Center for Educational Performance and Information

MILogin User Guide for MI School Data Users

Last Updated: July 2020

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Introduction

The State of Michigan MILogin for Third Party application is used by multiple state agencies. A MILogin account is required to log into MI School Data.

Obtaining access to MI School Data is a three-step process.

1. Create a MILogin account (if needed) and subscribe to MI School Data (full instructions below).

2. Click on the MI School Data link within MILogin once you have subscribed.

3. Complete and submit the appropriate security form, signed by the Lead Administrator as listed in the EEM. Please contact your ISD Contact or College/University Keyholder to obtain a form.

Access can be granted when all steps have been completed.

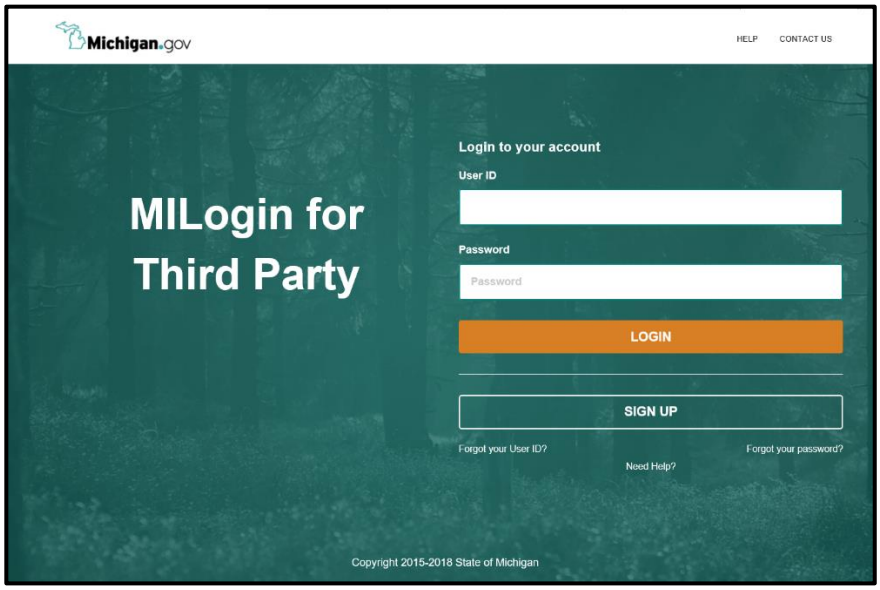
Further Questions

If you have further questions about using MILogin, please contact CEPI Customer Support by email at cepi@michigan.gov or by phone at 517-335-0505 x3.

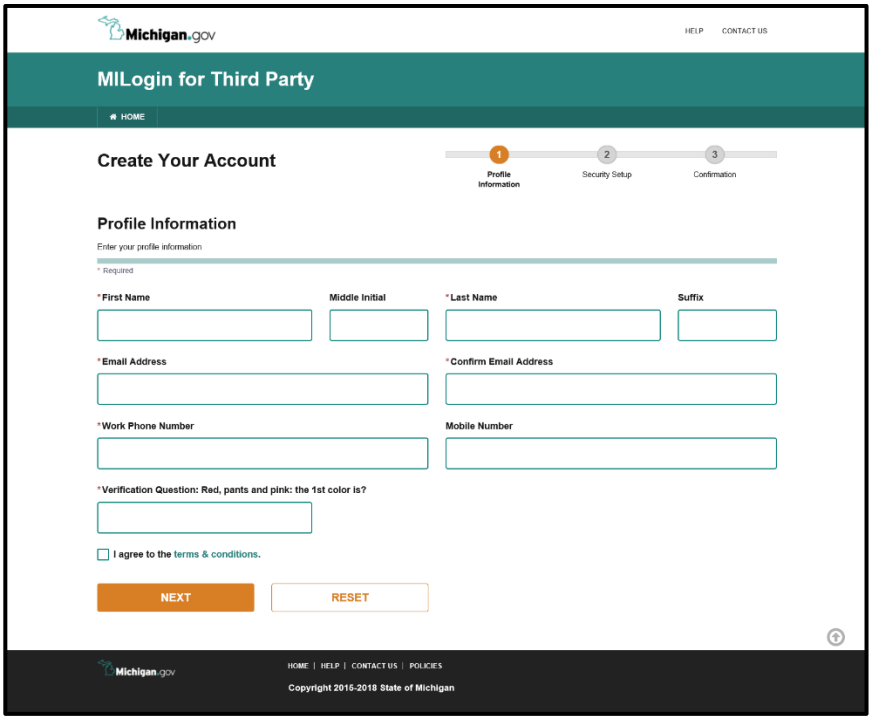
MILogin Account Creation

Follow the steps outlined below to create a new State of Michigan MILogin for Third Party account. Please do not create another MILogin account if you already have one. No user should need multiple MILogin accounts.

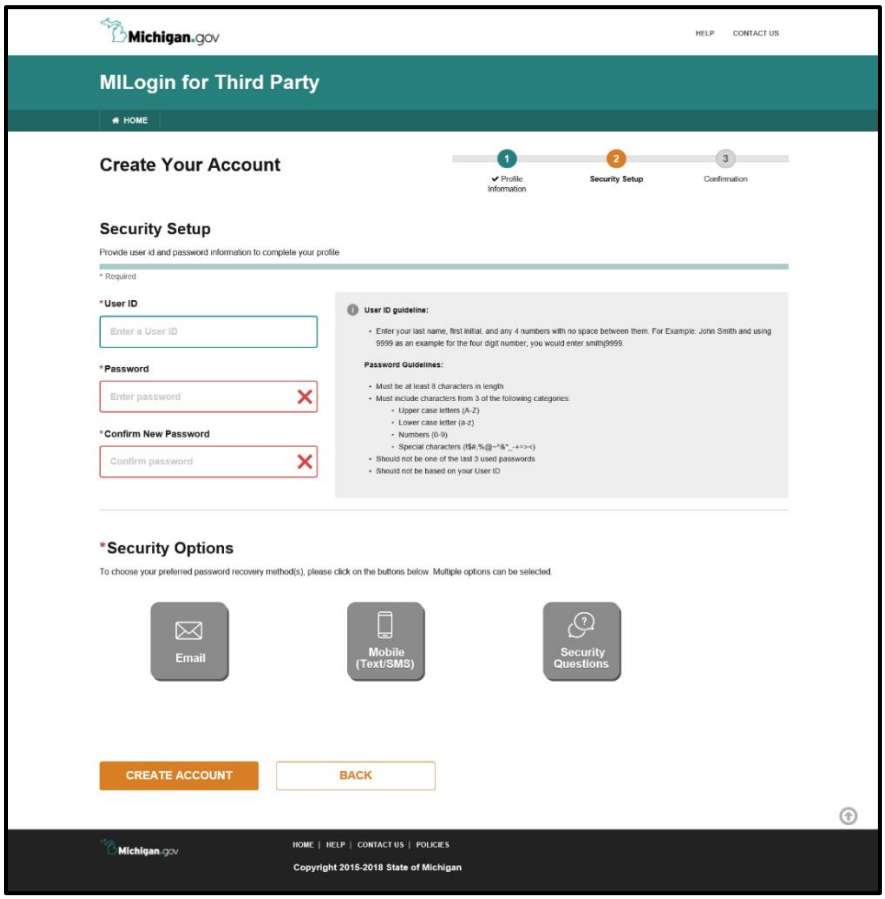
1. Go to the State of Michigan MILogin page and click **Sign Up**.



