Center for Educational Performance and Information

MiLogin User Guide

Last Updated: August 2025

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Phone: 517-335-0505 x3

Contents

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 access to you 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 to CEPI. Security forms are found on the CEPI Application Security Forms web page.

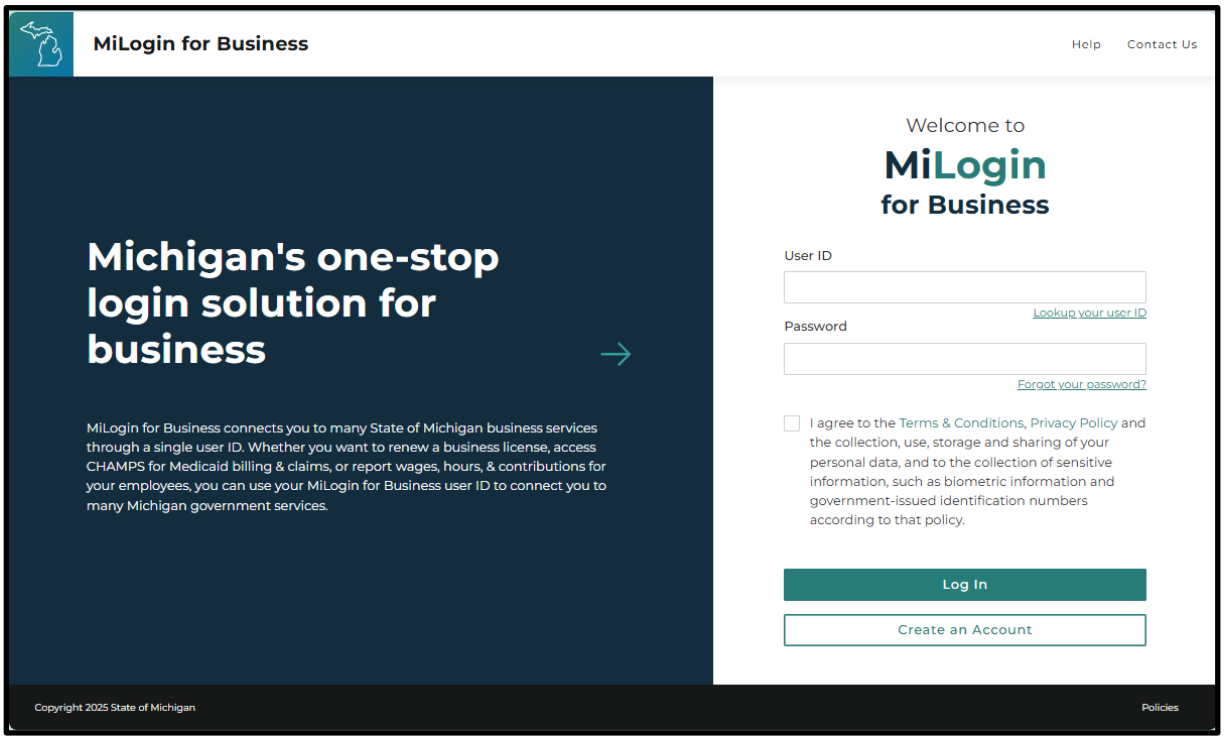
MiLogin for Business is also used by educators who need secure access to MI School Data, the State of Michigan's official public portal for education data. Educators wanting access should contact their ISD Contact or College/University Keyholder for assistance. Please see the MI School Data Help page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

