

# THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH SINGLE SIGN-ON SYSTEM

## Overview of the Michigan Single Sign-on System

Michigan's Single Sign-on system (SSO) is a secure Internet website located on the State of Michigan's Portal Page (<https://sso.state.mi.us/>). SSO is utilized by health professionals throughout the state to gain access to numerous applications involving the submission of confidential data to the state (i.e., the Michigan Disease Surveillance System, MIHP Application and the Michigan Childhood Immunization Registry). Access to online applications requires registering with SSO. The registration process ensures that only authorized individuals may enter, view and submit data through SSO. The secure nature of the system stipulates that:

- Each SSO user must create his or her unique User ID and password when registering (even if an email account is shared). If a registered user is using the system incorrectly, identification of that user is made via his or her User ID.
- If a SSO registered user will no longer access the MIHP application (no longer employed, change in job position), he or she must be removed from the registry. The facility or agency is required to call the client service center at (517) 241-9700, or email: [ditservice@michigan.gov](mailto:ditservice@michigan.gov) to request the removal of the user from the Single Sign-On system.

## Software Requirements

On-line access to MIHP application requires access to the Internet through either of the two following Internet Browsers:

- Internet Explorer, version 5.5 or greater
- Netscape, version 6 or greater.

Earlier versions of Internet Explorer or Netscape may be updated through your current Internet Explorer or Netscape browser. Please note that access to the MIHP via the Mozilla browser is not compatible.

Internet Explorer: <http://www.internetexplorer.com>

Netscape: <http://channels.netscape.com/ns/browsers/default.jsp>

## Registering in Single Sign-On

Registering for Single Sign-on (SSO) is a two-step process that needs to be completed only once. Please note that the SSO system is a secure website; this is noted by the 's' that is located after 'http.' Also, the SSO website contains no 'www' in its address. <https://sso.state.mi.us/>

### Step 1:

-  Access Michigan's Single Sign-on Web Portal
-  Register Personal Information
-  Create Unique User ID

# THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH SINGLE SIGN-ON SYSTEM

## Access Michigan's Single Sign-On Web Portal

Direct your Internet browser to the State of Michigan Portal Page: <https://sso.state.mi.us/>.

Select **Register**.



## Register Personal Information

Enter your first name, last name and email address. These fields are mandatory. Entering your middle initial is optional.

Before continuing, carefully review the information you've entered, especially your Email address since this will be used to contact you regarding your temporary password.

State of Michigan employees *must* use their @michigan.gov email address when registering.



If you would like to clear all fields on this screen and begin again, select **Clear**, then re-enter your information. When you have completed all fields, select **Continue**.

## Create Unique User ID



A portion of your User ID is created for you through the registration process; this portion is hour last name, first initial. The remainder of your User ID must be unique. This unique portion is created by you. It must be a series of four numbers following your last name, first initial. (State of Michigan employees will not see this portion of Single Sign-On.)

Enter your four-digit number here.

Enter a four digit number (that you will remember) in the white box following your User ID (your name, first initial). Select **NO** next to 'Please Generate a Random Four-Digit Number For Me.' If you select **YES**, the system will generate a random four-digit number for you. Example: doej1234

## THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH SINGLE SIGN-ON SYSTEM

At the bottom of the screen is a five-digit number located inside a blue box. Enter this number into the empty box directly above it.

Select **Continue**. You will immediately receive a **User Registration Confirmation** screen of your personal data and User ID.



Enter the number as it is shown in the box below \*

  
  
  

Please review all of your information on the user registration confirmation screen. If there are corrections to be made, select the **Back** button. If the information is correct, select **Submit**. Your data has now been sent to Michigan's Single Sign-on system. A new screen will open that reads "... your request to be registered is being processed...." It also informs you that your temporary password will be emailed to you within 24 hours. The temporary password is usually received much sooner, sometimes within a few hours.

Close this screen and your Internet Browser.

**Step 1** of the registration process is complete. Step 2 of registration continues after you receive an email from SSO. The email will contain your temporary password and a link to SSO to continue with the registration process.



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### USER REGISTRATION CONFIRMATION

Please review the following information. Click Submit

<b>First Name</b>	: John
<b>Initial</b>	:
<b>Last Name</b>	: Doe
<b>Email Address</b>	: doej@yahoo.com
<b>Your User Id will be</b>	: doej2000



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Your request to be registered to the Michigan Web Site is being processed. You will receive an Email within 24 hours with a web site to get your password.

# THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH SINGLE SIGN-ON SYSTEM

## Step 2:

-  Confirmation of Registration Email
-  Change Temporary Password
-  Answer Challenge/Response Questions
-  Subscribe to MIHP
-  Enrollment Confirmation

## Confirmation of Registration Email



The confirmation email will include a link to Single Sign-On's **Change Password** screen. Select this link to change the **temporary** password that was assigned to you in the email. You must change your temporary password and you may use this temporary password only ONE time. If you do not intend to complete registration at this time; do not select this link upon email notification. You may log in at another time to <https://sso.state.mi.us/> and complete the registration process using your 'one time temporary password.