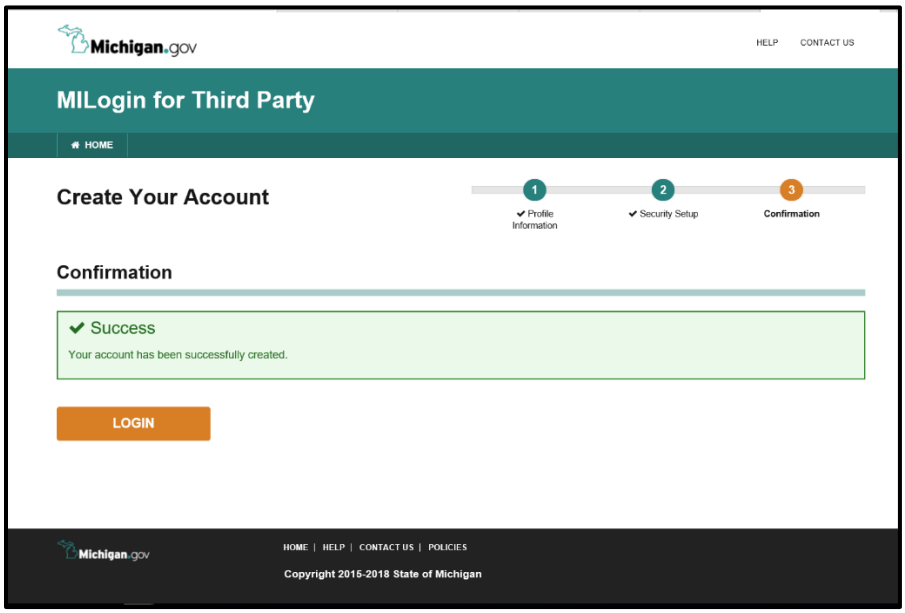
2. Provide your full name, email address and work phone number. Answer the verification question. Click **Next**.



3. Create your user ID and password. Follow the user ID and password guidelines on the right side of the page. Select a security option and enter the appropriate information for that option. Click **Create Account**.

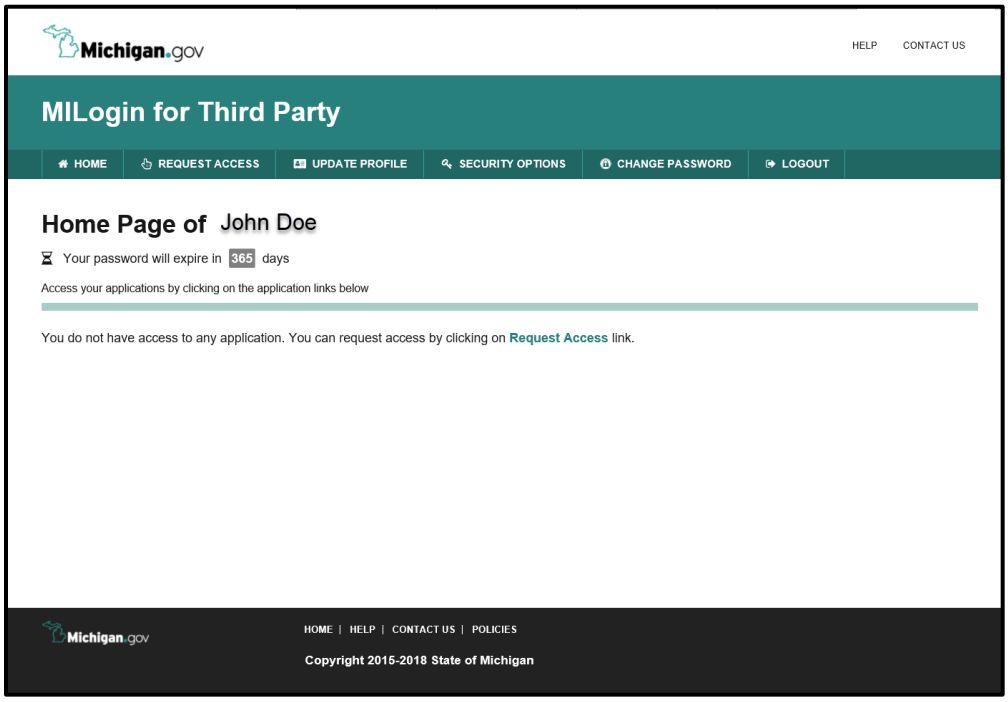


4. Once you receive confirmation, you can log into the MILogin application. Click **Login**.



Subscribing to MI School Data

Follow the steps outlined below to subscribe to MI School Data.



1. Click the "Request Access" link in the menu toward the middle of the screen. You will be taken to the Request Access screen.
    - Step 1a: Search for MI School Data manually or select the agency Center for Educational Performance and Information to view its applications.
    - Step 1b: Choose the MI School Data hyperlink.
    - Step 1c: Review the Terms and Conditions and click the "Request Access" button.