Account Creation

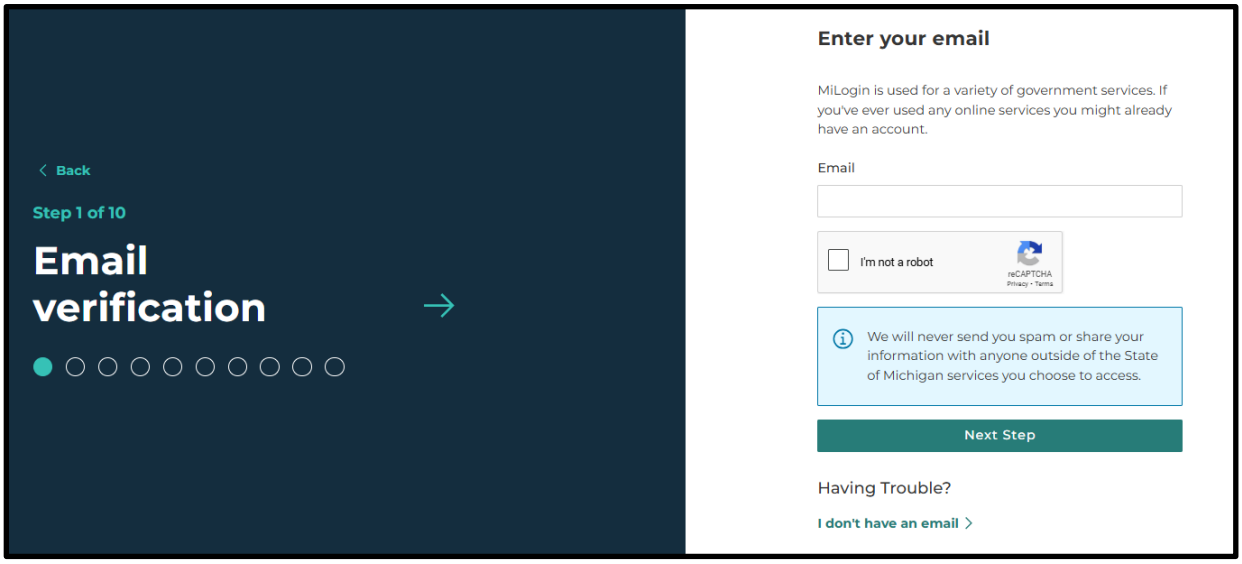
Please do not create another MiLogin for Business account if you already have one. No user should need multiple MiLogin for Business accounts. CEPI is not able to remove duplicate accounts for users.

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

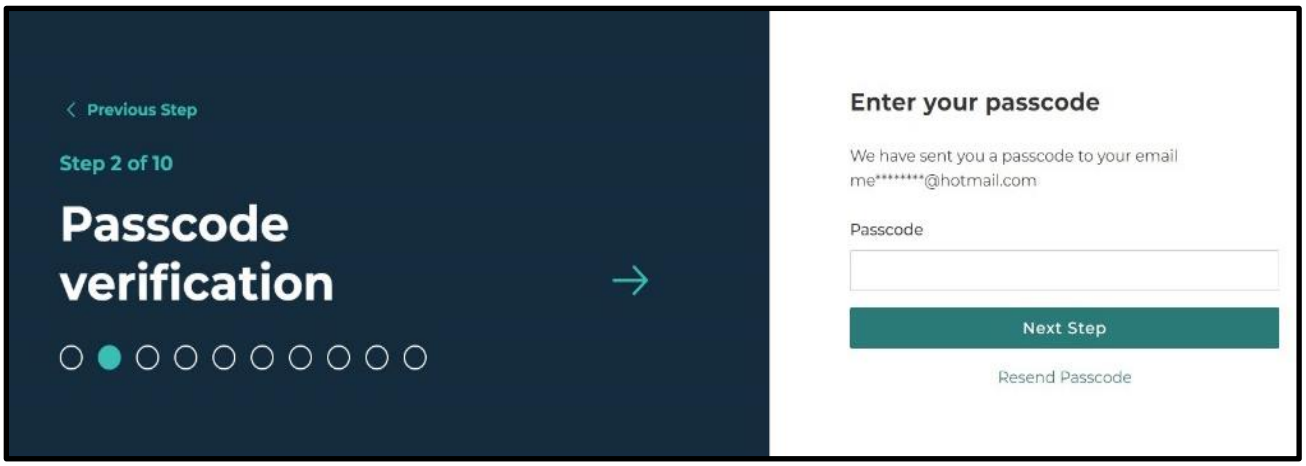
There are several steps to creating a new MiLogin for Business account. The MiLogin system will walk you through the process. Go to the State of Michigan MiLogin for Business page and follow the instructions below.



