

Center for Educational Performance and Information

MiLogin User Guide

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Questions:

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Introduction

The State of Michigan MiLogin application is used by multiple state agencies. A [MiLogin for Business](#) account is required to access the following CEPI applications:

- **K-12 Applications**
 - Educational Entity Master
 - Financial Information Database
 - Graduation and Dropout
 - Michigan Student Data System
 - Registry of Educational Personnel
 - School Infrastructure Database
- **Postsecondary Applications**
 - MSDS/IHE Request for UIC*
 - MSDS/Student Transcript and Academic Record Repository Collection*
 - Michigan Postsecondary Data Inventory

*These will appear in MiLogin as Michigan Student Data System.

Obtaining access to CEPI applications is a two-step process. CEPI will grant your access when both steps have been completed.

1. Create a MiLogin for Business account (if needed) and use your account to subscribe to the appropriate application.
2. Complete and submit the appropriate security form, signed by your Lead Administrator as listed in the EEM. The security form can be emailed or faxed to CEPI. Security forms are found on the [CEPI Application Security Forms web page](#).

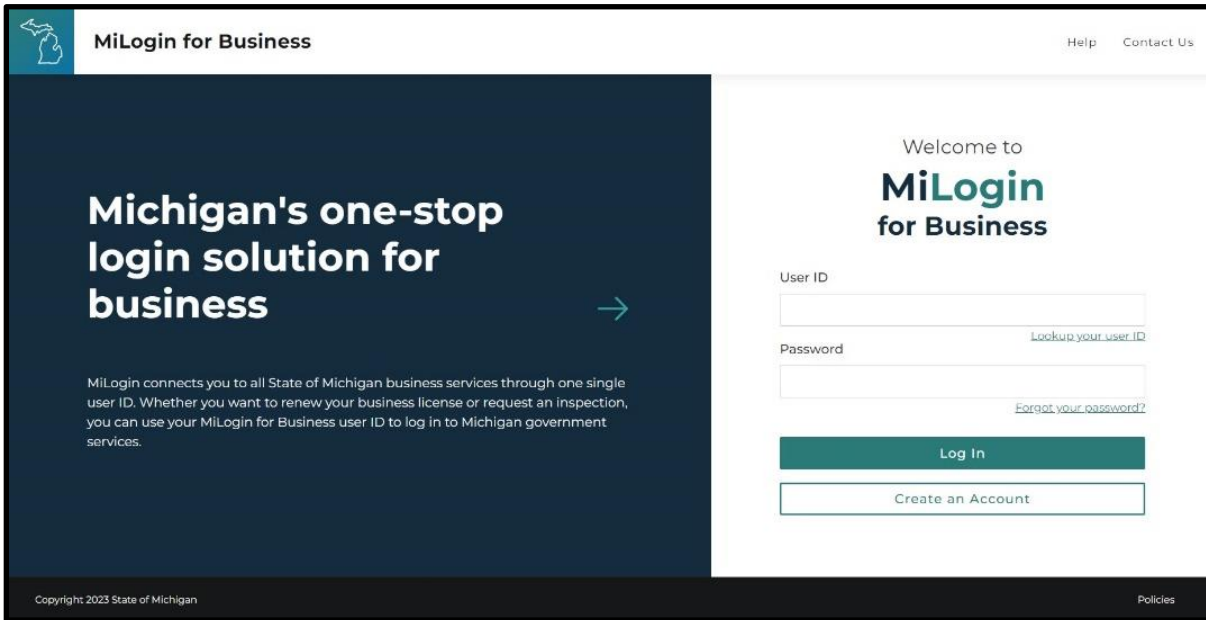
MiLogin for Business is also used by educators who need secure access to [MI School Data](#), the State of Michigan's official public portal for education data. Educators wanting access should contact their ISD Contact or College/University Keyholder for assistance. Please see the [MI School Data Help](#) page for instructions and additional information.

Account Creation

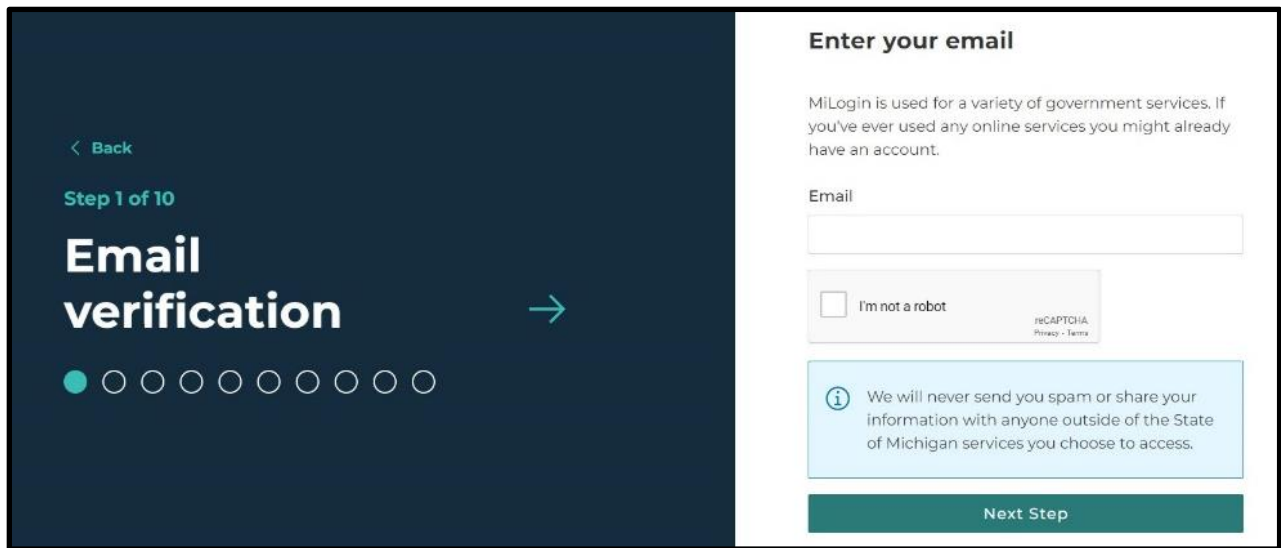
Please do not create another MiLogin for Business account if you already have one. No user should need multiple MiLogin for Business accounts. CEPI is not able to remove duplicate accounts for users.