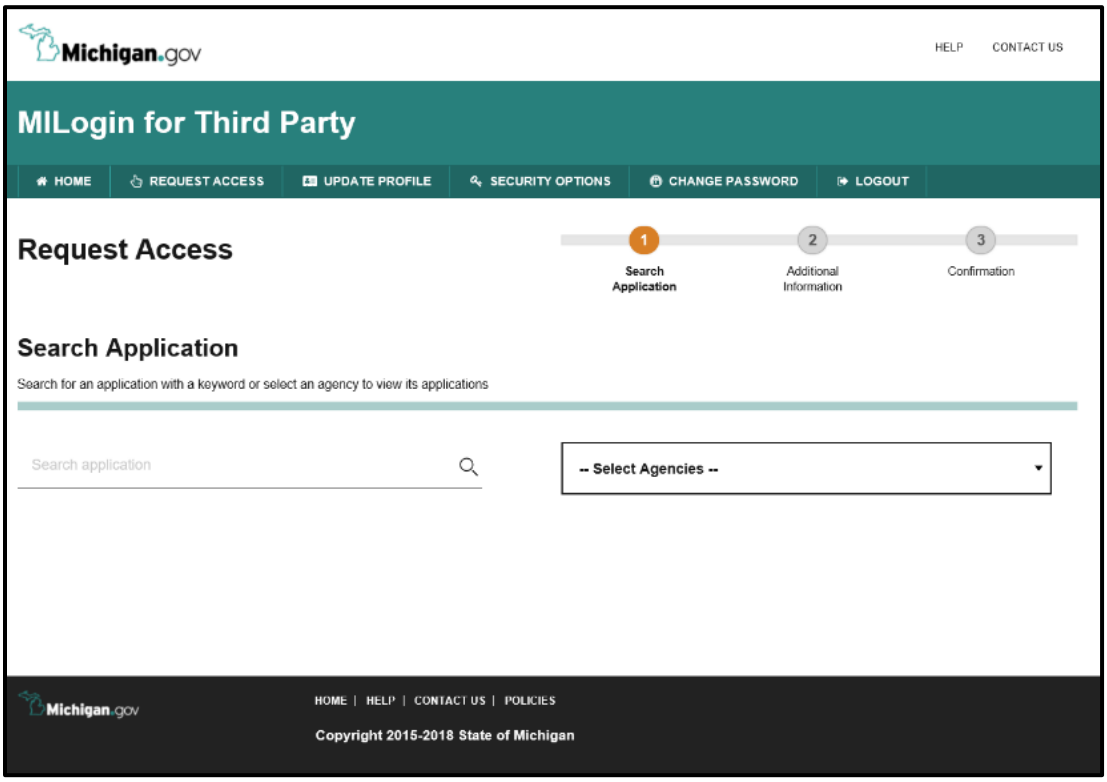


Figure 1: Step 1a.

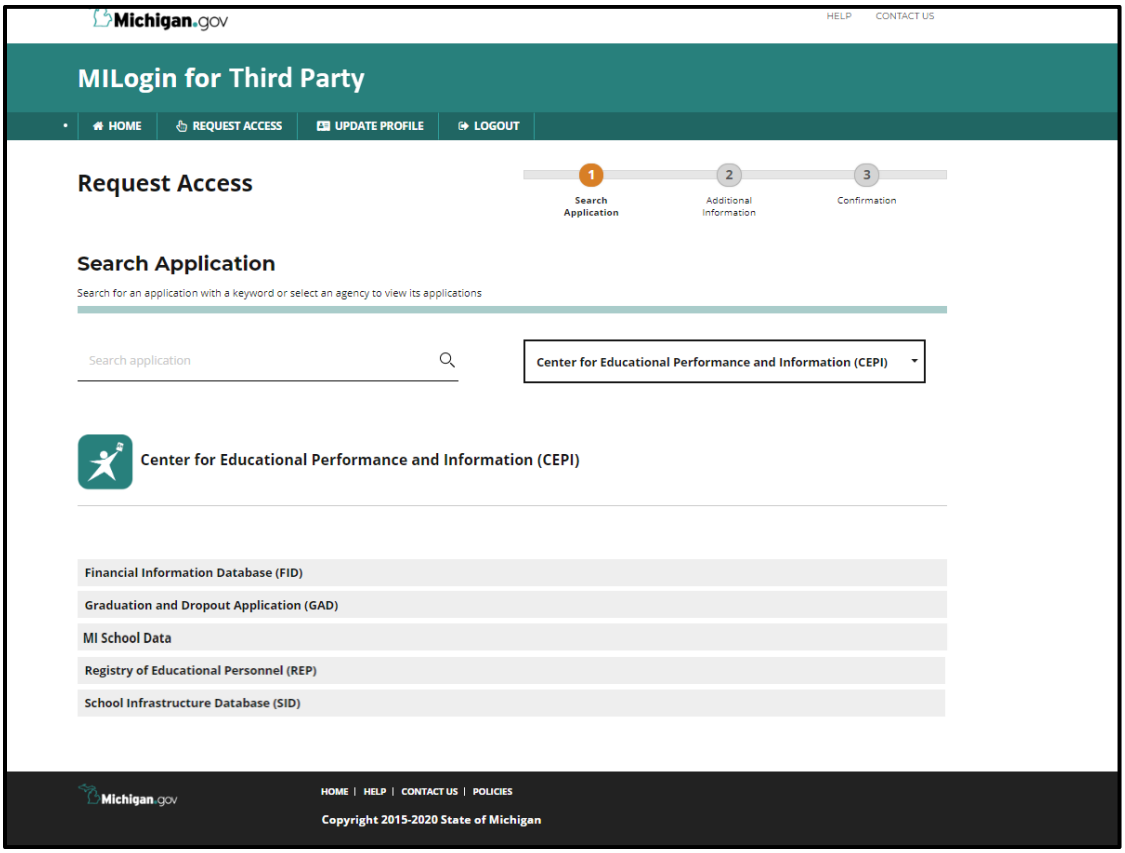


Figure 2: Step 1b.