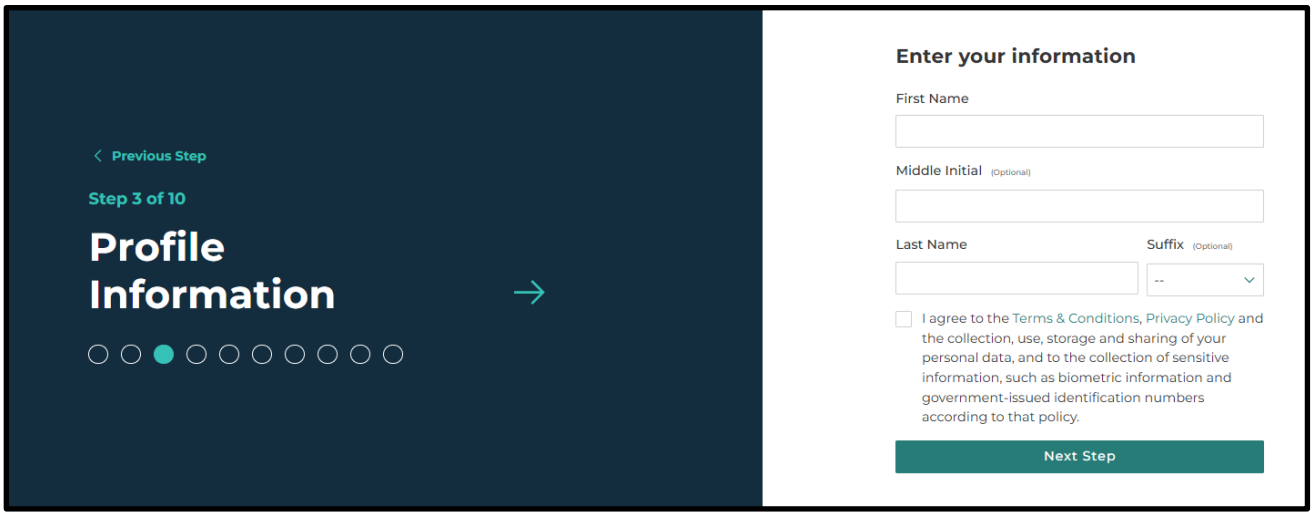
Step 1 of 10: Go to the MiLogin for Business login page and choose **Create an Account**, if you do not already have a MiLogin for Business account. Enter your email address and complete the reCAPTCHA. Click **Next Step**.



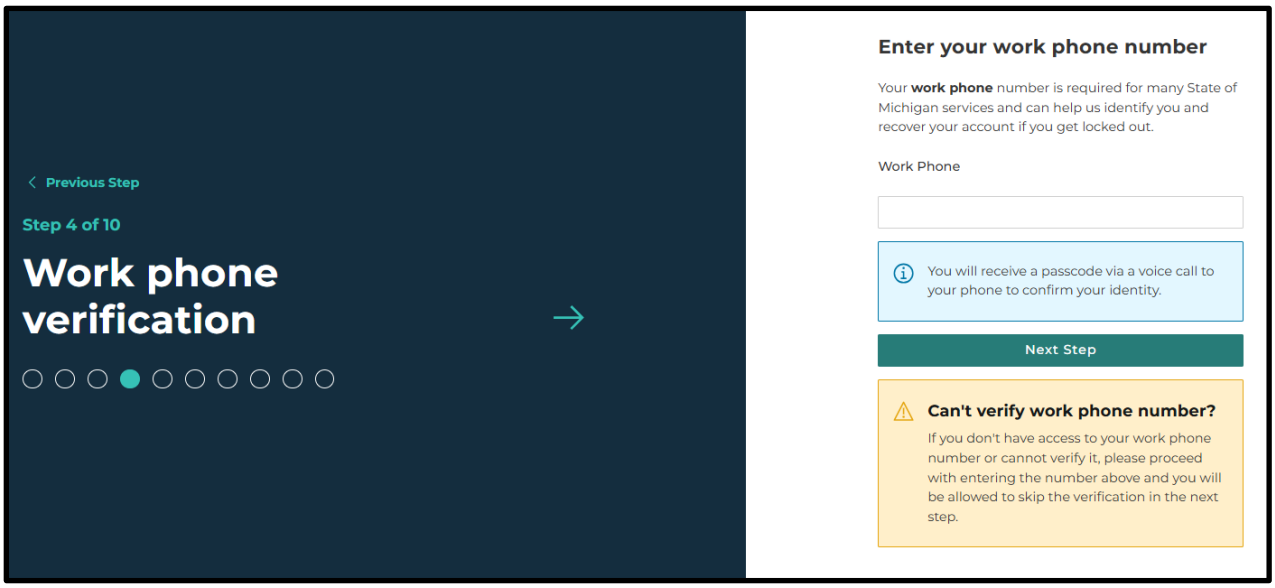
Step 2 of 10: Enter the passcode sent to the email address used in Step 1. Click **Next Step**.