If users have multiple accounts with the same email address, this may create additional work and confusion for users and CEPI support staff.

There are several steps to creating a new MiLogin for Business account. The MiLogin system will walk you through the process. Go to the State of Michigan [MiLogin for Business](#) page and click **Create an Account**.



1. **Step 1 of 10:** Enter your email address and complete the reCAPTCHA. Click **Next Step**.



- Step 2 of 10:** Enter the passcode sent to the email address used in Step 1. Click **Next Step**.

< Previous Step

Step 2 of 10

Passcode verification

Enter your passcode

We have sent you a passcode to your email me*****@hotmail.com

Passcode

Next Step

Resend Passcode

- Step 3 of 10:** Enter your information (first and last name are required). Review and agree to the Terms and Conditions. Click **Next Step**.

< Previous Step

Step 3 of 10

Profile Information

Enter your information

First Name

Middle Initial (Optional)

Last Name

Suffix (Optional)

I agree to the Terms & Conditions.

Next Step

- Step 4 of 10:** Enter your work phone number. Click **Next Step**.

< Previous Step

Step 4 of 10

Work phone verification

Enter your work phone number

Your work phone number is required for many State of Michigan services and can help us identify you and recover your account if you get locked out.

Work Phone

You will receive a passcode via a voice call to your phone to confirm your identity.

Next Step

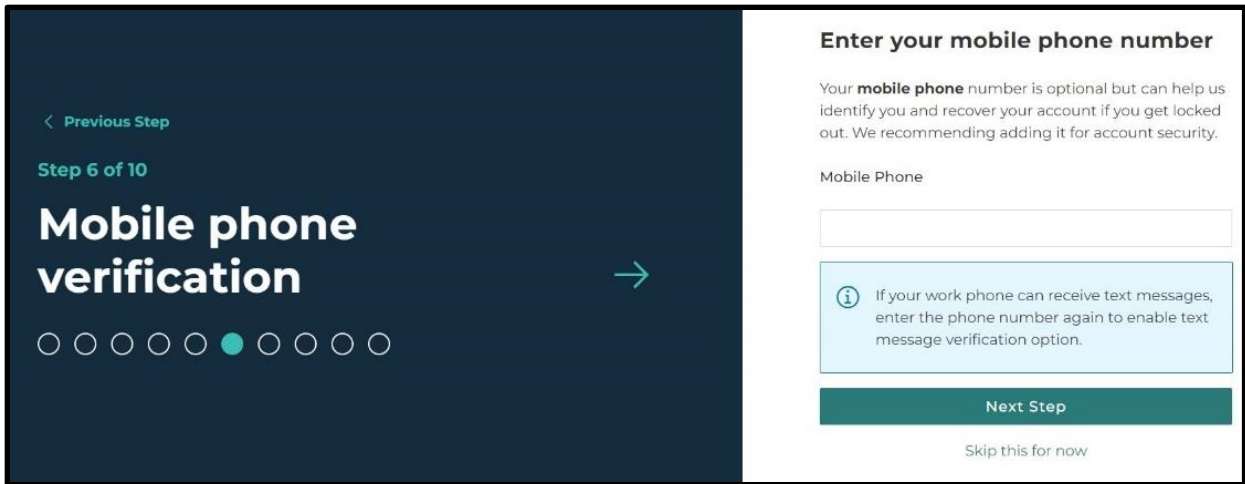
Can't verify work phone number?

If you don't have access to your work phone number or cannot verify it, please proceed with entering the number above and you will be allowed to skip the verification in the next step.