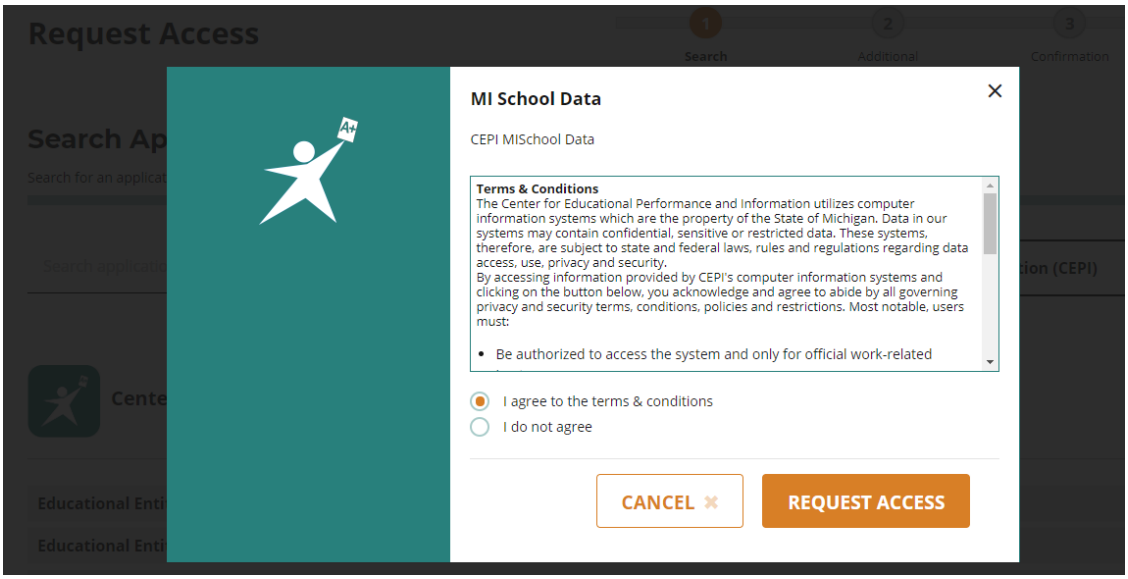
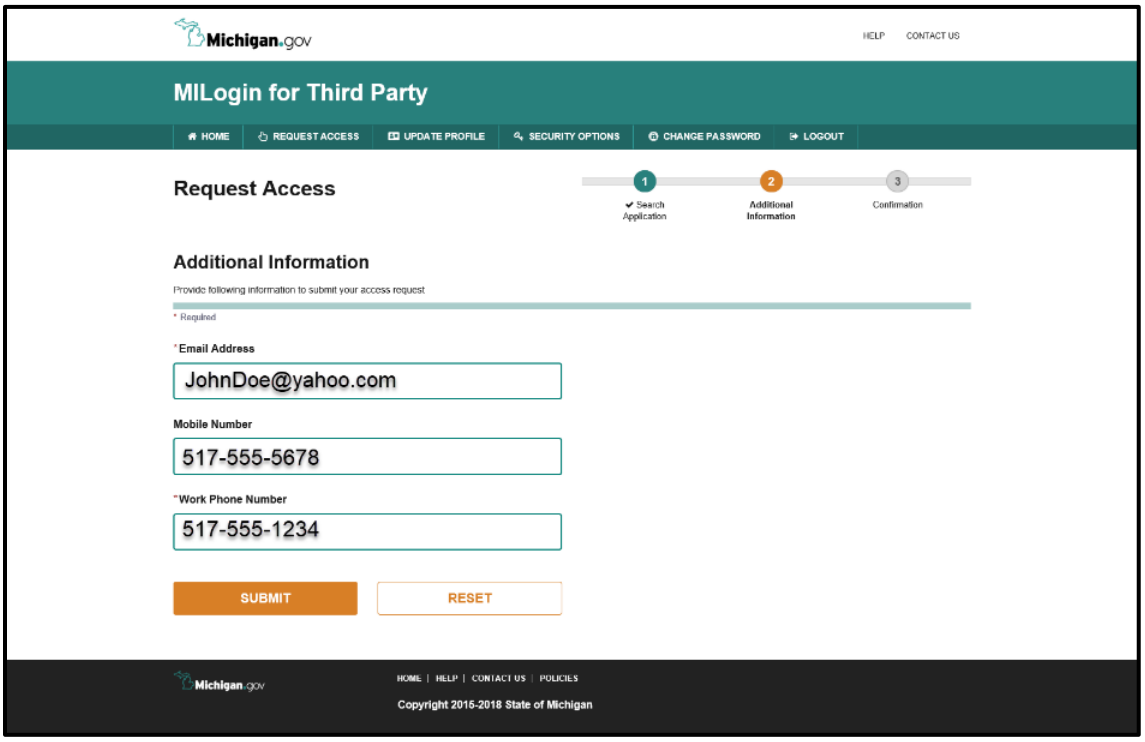
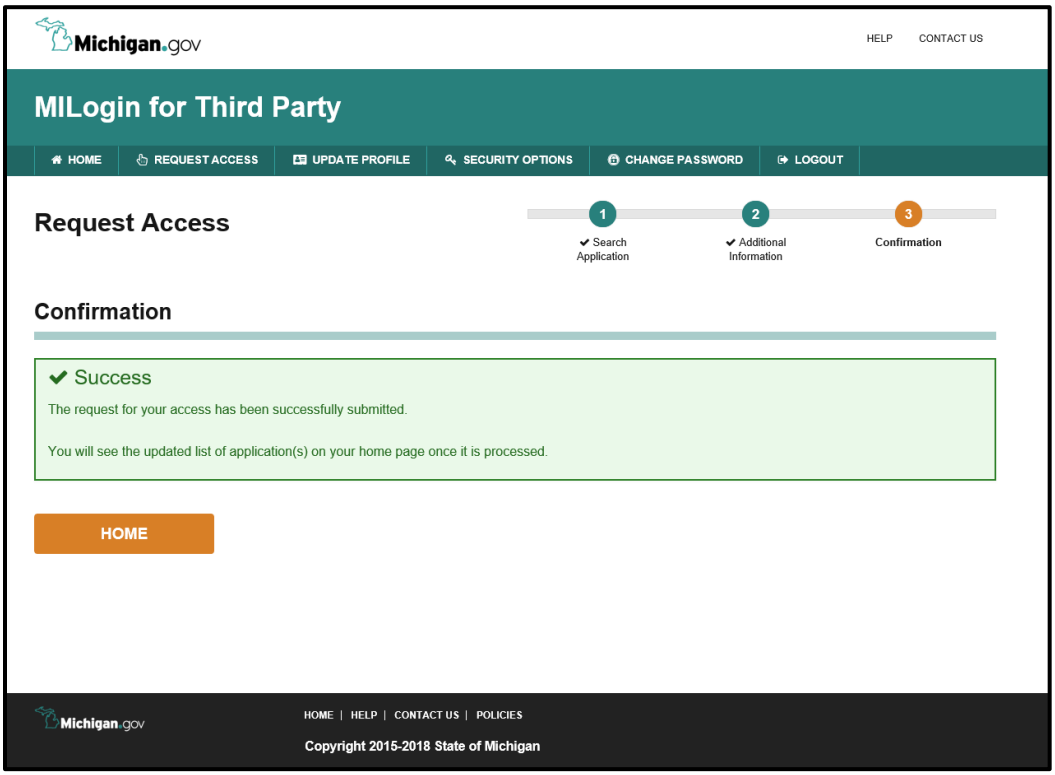


Figure 3: Step 1c.

