

Dress Rehearsal

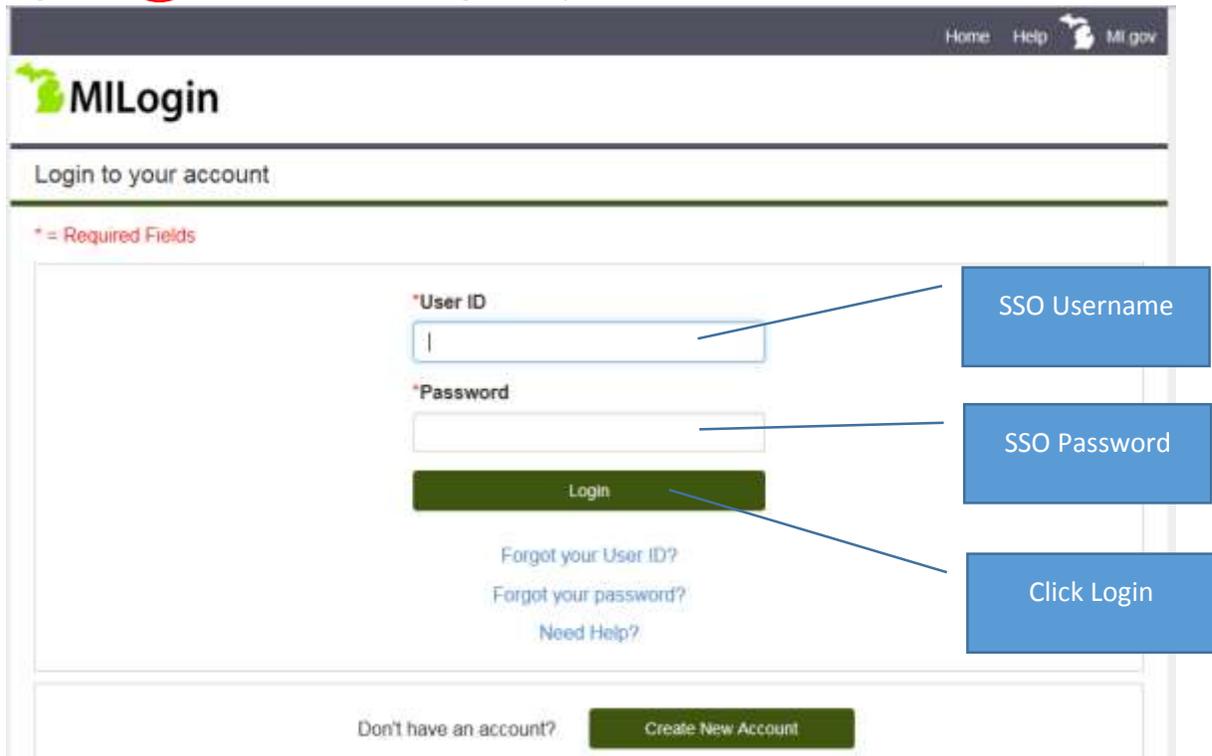
for Wave 2 Go-Live***May 16-19, 2016

For Providers and Advocates (third party)

A dress rehearsal is a way to walk through a performance before opening night to ensure that the performers, technical crew and support team are all aware of any issues before performing for an audience. It is not expected to be perfect, in fact – the saying “Bad dress, good show” is recognition that the goal is to find and fix problems before going live.

This is an activity to get ready! To proactively log in, bookmark the site, complete security questions and check your profile before go live.

1. Open a web browser and go to <https://milogintp.michigan.gov> - bookmark the site by clicking Add to Favorites
2. Login to  MDHHS - MILogin MILogin with your SSO Username and Password



The screenshot shows the MILogin login page. At the top right, there are links for Home, Help, and MI.gov. The MILogin logo is on the left. Below the logo, it says "Login to your account". A red asterisk indicates required fields. The form has two input fields: "*User ID" and "*Password". Below these is a green "Login" button. There are also links for "Forgot your User ID?", "Forgot your password?", and "Need Help?". At the bottom, there is a link "Don't have an account?" and a green "Create New Account" button. Three blue callout boxes on the right point to the input fields and the Login button, labeled "SSO Username", "SSO Password", and "Click Login" respectively.