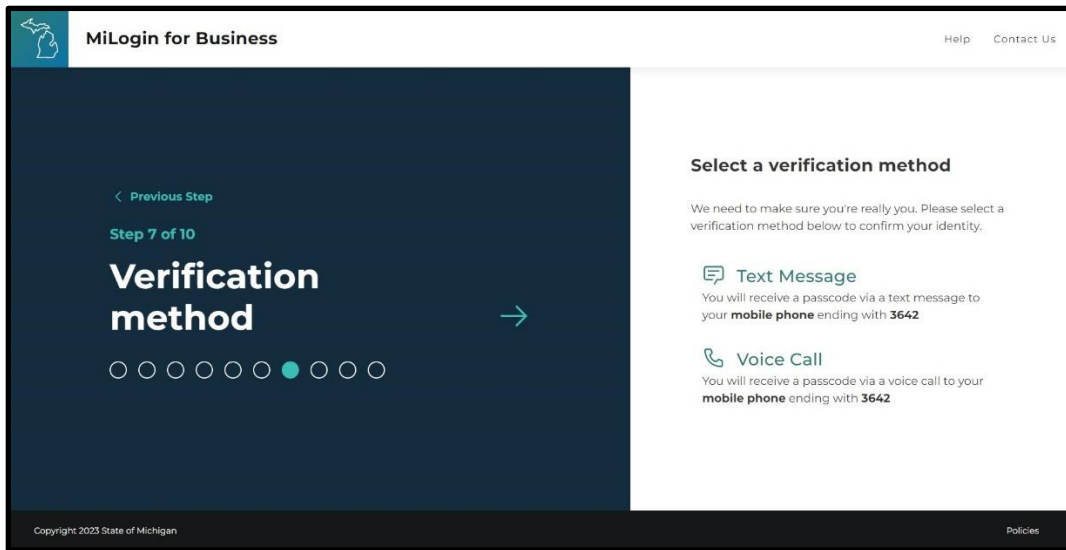
Step 5 of 10: Enter the passcode sent to the work phone number used in Step 4. Click **Confirm Passcode**. If you are unable to verify your work phone number, click **Skip Verification**.



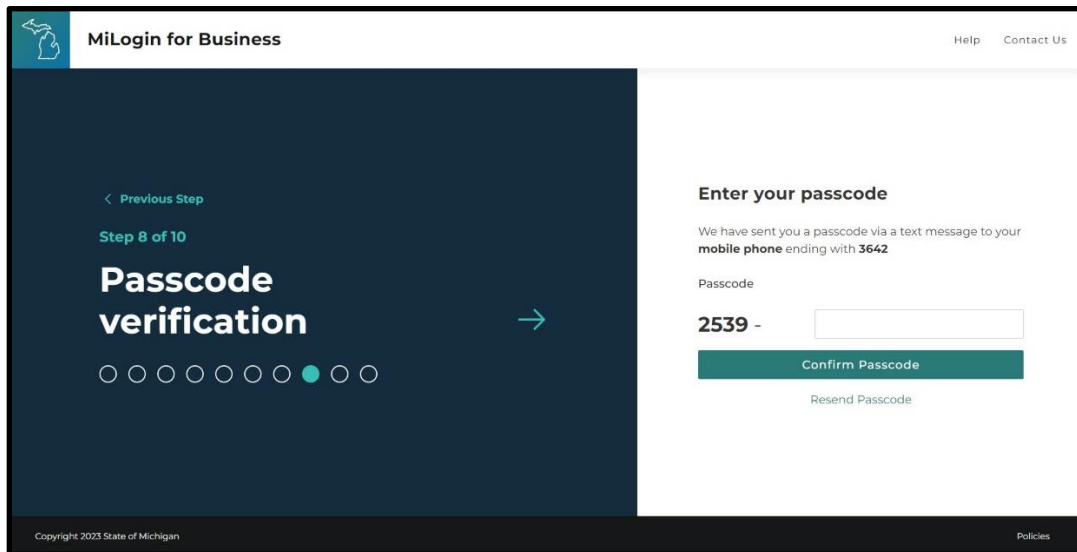
5. **Step 6 of 10:** Enter your mobile phone number. Click **Next Step**. If you are unable to verify your mobile phone number, click **Skip this for now**.



6. **Step 7 of 10:** Select the verification method to verify your mobile phone number.



7. **Step 8 of 10:** Enter the passcode sent to the work phone number used in Step 4. Click **Confirm Passcode**.



8. **Step 9 of 10:** Create your user ID. Review the guidelines on the screen when choosing your user ID. Click **Next Step**.

The screenshot shows a two-panel interface. The left panel is dark blue and contains a navigation arrow pointing left labeled 'Previous Step', the text 'Step 9 of 10', the title 'User ID' with a right-pointing arrow, and a progress indicator consisting of 10 circles, with the 9th circle filled. The right panel is white and titled 'Create your user ID'. It includes the text: 'The User ID is required to sign in, so choose something that you will remember and also follow our ID guidelines.' Below this are 'ID Guidelines' with three bullet points: 'Must start with your last name and first initial', 'Must end with 4 numbers', and 'Must not contain special characters or spaces'. A 'User ID' input field is present. A light blue callout box contains the text: 'Your user ID should be SmithXXXX where XXXX is four numbers of your choosing.' At the bottom right is a green 'Next Step' button.

9. **Step 10 of 10:** Create your password. Review the guidelines on the screen when choosing your password. Click **Next Step**.

The screenshot shows a two-panel interface. The left panel is dark blue and contains a navigation arrow pointing left labeled 'Previous Step', the text 'Step 10 of 10', the title 'Password' with a right-pointing arrow, and a progress indicator consisting of 10 circles, with the 10th circle filled. The right panel is white and titled 'Create your password'. It includes the text: 'Choose something secure, but also something you can remember.' Below this are 'Password Guidelines' with four bullet points: 'Must be at least 8 characters in length', 'Should not be based on your User ID', 'Must contain at least one upper and lower case letters, a number, and a symbol (@#!~&)', and 'Confirm password must match new password'. There are two input fields: 'Password' and 'Confirm Password'. At the bottom is a green 'Create Account' button.