2. You will then be prompted to provide additional information. Enter the appropriate information and click "Submit."

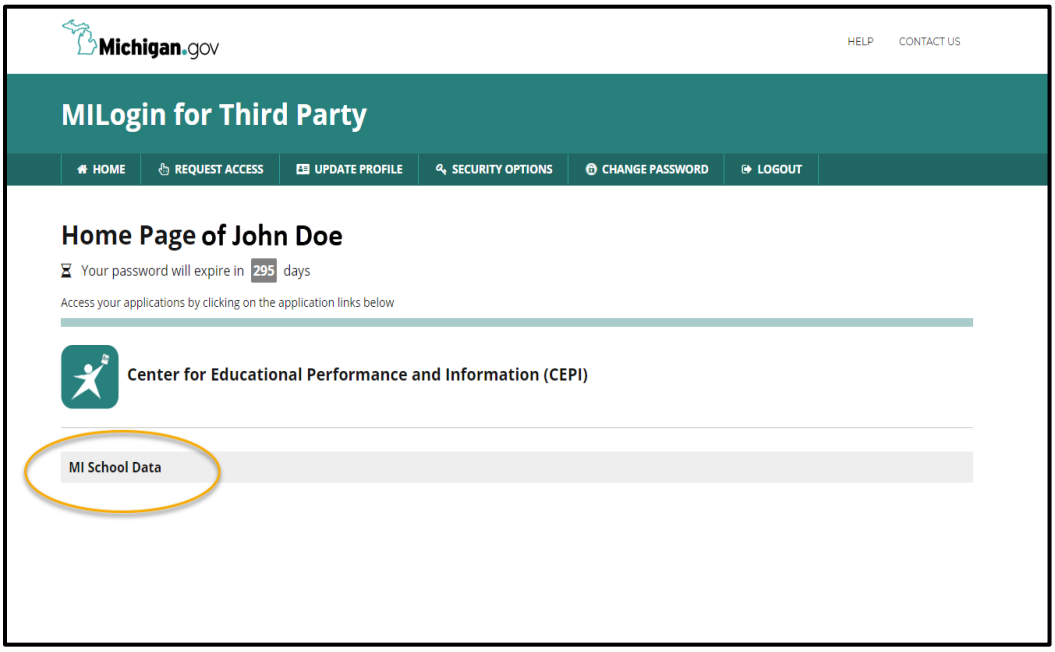


3. You will receive a confirmation message (both on the screen and in email) stating your subscription request was submitted successfully.

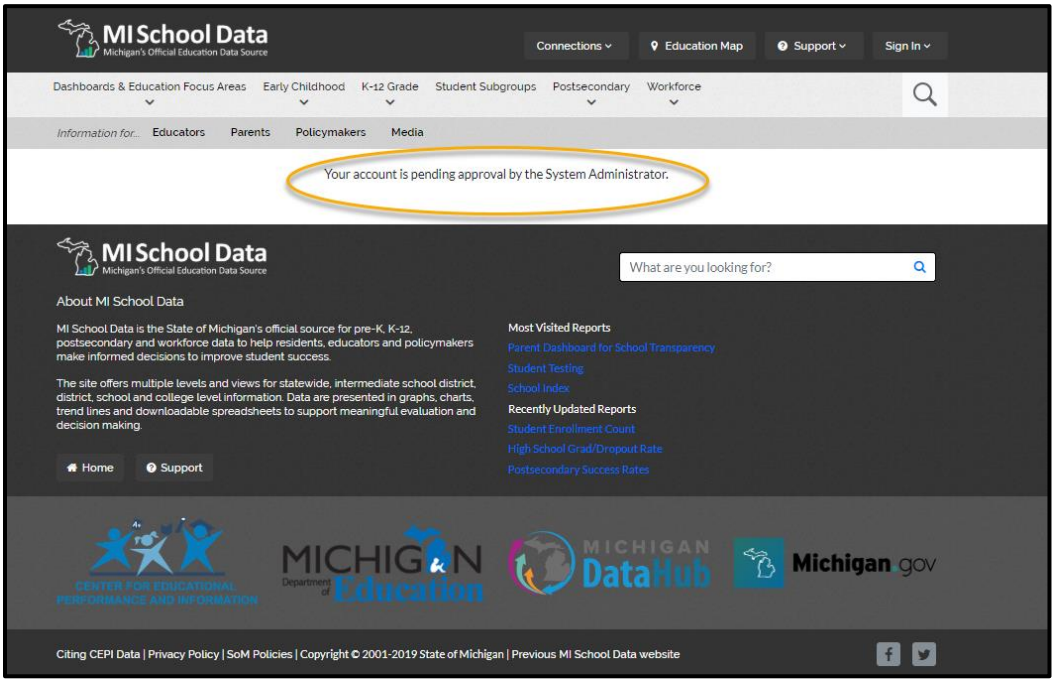


Click on the MI School Data Link

1. Once your request has been submitted, the link to MI School Data will appear on your MILogin for Third Party home screen. Click the link to finalize the subscription process. **Without this step, the administrator will not be able to set up your account.**



2. The message "Your account is pending approval by the System Administrator" will appear after clicking on the application link.



3. Please contact your ISD Contact or College/University Keyholder to obtain a security form. The form must be signed by the Lead Administrator as listed in the EEM.
4. Your ISD Contact or College/University Keyholder will contact you when your account is activated.

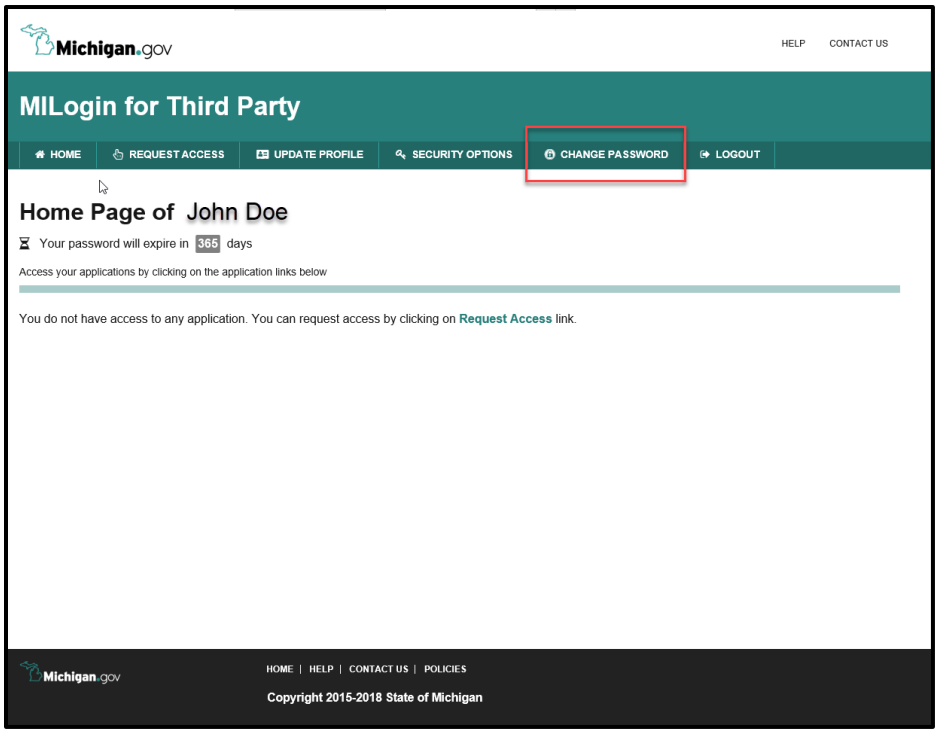
Notes:

1. You must complete and submit the appropriate security form, signed by the Lead Administrator as listed in the Educational Entity Master.
2. After subscribing in MILogin for Third Party, you must click on the MI School Data application link on the Home page to finalize the subscription process. **Without this step, the administrator will not be able to set up your account.**
3. Accounts will become locked after multiple unsuccessful login attempts are made. Please wait 30 minutes before trying again, and the account will become unlocked.
4. If you have not logged into MILogin for Third Party in 18 months, your account will be automatically suspended by MILogin. Users will see a message "Your account has been temporarily locked" after one login attempt is made. In this case, please contact CEPI Customer Support at cepi@michigan.gov, or call 517-335-0505 X3.