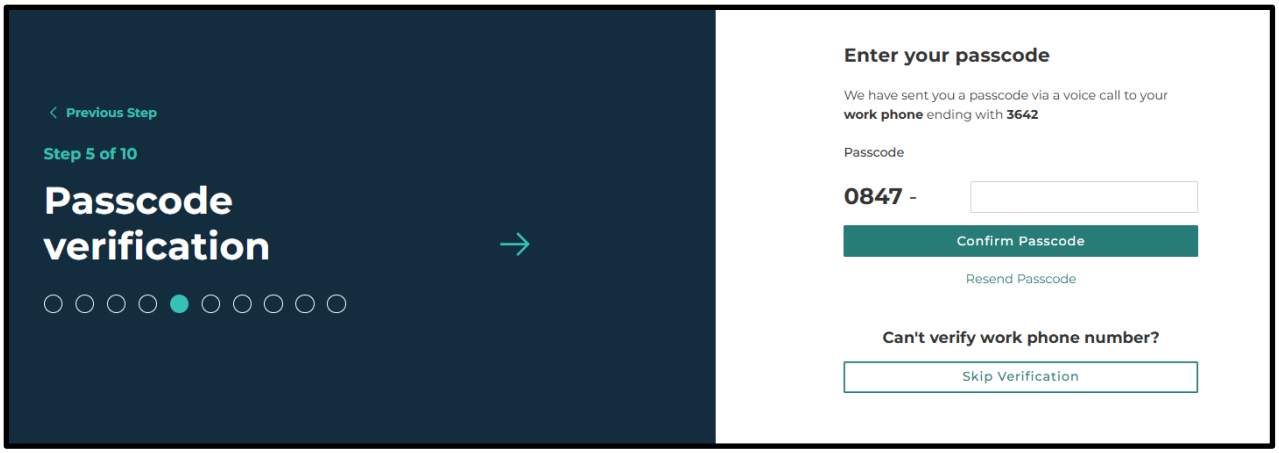
Step 3 of 10: Enter your information (first and last name are required). Review and agree to the Terms and Conditions. Click **Next Step**.