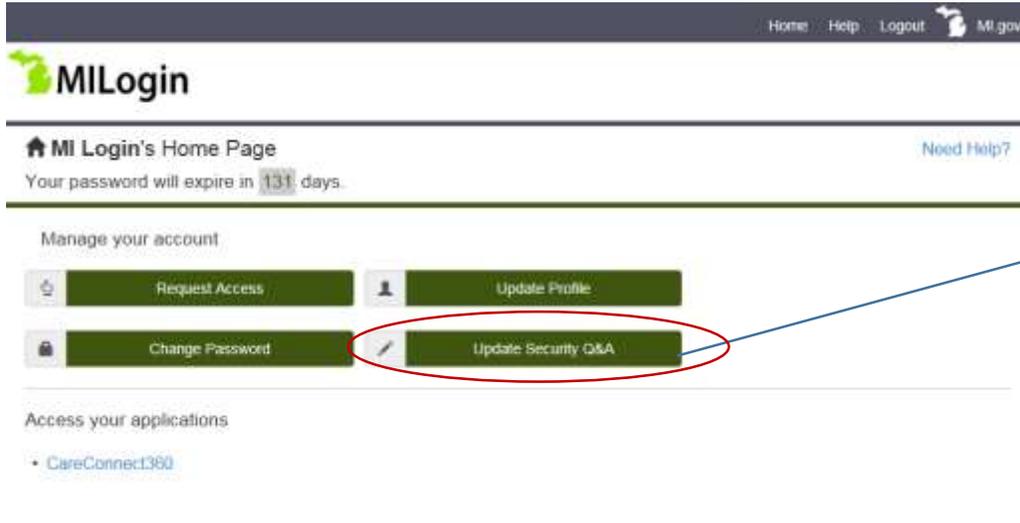
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After you click Login you will be on the **MILogin Home Page**

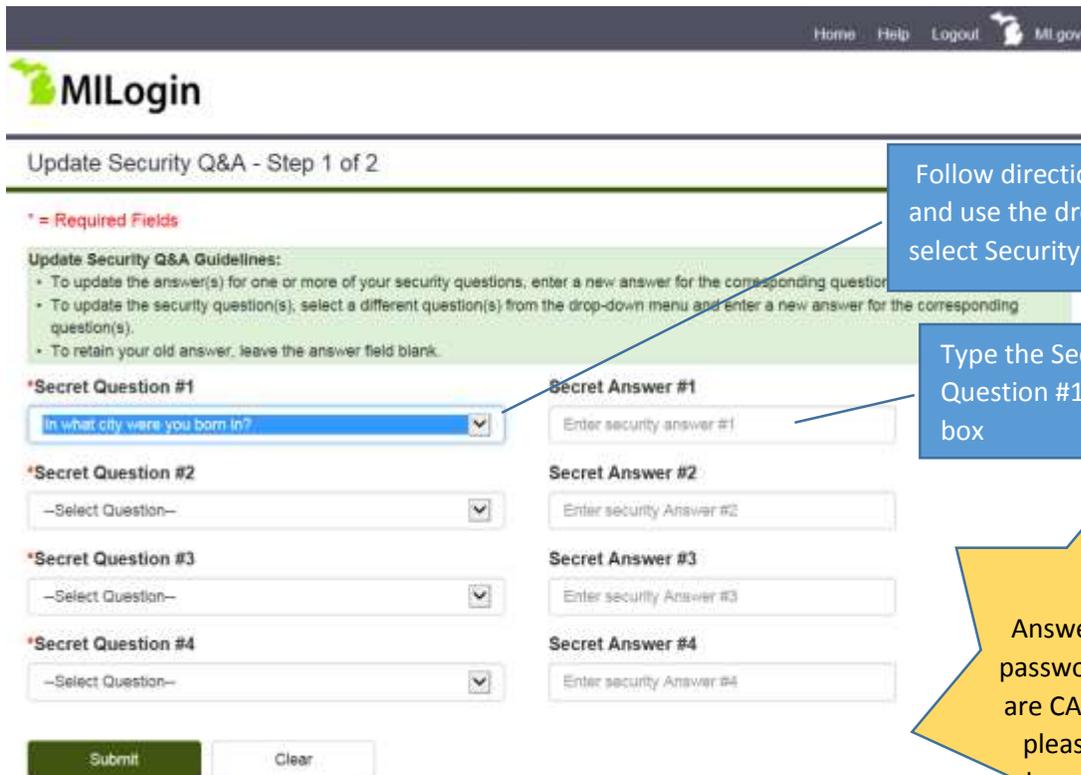
IMPORTANT: Complete Security Q&A – this is necessary for resetting your password!