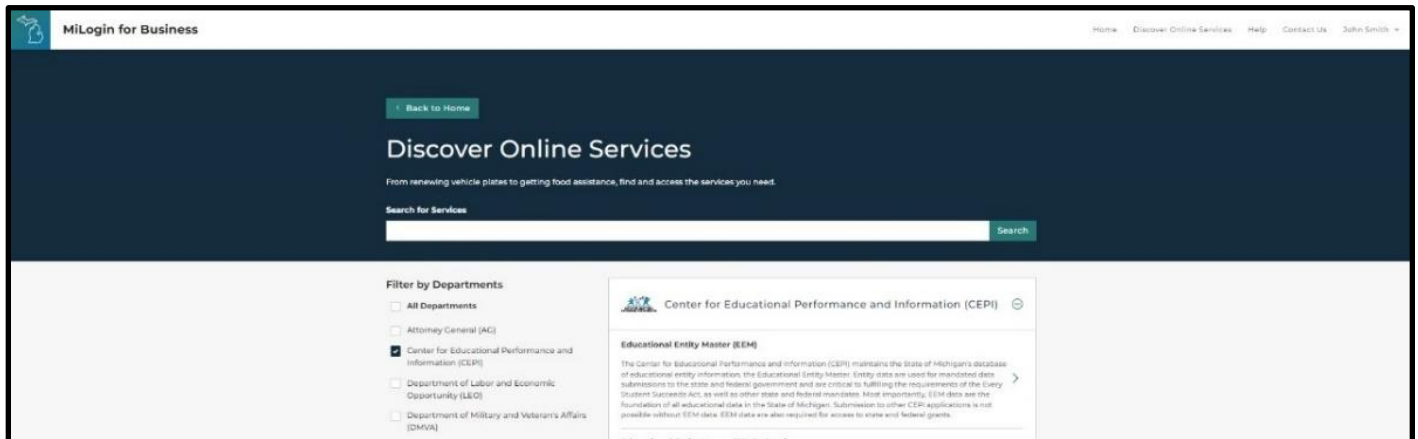
Subscribing to an Application

Follow the steps below to subscribe to an application. If requesting access to more than one application, go back to the MiLogin Home Page and follow these steps again.



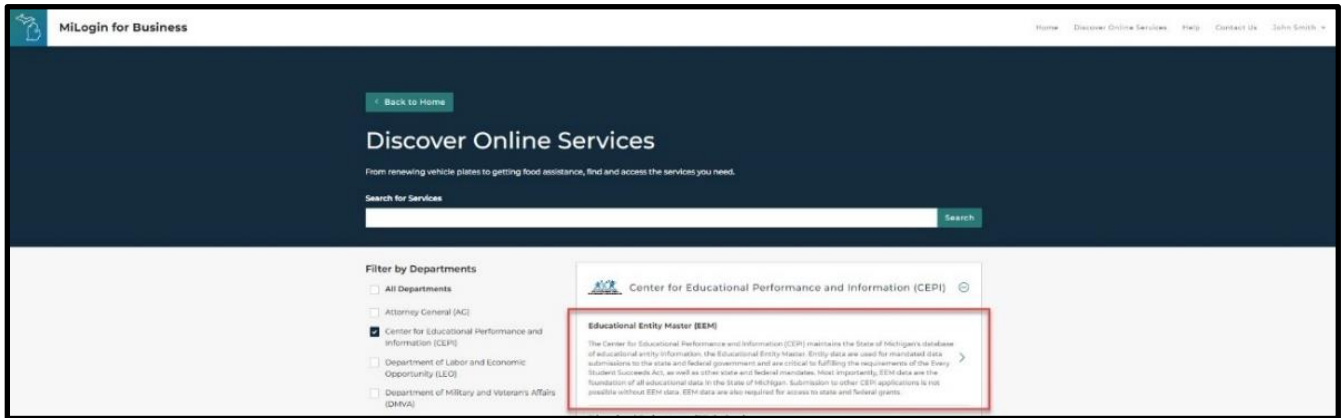
1. Click the **Find Services** link. You will be taken to the **Discover Online Services** screen. (This is an example for requesting access to EEM)

- Step 1a: Search for an application manually by keyword or select an agency (CEPI) to view available applications.
- Step 1b: Choose the application to subscribe to by clicking the application description.
- Step 1c: Review and agree to the Terms and Conditions. Click the **Request Service** button.

