	r passco	de	
	We have sent yo work phone end	ou a passcod ding with <b>04</b>	e via a voice call to 07	) yo

0075

Enter your information



- Enter your mobile phone number (*Entering your mobile phone number is optional but can help to recover a locked account*) then click Next Step. Select a verification method (text message or voice call). Enter your passcode and click Confirm Passcode.
- 7. Create a User ID. The User ID must be last name, first initial, and any 4 numbers with no space between them.
- 8. Create a qualifying password. Click Create Account.

Content your mobile phone number is option Identify you and recover your account Identify you and recover your account Mobile Phone     Mobile Phone     ()	en number al <u>par can belo us</u> ff Select a verif We need to make su verification method your mobile phene biological phene woble phene en	fication methou re you're really you. Pier below to confirm your ic ssage sascode via a text mest e anding with 9325 all ding with 9325	d se select a entry our passcode We have entry our passcode via a text message to your mobile phone entry our passcode 1034 - Confirm Passcode Resend Passcode
Create your user ID The User ID is required to sign in, so ch that you will remember and also follow guidelines. ID Cuidelines A Must start with your last name and first A Must not contain special characters or s User ID	oose something our ID initial paces	Create yr Choose some remember. Password Cuid A Must be at Should not Murther, at Confirm pa Password	our password thing secure, but also something you can lelines least 8 characters in length be based on your User ID in at least one upper and lower case letters, a id a symbol ((§#\$1-6) ssword must match new password
Your user ID should be MILOGI     XXXX is four numbers of your ch	NTXXXX where noosing.	Confirm Pass	word

9. Once your account is created successfully, the MILogin Home Page will appear. *If the Home Page does not appear, you can navigate to the MILogin website and enter your new User ID and password.* 

## **Requesting Access to MDSS**

Once you are a registered user of MILogin, you need to request access to MDSS.

- 1. Using your Internet browser, navigate to MILogin:
  - MILogin for Non-michigan.gov emails <u>https://milogintp.michigan.gov/</u>
  - MILogin for Michigan.gov emails <u>https://miloginworker.michigan.gov/</u>
- 2. Enter your MILogin User ID and Password.
- 3. Click the **Log In** button. The MILogin home page will display.
  - If you see the **Michigan Disease Surveillance System** link on the Home Page, you already have permission to access MDSS. Proceed to the next section, <u>Registering with MDSS</u>.
- 4. Click **Find Services** in the Discover Online Services Box to open a search page.

JC)	MiLogin for Business	Home Discover Online Services Help Contact Us TEST MILOGIN 🛩
	Welcome TEST MILOGIN Access your requested online services and search for more.	
		Discover Online Services     Mit.op/in Issued to service many online     services at the State of Michigan to     are have to ensure your identity is safe     and protected.     Find Services >

5. Type Michigan Disease Surveillance System into the search box and click Search.



6. Click on the Michigan Disease Surveillance System application that appears on the screen.



7. Check the box to agree to the Terms & Conditions and then click Request Service.

## MOHHS

#### Michigan Disease Surveillance System



8. A message will appear that the request is being processed. Click Continue to return to the MILogin Home Page. You must complete the next section laboratories. "Registering with MDSS" for access to the system.

Michigan to national data standards. The system facilitates coordination among local, State, and Federal Public Health agencies. The system provides for secure transfer, maintenance and analysis of communicable disease surveillance information. Access to MDSS is to a variety of stakeholders including public health, health care providers, and medical

#### ∧ Your request is being processed

We have received your request and it is under review. You will be notified via email when access is granted. You will be able to launch the service, once the access is granted.

## **Registering with MDSS**

The final step to gaining MDSS access is to register with MDSS. Follow the steps below to register with MDSS.

- 1. Using your Internet browser, navigate to MILogin:
  - MILogin for Non-michigan.gov emails https://milogintp.michigan.gov/
  - MILogin for Michigan.gov emails https://miloginworker.michigan.gov/ •
- 2. Enter your MILogin User ID and Password, then click the Log In button.
- 3. Click the Michigan Disease Surveillance System link.