3. Update Security Q&A



The screenshot shows the MI Login Home Page. At the top, there are navigation links for Home, Help, Logout, and MI.gov. Below the MI Login logo, the page title is "MI Login's Home Page" with a "Need Help?" link. A notification states "Your password will expire in 131 days." Under the "Manage your account" section, there are four buttons: "Request Access", "Update Profile", "Change Password", and "Update Security Q&A". The "Update Security Q&A" button is circled in red. Below this is the "Access your applications" section with a link for "CareConnect360".

On The MI Login Home Page, click on **Update Security Q&A**



The screenshot shows the "Update Security Q&A - Step 1 of 2" page. It includes a red asterisk icon and the text "= Required Fields". Below this is a green box with "Update Security Q&A Guidelines:" and three bullet points: "To update the answer(s) for one or more of your security questions, enter a new answer for the corresponding question(s).", "To update the security question(s), select a different question(s) from the drop-down menu and enter a new answer for the corresponding question(s).", and "To retain your old answer, leave the answer field blank." There are four rows of "Secret Question" and "Secret Answer" fields. The first row is pre-filled with "In what city were you born in?" and "Enter security answer #1". The other three rows have dropdown menus for questions and text boxes for answers. At the bottom are "Submit" and "Clear" buttons.

Follow directions on the guidelines and use the drop down arrow to select Security Question #1

Type the Secret Answer to Question #1 in the corresponding box

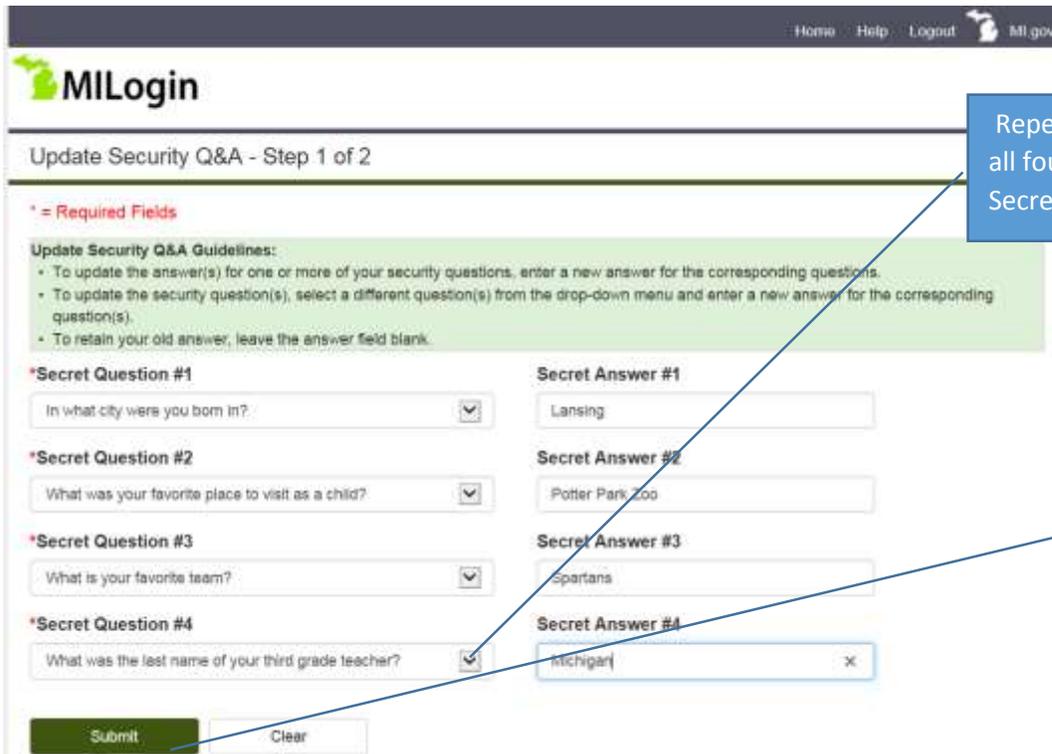
TIP!