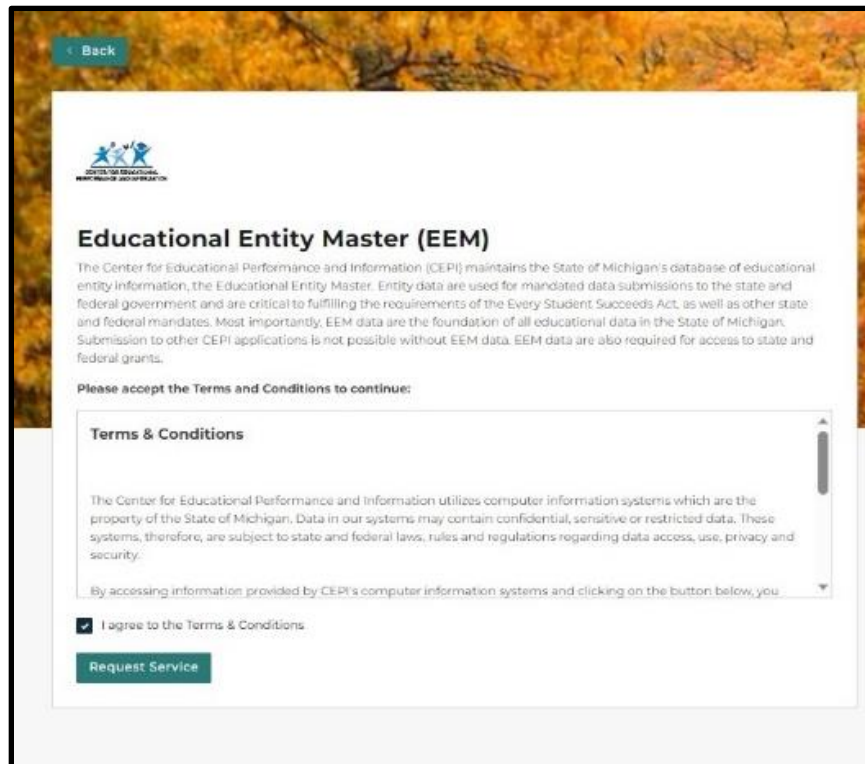


Step 1a

MiLogin User Guide



Step 1b

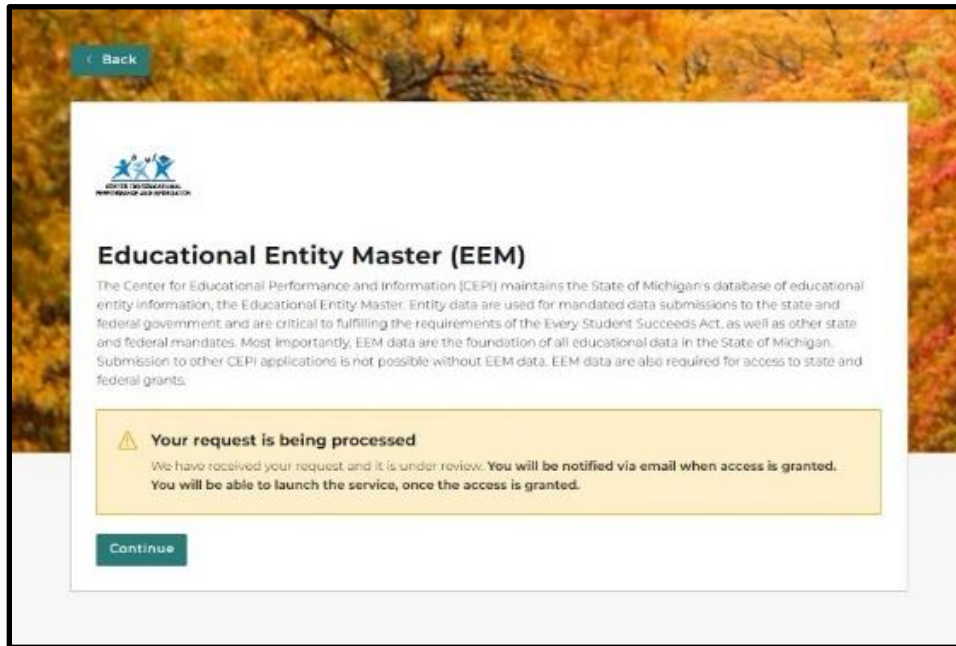


Step 1c

2. You will receive a confirmation of your request (both on the screen and in email). Click **Continue**.

Please note this is only completing the request to access the application within MiLogin.

- You still need to submit a completed security form before your access can be granted in the application.
- You will receive another email once your access has been granted by CEPI staff, generally within three business days.



Notes:

- Permissions for each application request must be approved by CEPI Customer Support before taking effect.
- You must still complete and submit the appropriate security form, signed by the Lead Administrator as listed in the [EEM](#).
 - The security form can be emailed or faxed to CEPI. Security forms are found on the [CEPI Application Security Forms web page](#).
 - Please do not email AND fax your security form to CEPI. Doing so slows the approval process.
- Once your access has been approved, the application will appear on your MiLogin for Business home screen. To access the application, simply click the application link.
- After 20 minutes of inactivity in any of the applications listed on page 3, users are logged out of that application.
- If you have not logged into MiLogin in 18 months, your account will be automatically suspended by MiLogin. If this occurs, please contact CEPI Customer Support at cepi@michigan.gov or by phone at 517-335-0505 x3.

Updating Your Account Settings

To change your profile information, password or security questions, follow the steps outlined below.

1. On your MiLogin for Business home page, click your name in the upper right-hand corner and then **Account Settings** from the dropdown.



2. You will be prompted to choose a verification method. Choose the best method for you.



3. Enter the passcode sent to you via the verification method you selected in the previous steps.



4. Once Multifactor Authentication has been completed, you are taken to the Account Settings page. You may update your profile information, change your password, or manage your security questions.