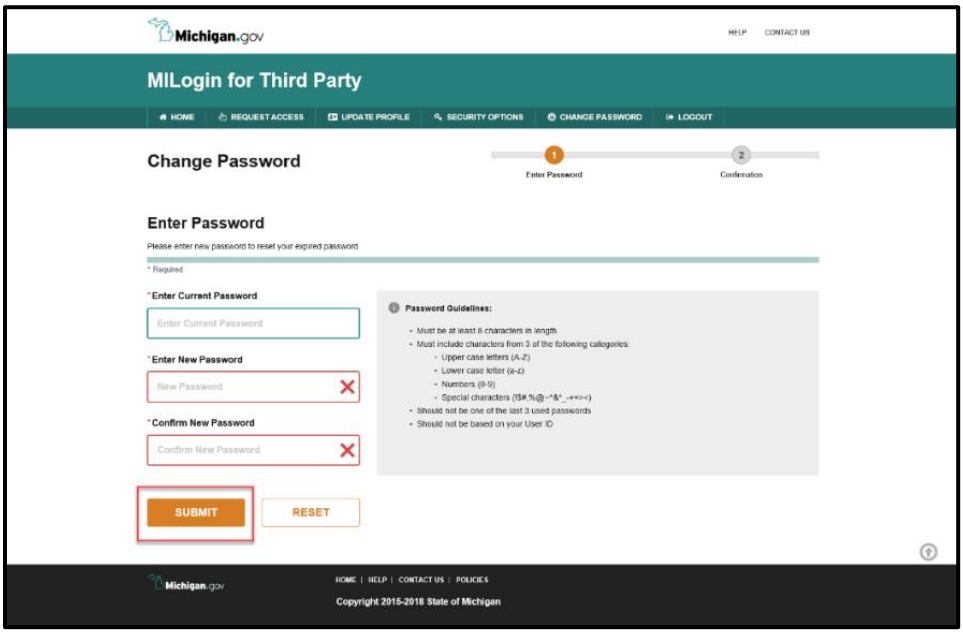
Changing Your Password

MILogin allows you to change your password. To change your password, follow the steps outlined below.

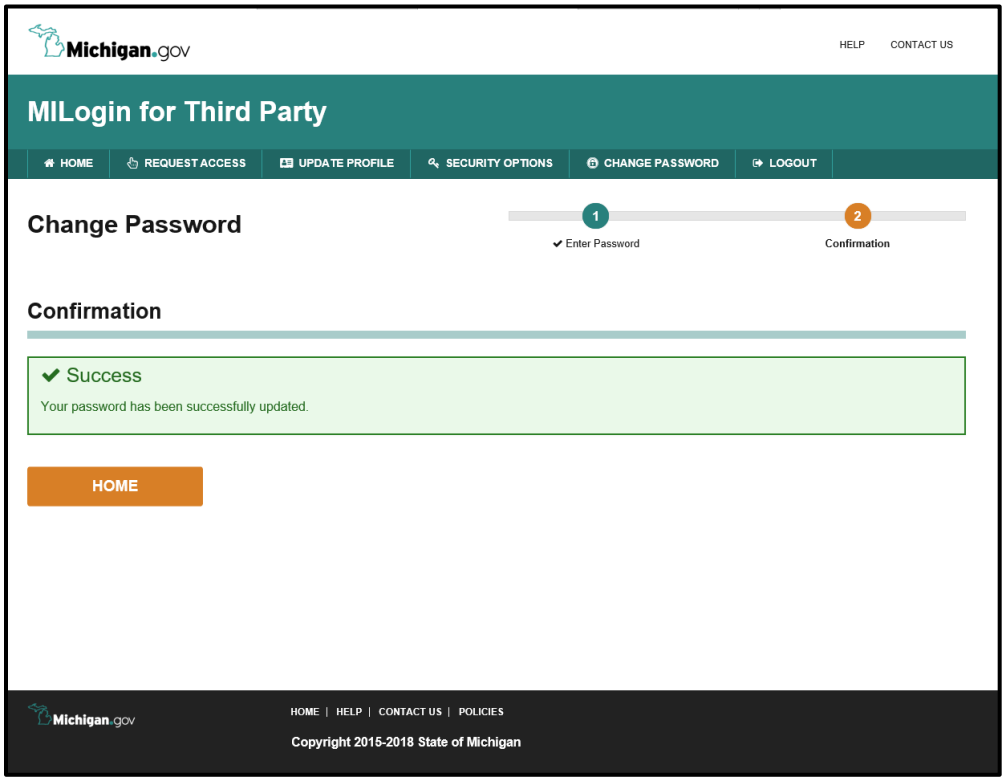
1. On your MILogin home page, click **Change Password**.



2. You will be taken to a new screen where you will need to enter your current password, enter your new password, and confirm your new password. Fill in this information and click **Submit**.



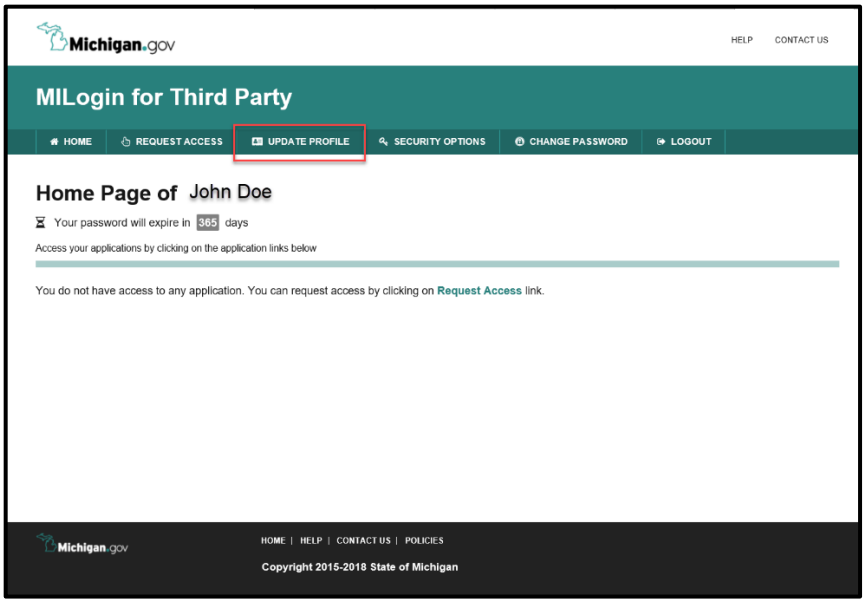
3. You will receive a message indicating that your password has been successfully updated.