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

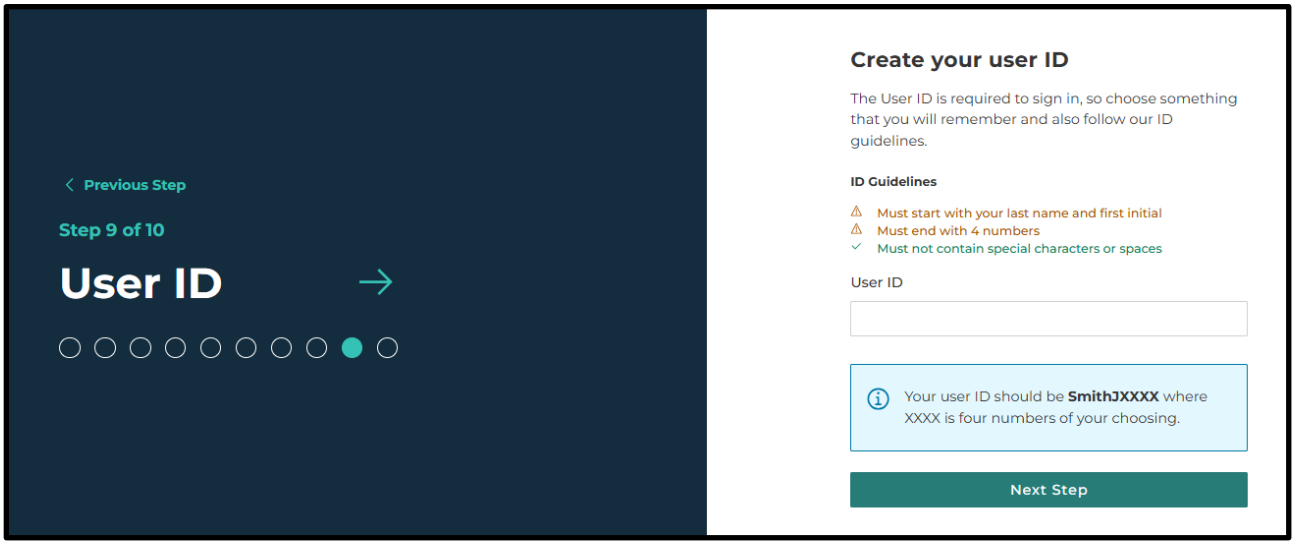


Step 6 of 10: Enter your mobile phone number. Click **Next Step**. If you are unable to verify your mobile phone number, click **Skip this for now**.

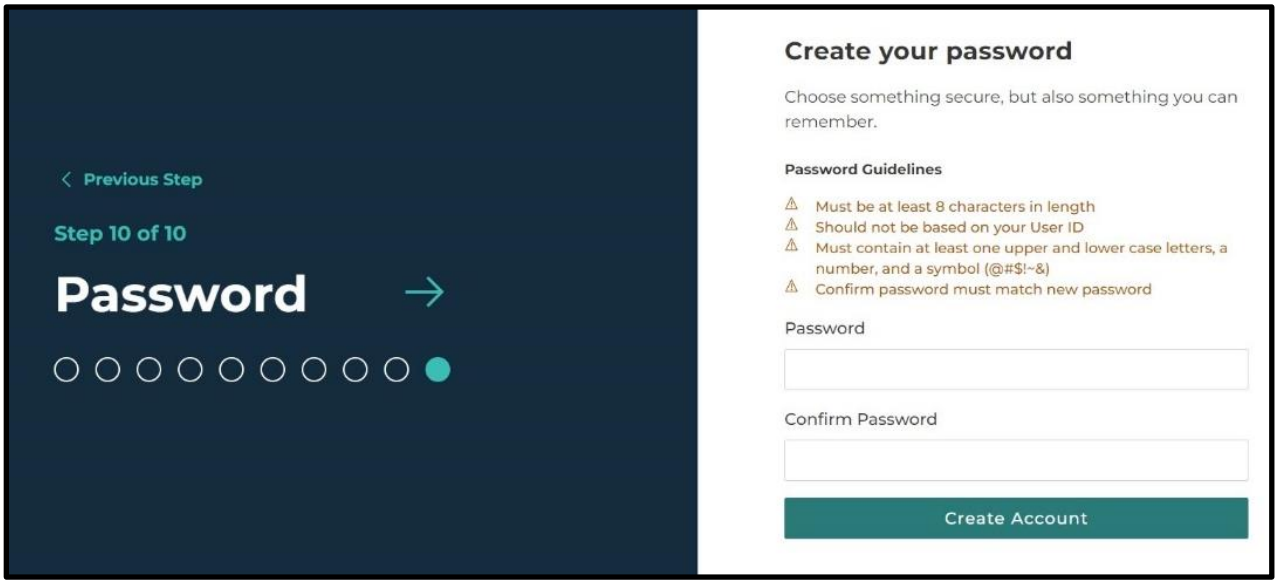
Step 7 of 10: Select the verification method to verify your mobile phone number.

Step 8 of 10: Enter the passcode sent to the mobile phone number used in Step 6. Click **Confirm Passcode**.