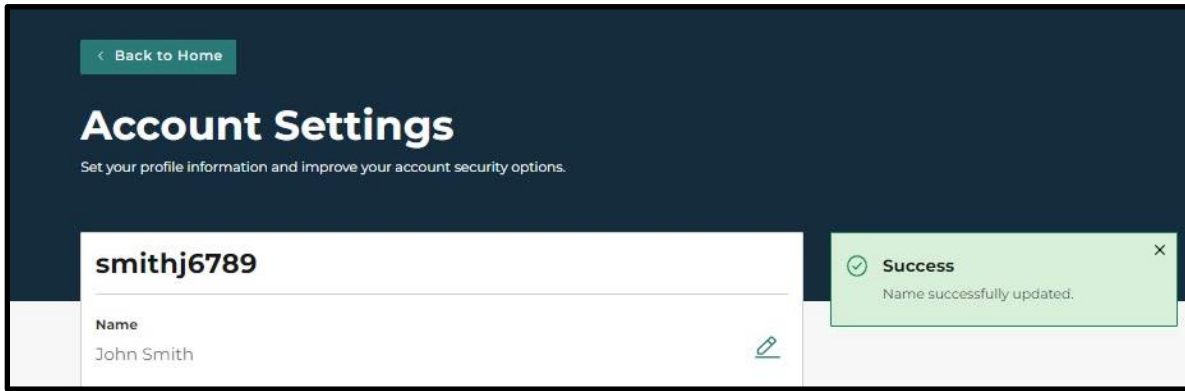
The screenshot shows the 'Account Settings' page. At the top, the title 'Account Settings' is displayed in white on a dark blue background, with the subtitle 'Set your profile information and improve your account security options.' below it. The main content area is white and contains several sections. The first section is for the user 'smithj6789'. It includes fields for 'Name' (John Smith), 'Email' (john_smith@hotmail.com), 'Work phone' (517-555-1234), and 'Mobile phone' (517-555-5678). Each field has a pencil icon to its right for editing. Below these are two options: 'Change password' and 'Manage security questions', each with a right-pointing arrow.

Profile Information – Updating your name

- i. You may update your name by selecting the pencil icon to the right of your name. After making the necessary changes, click **Submit**.
- ii. **Please note that updates to your name will not be reflected for CEPI until you log into a CEPI application.**

The screenshot shows the 'Profile Information' page. On the left, a dark blue sidebar contains a '< Back' link and the text 'Profile Information' with a right-pointing arrow. The main content area is white and titled 'Edit your information'. It contains four input fields: 'First Name' (John), 'Middle Initial' (J), 'Last Name' (Smith), and 'Suffix' (Jr). A 'Submit' button is located at the bottom of the form.

- iii. You will receive confirmation of the change on the Account Settings screen.

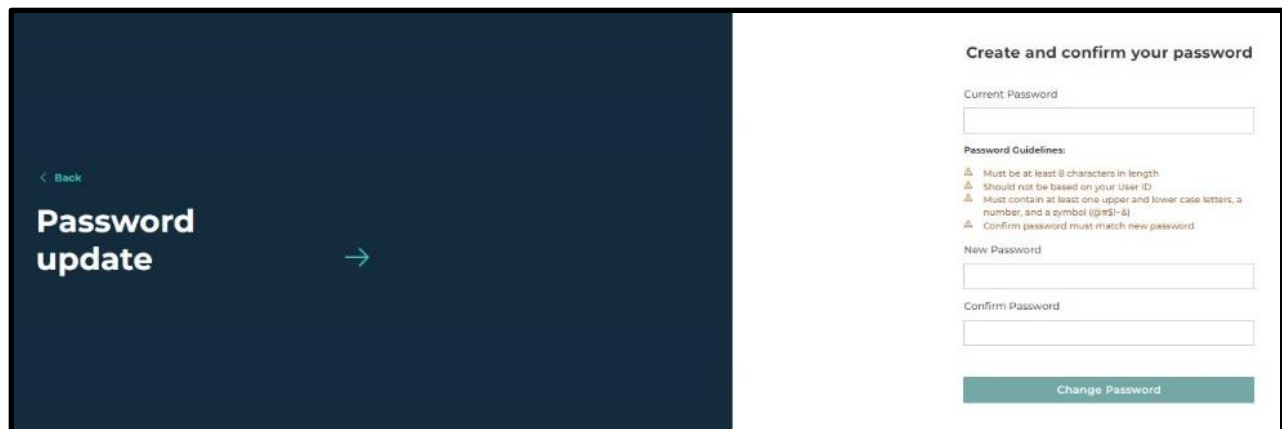


Profile Information – Updating your email, work phone or mobile phone.

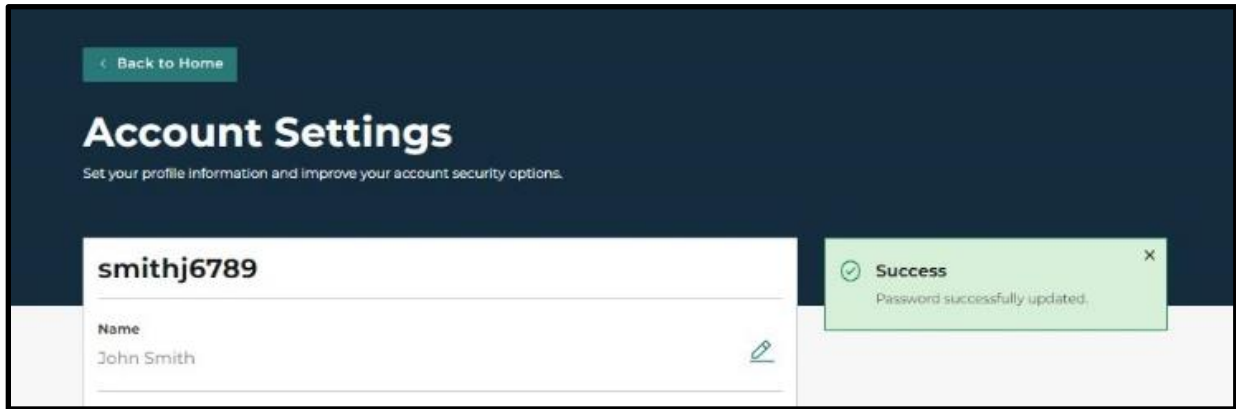
- iv. You may update your email, work phone or mobile phone by selecting the pencil icon to the right of your name.
- v. Making an update to any of these fields requires verification prior to the change being applied to your account (similar to when you first set up your MiLogin for Business account).
- vi. Please note that updates to your email, work phone or mobile phone will not be reflected for CEPI until you log into a CEPI application.