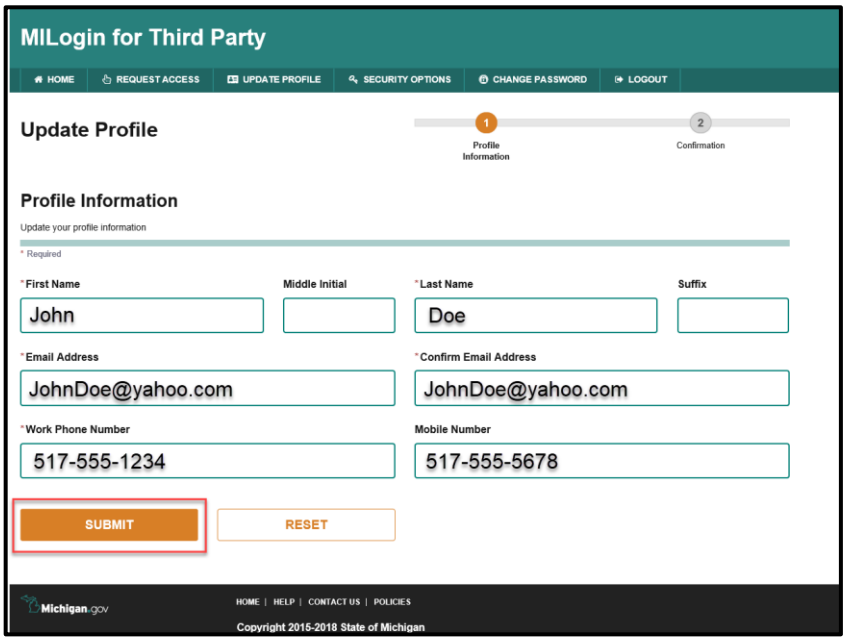
Updating Your Profile

Follow the steps below to update your user profile in MILogin. **This is very important if you change the district you work for or if any of your contact information changes.**

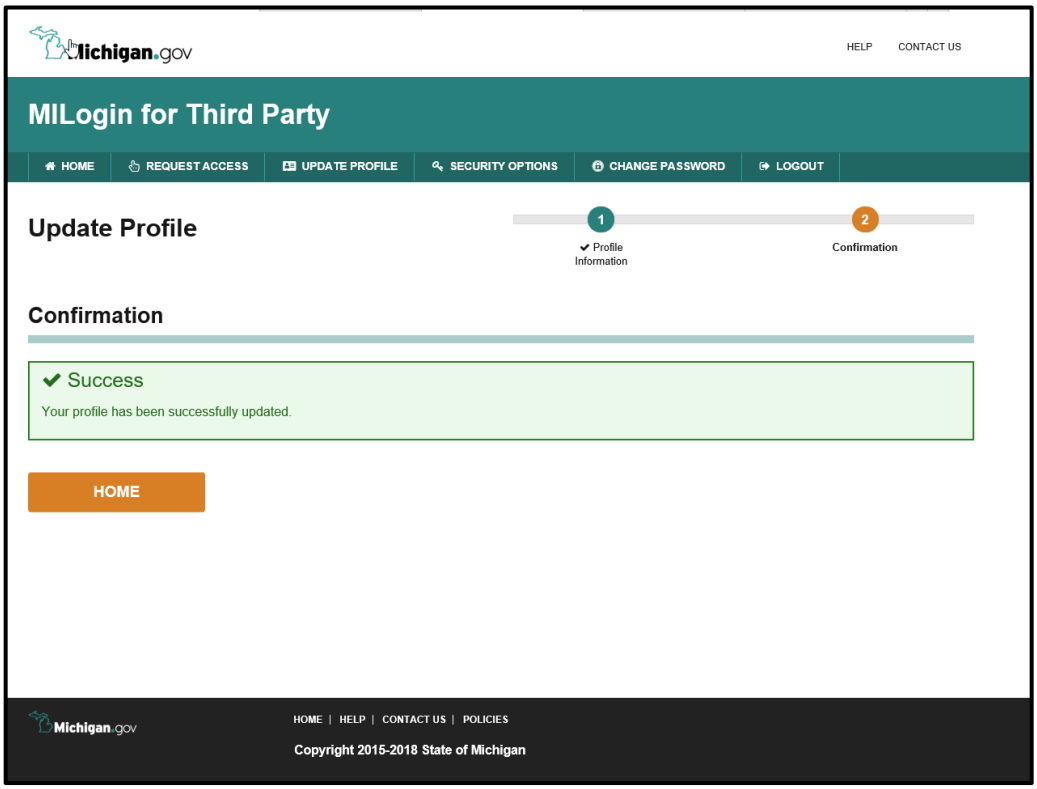
1. To update your profile, select **Update Profile** from your MILogin home page.