Answers are used for password recovery and are CASE SENSITIVE so please take note of how you complete your answers

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4. Complete all four Security Questions and Secret Answers (taking note of how you answer)



Home Help Logout MI.gov

MILogin

Update Security Q&A - Step 1 of 2

* = Required Fields

Update Security Q&A Guidelines:

- To update the answer(s) for one or more of your security questions, enter a new answer for the corresponding question(s).
- To update the security question(s), select a different question(s) from the drop-down menu and enter a new answer for the corresponding question(s).
- To retain your old answer, leave the answer field blank.

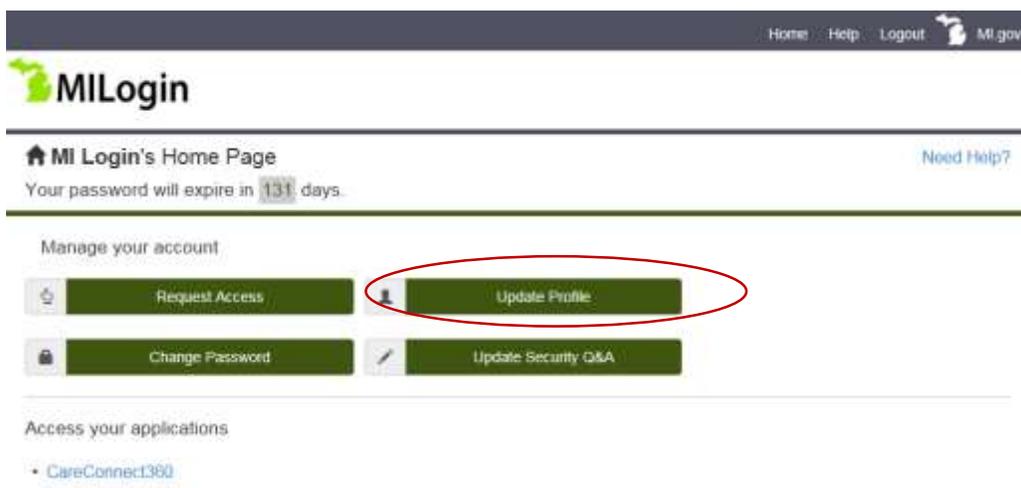
*Secret Question #1 In what city were you born in?	Secret Answer #1 Lansing
*Secret Question #2 What was your favorite place to visit as a child?	Secret Answer #2 Potter Park Zoo
*Secret Question #3 What is your favorite team?	Secret Answer #3 Spartans
*Secret Question #4 What was the last name of your third grade teacher?	Secret Answer #4 Michigan

Submit Clear

Repeat process and complete all four Security Questions and Secret Answers

Click Submit and return to the Home page

From the Home page – Update Profile



Home Help Logout MI.gov

MILogin

MI Login's Home Page [Need Help?](#)

Your password will expire in 131 days.