Account Settings – Change password.

- vii. You may update your password from the Account Settings screen. Choose **Change Password**.
- viii. Review the guidelines on the screen when choosing your password.

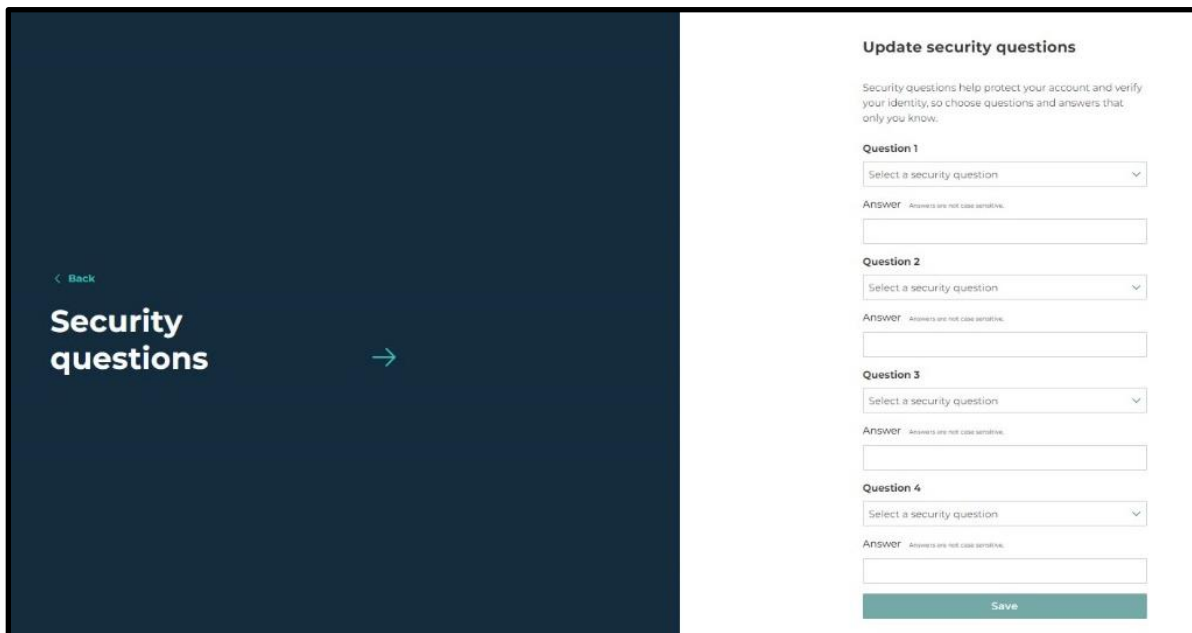


- ix. You will receive confirmation of the change on the Account Settings screen.

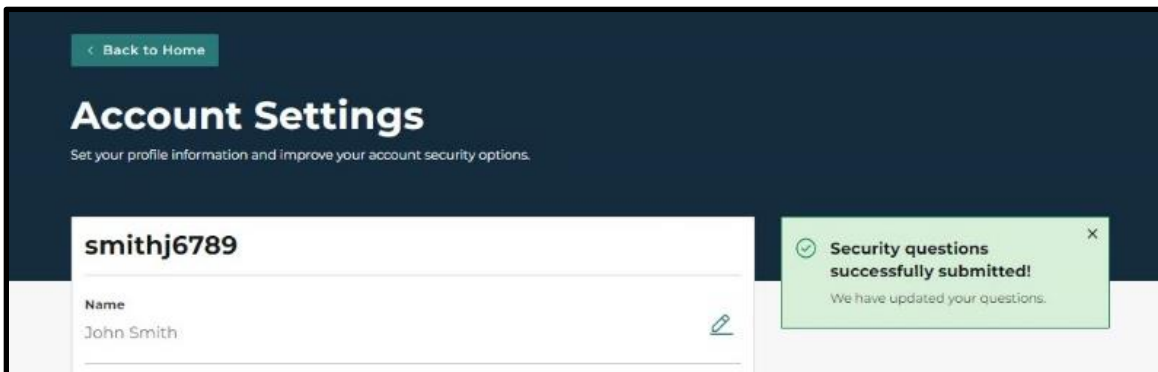


Account Settings – Manage security questions.

- x. You may manage your security questions from the Account Settings screen. Choose **Manage security questions**.
- xi. Select a security question and provide an answer to each question. Choose **Save**.