2. Fill in the required fields with your updated information, then click **Submit**.



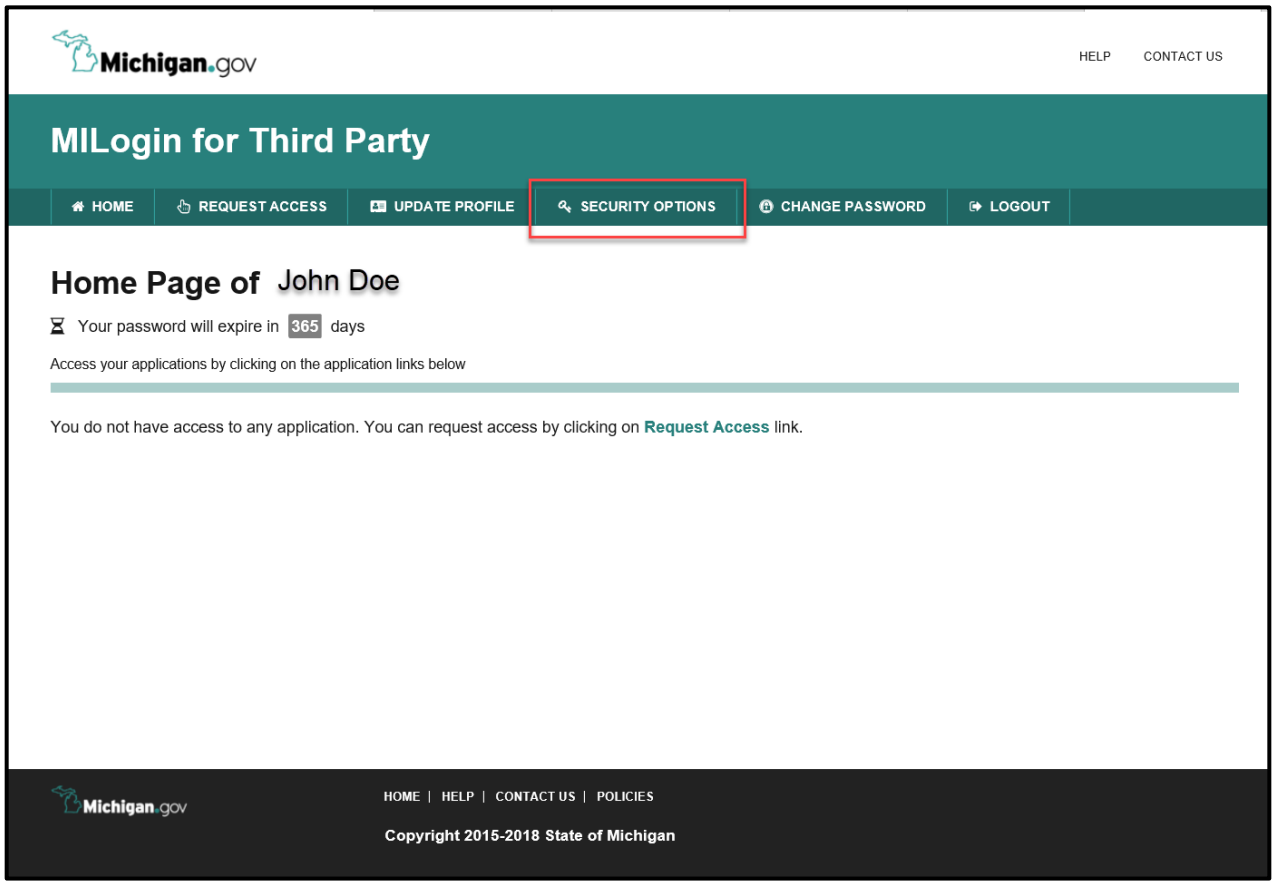
3. You will then be directed to a confirmation page that says your information has been successfully updated.



Updating Your Security Options

Follow the steps below to update your security options in MILogin.

1. Select **Security Options** on your MILogin home page.



2. You will be directed to a page where you can change your security options. You can select one to three of the security options. Once you have made all desired changes, click **Submit.**

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MILogin for Third Party

HOME | REQUEST ACCESS | UPDATE PROFILE | SECURITY OPTIONS | CHANGE PASSWORD | LOGOUT

Update Security Options

1 Security Options — 2 Confirmation

Security Options

To choose your preferred password recovery method(s), please click on the buttons below. Multiple options can be selected.

* Required

Email | Mobile (Text/SMS) | Security Questions

Any updates made to "Email Address" and/or "Mobile Number" will be reflected in your profile information (Update Profile).

*Email

JohnDoe@yahoo.com

This email address will be used to receive a PIN for resetting forgotten password/additional authentication.

*Mobile (Text/SMS)

517-555-5678

This mobile number will be used to receive a PIN for resetting forgotten password/additional authentication.

- By selecting "Mobile" option, you agree to receive text messages on your mobile number.
- Standard message & data rates may apply.

*Security Questions

- To update the answer(s) for one or more of your security questions, enter a new answer for the corresponding questions.
- 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.

--Select Security Question #1--	Enter Security Answer #1
--Select Security Question #2--	Enter Security Answer #2
--Select Security Question #3--	Enter Security Answer #3
--Select Security Question #4--	Enter Security Answer #4

SUBMIT RESET

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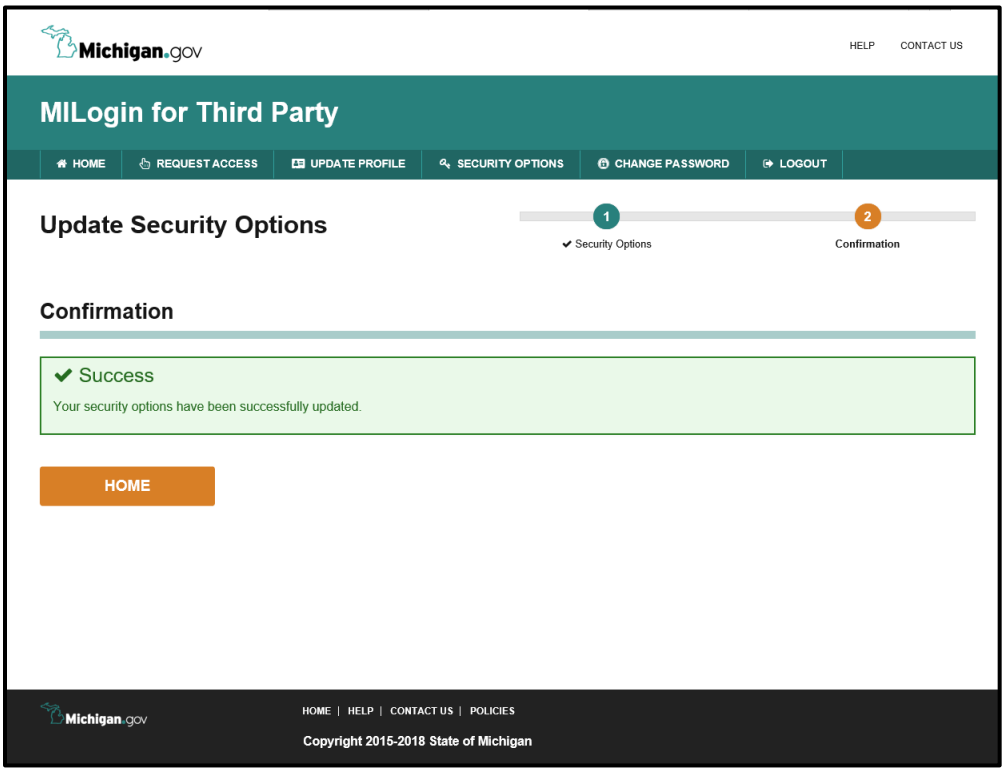
3. After submitting, you will be directed to a page confirming that your security options have been successfully updated.