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

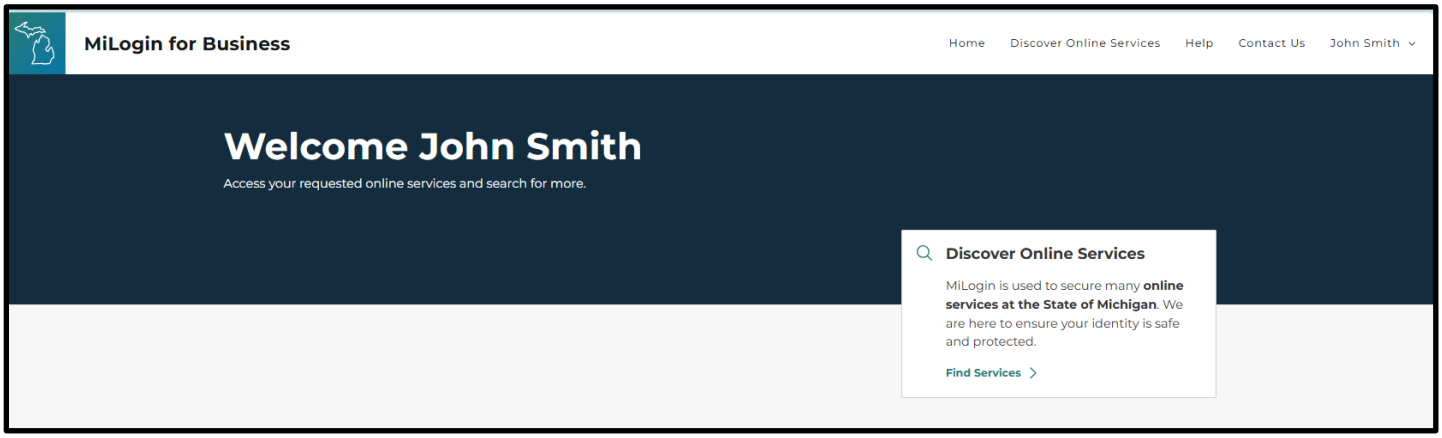


Step 10 of 10: Create your password. Review the guidelines on the screen when choosing your password. Click **Create Account**.



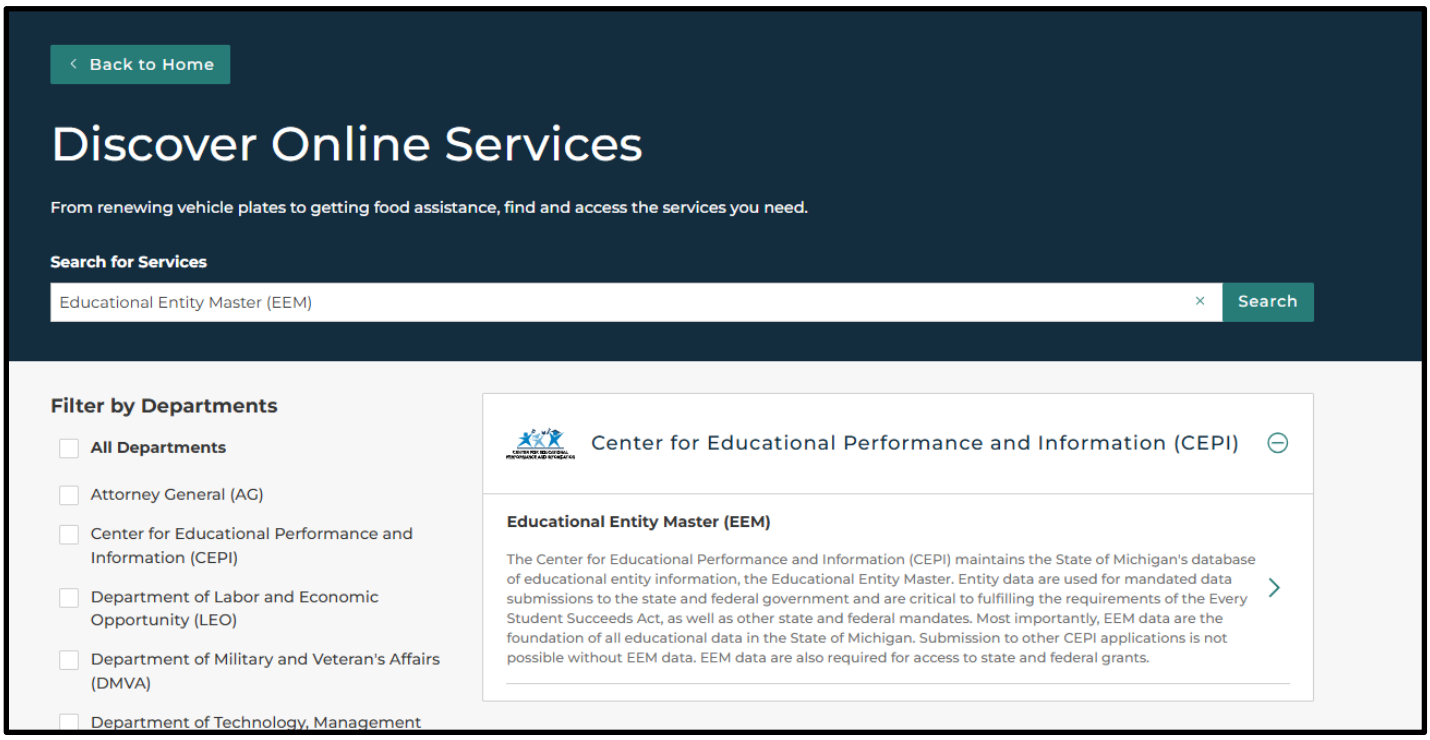
Subscribing to an Application

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.