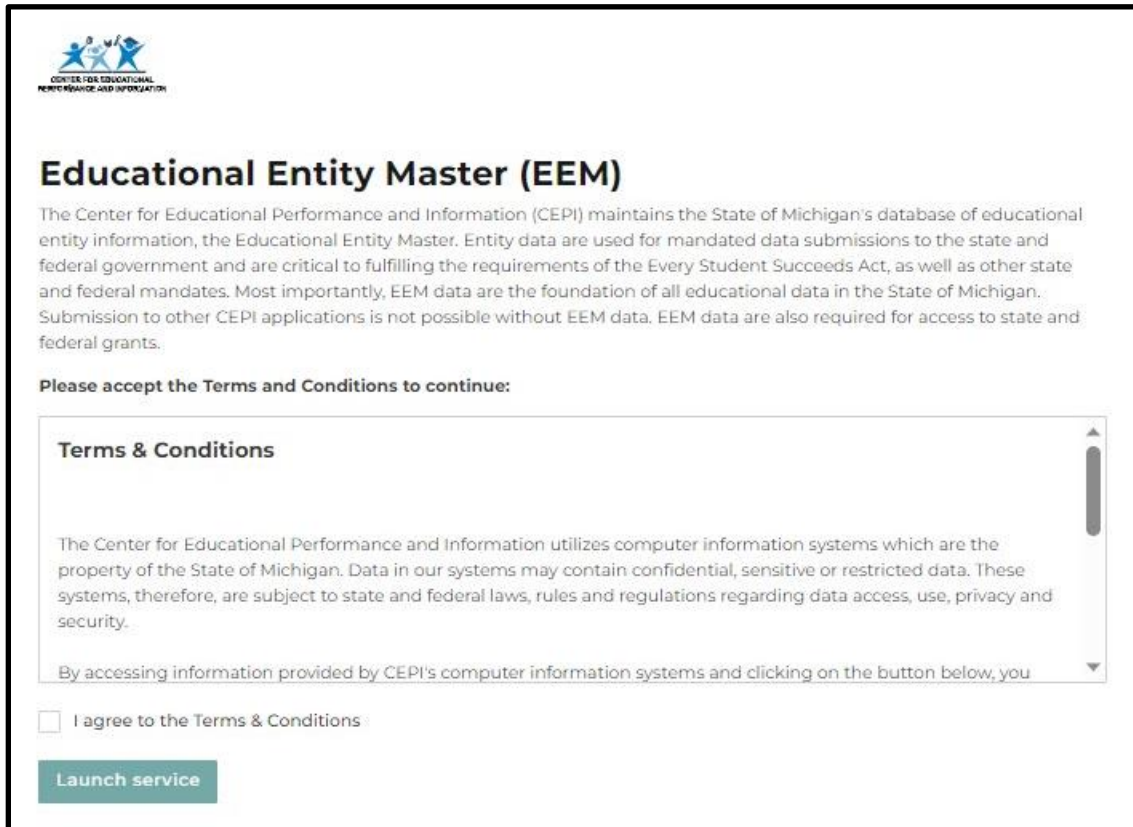
- xii. You will receive confirmation of the change on the Account Settings screen.



Terms and Conditions When Logging Into CEPI Applications

After your access has been approved and you click on the link to an application from your MiLogin for Business home page, you must acknowledge/agree to terms and conditions before you are logged into a CEPI application.

You will see the following screen when you click on a CEPI application. You must acknowledge/agree before you are logged in the application.



The screenshot shows a web interface for the Educational Entity Master (EEM). At the top left is the logo for the Center for Educational Performance and Information (CEPI). The main heading is "Educational Entity Master (EEM)". Below this is a paragraph explaining that CEPI maintains the State of Michigan's database of educational entity information, used for mandated data submissions and critical to fulfilling requirements of the Every Student Succeeds Act. A sub-heading reads "Please accept the Terms and Conditions to continue:". Below this is a scrollable box titled "Terms & Conditions" containing text about the use of computer information systems and data confidentiality. At the bottom of the scrollable box is a line of text: "By accessing information provided by CEPI's computer information systems and clicking on the button below, you". Below the scrollable box is a checkbox labeled "I agree to the Terms & Conditions" and a green "Launch service" button.

Here are the full terms and conditions:

Terms & Conditions

The Center for Educational Performance and Information utilizes computer information systems which are the property of the State of Michigan. Data in our systems may contain confidential, sensitive, or restricted data. These systems, therefore, are subject to state and federal laws, rules and regulations regarding data access, use, privacy, and security.

By accessing information provided by CEPI's computer information systems and clicking on the button below, you acknowledge and agree to abide by all governing privacy and security terms, conditions, policies, and restrictions. Most notable, users must:

- Be authorized to access the system and only for official work-related business.
- Securely maintain any information downloaded, printed, or removed in any format from this system. When no longer needed, this information must be destroyed in an appropriate manner specific to the format type.

- Never share user IDs or passwords. Shared accounts will be deactivated immediately upon discovery.
- Never disclose any confidential, sensitive, or restricted data to unauthorized individuals.
- Give their express consent to the monitoring of their activities in the system. If such monitoring reveals possible evidence of unauthorized or criminal activity, the evidence may be provided to administrative or law enforcement officials for disciplinary action and/or prosecution.

Further Questions

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