Manage your account

 Request Access	 Update Profile
 Change Password	 Update Security Q&A

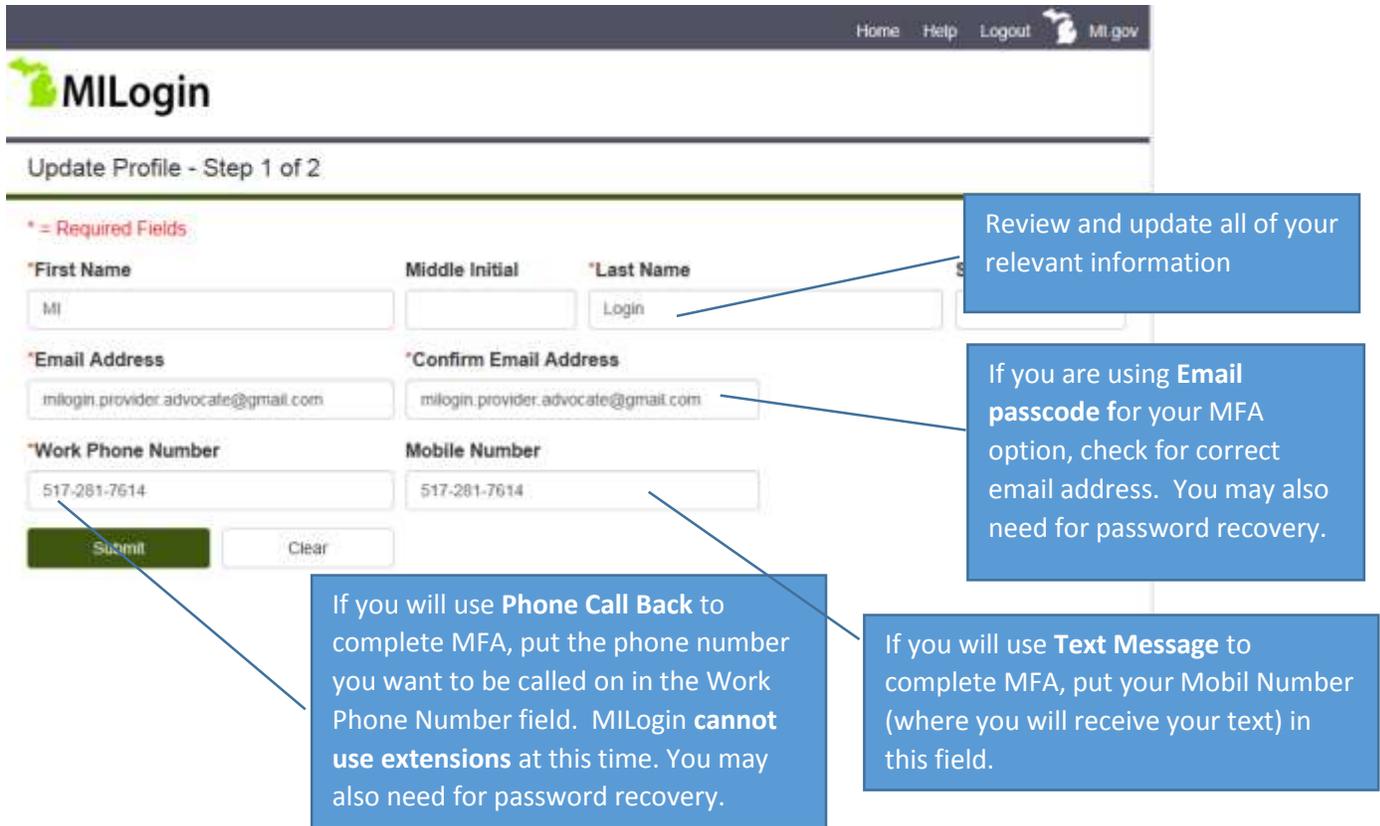
Access your applications

- CareConnect360

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5. Update Profile to have the correct information to complete Multi-factor Authentication [MFA]



The screenshot shows the MILogin 'Update Profile - Step 1 of 2' form. The form includes fields for First Name, Middle Initial, Last Name, Email Address, Confirm Email Address, Work Phone Number, and Mobile Number. A 'Submit' button is at the bottom left. Four callout boxes provide instructions: 1. A box pointing to the Last Name field says 'Review and update all of your relevant information'. 2. A box pointing to the Email Address and Confirm Email Address fields says 'If you are using Email passcode for your MFA option, check for correct email address. You may also need for password recovery.'. 3. A box pointing to the Work Phone Number field says 'If you will use Phone Call Back to complete MFA, put the phone number you want to be called on in the Work Phone Number field. MILogin cannot use extensions at this time. You may also need for password recovery.'. 4. A box pointing to the Mobile Number field says 'If you will use Text Message to complete MFA, put your Mobil Number (where you will receive your text) in this field.'.

6. Click Submit to Update your Profile. Now you are ready to Go-Live with MILogin!

Need Help?

- Client Service Center Help Desk
 - 1-877-932-6424 or
 - 1-877-web-mich
- MILogin MDHHS webpage

michigan.gov/mdhhs-milogin-info

One-stop resource for job aids, videos and information about MDHHS MILogin applications or systems