4. Check the box to agree to Terms & Conditions and click Launch Service.

#### Michigan Disease Surveillance System

Michigan Disease Surveillance System (MDSS) is a communicable disease reporting gastem d Michigan to national data sandards, The system facilitates coordination among local. State as agencies. The system provides for seven transfer, maintenance and analysis of communicable information. Access to MDSS is to a variety of stakeholders including public health, health care laboratories.

Please accept the Terms and Conditions to continue:

#### Terms & Conditions



5. Select a verification method for multifactor authentication. Enter the passcode and click **Confirm Passcode**.

#### Select a verification method

We need to make sure you're really you. Please select a verification method below to verify your identity.

#### 📞 Voice Call

You will receive a passcode via a voice call to your work phone ending with 9325

#### 🖫 Enroll Authenticator

To enroll Authenticator App for TOTP (Time based One Time Passcode), download any well-known MF authenticator app (for ex. Microsoft Authenticator, Google Authenticator, Authy etc.)

	Enter passcode		
d	We have sent you a passcode via a voice call to your phone ending with 9325		
ME	Passcode		
or,	7038 —		
	Confirm Passcode		
	Try another way		

6. The User Registration form will display:

MDSS Port	al		
			User Registration
General Information			
Pett Name	Lact Name	Email Address	Phone Number
User Type O MDHHS Staff O Healthcare Providen/in Employment	fection Control 🔘 School 🔘 Syringe Servic	ce Provider 🔘 Local Health Jurisdiction Staff 📿	) Laboratory () Pharmacy () Other
Place of Employment	Position Title		
Employment Address			
Street Address	Street Address 2	City	
County • State *	• Zp		
System Access Needed MDSS MiCelerity Chronicle REGISTER CANCEL	OMS SUP CSV Loader		

- 7. Complete User Type, Place of Employment, Position Title, Employment Address (this allows for jurisdiction assignment for approvals) and check the boxes for the module(s) where access is needed.
  - As check boxes are selected, extra boxes are inserted below to indicate the level of access that is needed as well as the reason access is needed. These boxes need to be completed for each requested module.
  - The level of access is a generic level that should be used to guide the new user to assess what level access they feel they need. The levels **do not necessarily correspond to a specific level** in any of the modules. The Access levels that can be requested are: Read Only, Data Entry, Standard Access, and Administrator.
- 8. When all required fields are complete, Click **Register** at the bottom of the screen. The requests for each module will be sent to the appropriate administrator(s) for approval.
- 9. While requests are pending approval, the following message will display if new users try to access the system. This message will also display if the user previously had access to modules, but that access has been inactivated.

MDSS Portal	👘 E+logout
You currently do not have access to MDSS or any of its components. If you have newly registered for the MDSS ar are receiving this message:	nd
For Access to Disease Surveillance and Outbreak Management contact your Local Health Departm For Access to CSV Uploader: Please contact MDSS administrators at MDHHS_MDS For Access to MiCelerity: Please contact the MiCelerity administrators at MDHHS-MODAsu For Access to SUP: Please contact the SSP Utilization Platform administrators at MDHHS-Syn For Access to Chronicle: Please contact the Chronicle administrators at MDHHS-Chro	ment or Regional Epidemiologist. SS@michigan.gov urveillance@michigan.gov. rringeAccess@michigan.gov. onicle@michigan.gov
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## **Getting a User Role**

After you have completed the *Getting Started* checklist, the appropriate local health jurisdiction administrator will review your registration information and assign an appropriate access level (role). Your local health jurisdiction administrator should notify you once your role is assigned.

#### **Maintaining an Active Acocunt**

To maintain an active account, users must log into the MDSS at least every 60 days. A warning email will be sent to users who have been inactive for 45 days and their account will be inactivated after 60 days of inactivity.