**\*\*NOTE - PASSWORDS ARE CASE SENSITIVE\*\***

**Remember the upper case and lower case portions of your password, or, use all upper case or all lower case.**

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User johnd2000's password has expired

Input old password :

Input new password :

Confirm new password :

NOTE: Passwords must be at least five(5) characters in length. Passwords are case sensitive.

Change Password

## Change Temporary Password

To continue the registration process, select the SSO link in your confirmation email (<https://sso.state.mi.us/>). Enter your User ID and temporary password to open the **Change Password** screen. Again, please note that your temporary password may be used only *one* time. After it's used once, it will expire.

Change your password as follows:

1. Enter Old Password (passwords are case sensitive)
2. Enter New Password that is at least five (5) characters in length (passwords are case sensitive)
3. Confirm New Password by re-entering (passwords are case sensitive)
4. Select **Change Password**

# THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH SINGLE SIGN-ON SYSTEM

## Answer Challenge/Response Questions

Selecting **Change Password** will generate a screen containing password reminder questions (Challenge/Response). Should you forget your password, these challenge/responses are developed to ask questions that only you would know the answers to, thus maintaining the confidentiality of your password and the security of the SSO system. You may not bypass these Challenge/Response questions.

### Answers to Challenge/Response questions are case sensitive!

Enter your answer to each question in the blank **Answer** field located below each question. Please remember that answers are case sensitive.

To the right of each answer field is a **Confirm Answer** field. Re-enter your answer to each question.

If you want to change your responses to the questions, select **Cancel** and re-enter your answers. To submit your **Challenge/Responses**, select **OK**. You will receive an email notification that your answers and *confirmed* answers match (or don't match). If your answers do not match, you will be asked to reenter your answers.

Selecting **OK** will open an **Account Maintenance** screen. Select **Done**.

**Change Challenge/Response Answers**  
Change your answers and click OK. You must provide an answer to each challenge.

**What is your mothers maiden name?**  
Answer: [.....] Confirm Answer: [.....]

**What are the last four (4) digits of your social security number?**  
Answer: [.....] Confirm Answer: [.....]

**What is the name of the city in which you were born?**  
Answer: [.....] Confirm Answer: [.....]

**What is your fathers middle name?**  
Answer: [.....] Confirm Answer: [.....]

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All Other Services | 800.456.4534

User ID: brooks3619 [Sign Off](#)

**Account Maintenance**

- [Change My Personal Information](#)
- [Change My Password](#)
- [Change My Challenge/Response Answers](#)

## Forgotten Password

Should you forget your password, select **I forgot my Password** from the Single Sign-on Log In screen. Enter your User ID. You will be asked to respond to two of your challenge/response questions. Remember that challenge/responses are case sensitive. Correct responses will generate a Single Sign-on email response to your email address. The email will contain a new temporary password. Log in using your temporary password, then go through the Change Password process.

# THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH SINGLE SIGN-ON SYSTEM

## **Subscribe to MIHP**

Once you've completed your **Challenge/Responses** and **Password Update**, you will be directed to the Michigan Department of Community Health (SOM-DCH) Application Portal screen.

Select **Subscribe to Applications**.



A **Subscription** screen will open. From the drop-down arrow, select **MIHP Determination**.

Select **Next**.



The **Subscription For: MIHP**

**Determination** screen will open. Enter your work telephone number, including your area code. Your email address will appear automatically.

State of Michigan employees will be asked for their Supervisor/Security Administration email address. Non-State employees do not enter this information.



Select **Continue**, or select **Reset** to re-enter your telephone number.

## THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH SINGLE SIGN-ON SYSTEM

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User Enrollment Confirmation For: **MIHP**

Please review the following information. Click [Submit](#) or [Back](#).

User Info	
Username	Doej1234
Email Address	jdoe@email.com
Full Name	Jane Doe
Phone Number	123-453-7890

[Submit](#) [Back](#)

Selecting **Continue** will open the **User Enrollment Confirmation for: MIHP Determination** screen. Review your information before selecting **Submit**. If you need to correct data, select **Back** and edit the information. If the data entered is correct, select **Submit**.

Selecting **Submit** will open a **Confirmation** screen. This screen will inform you that your subscription request has been submitted successfully. Close this screen.

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Your subscription request has been submitted successfully. You will be notified upon approval.

[Close](#)

You will receive an email notification informing you of whether or not your application has been approved or rejected. Upon approval you may log into Michigan's Single Sign-on system with access rights to the Maternal Infant Health Program.

Upon your first log in to the MIHP, the **User Permission** screen will open. *This will occur only once.*

- Enter your First Name, Last Name
- Enter your Provider ID - **review before submitting**
- Enter your Provider Type from the drop-down arrow - **review before submitting**
- Select **Submit**

To clear all fields and start again, select **Reset**.

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LTC Determination

User Permission

All fields are mandatory

User Name **Your User Name**

First Name

Last Name

Provider ID

Provider Type

[Submit](#) [Reset](#)

**If you submit the User Permission screen and realize you've entered incorrect data, upon your next log in, select Account Maintenance, and select Change My Personal Information.**