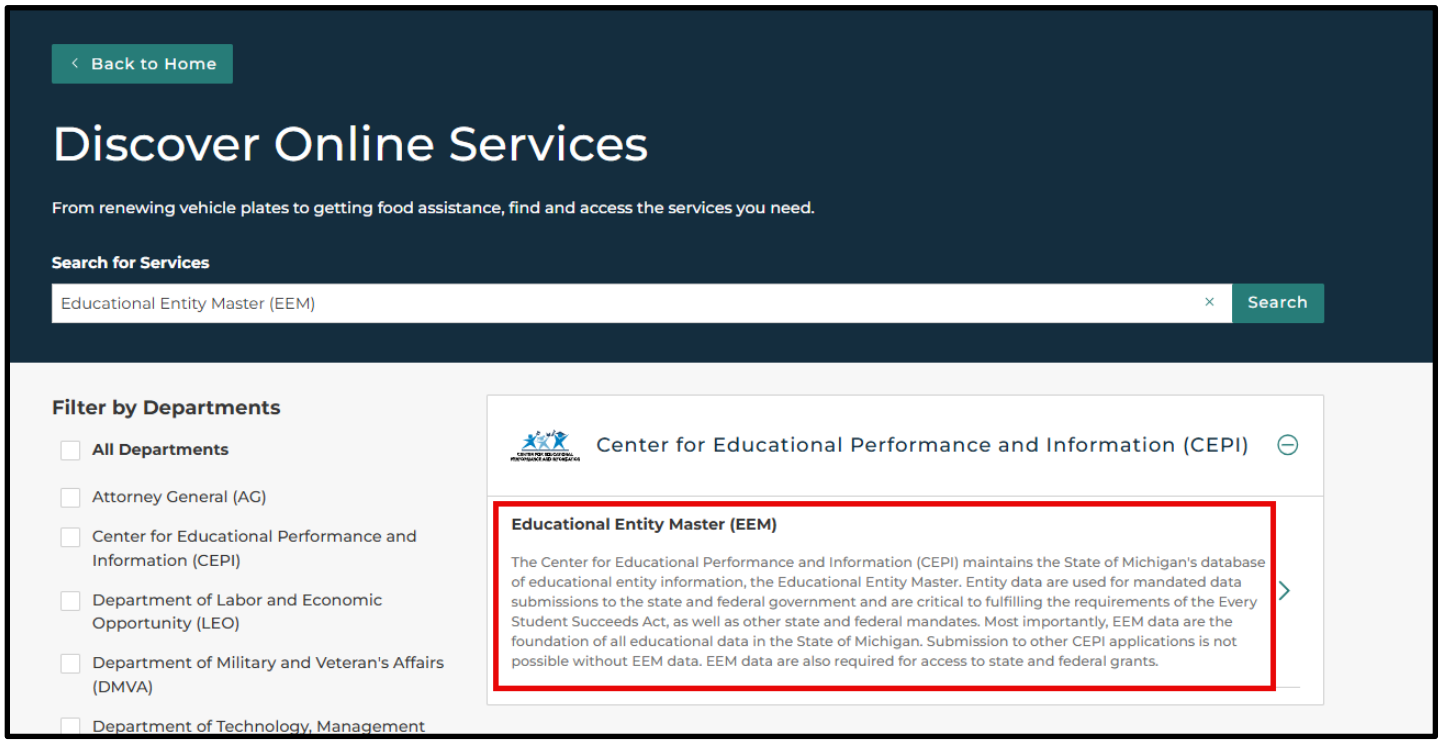


1. Click the **Find Services** link. You will be taken to the **Discover Online Services** screen. (This is an example for requesting access to EEM)

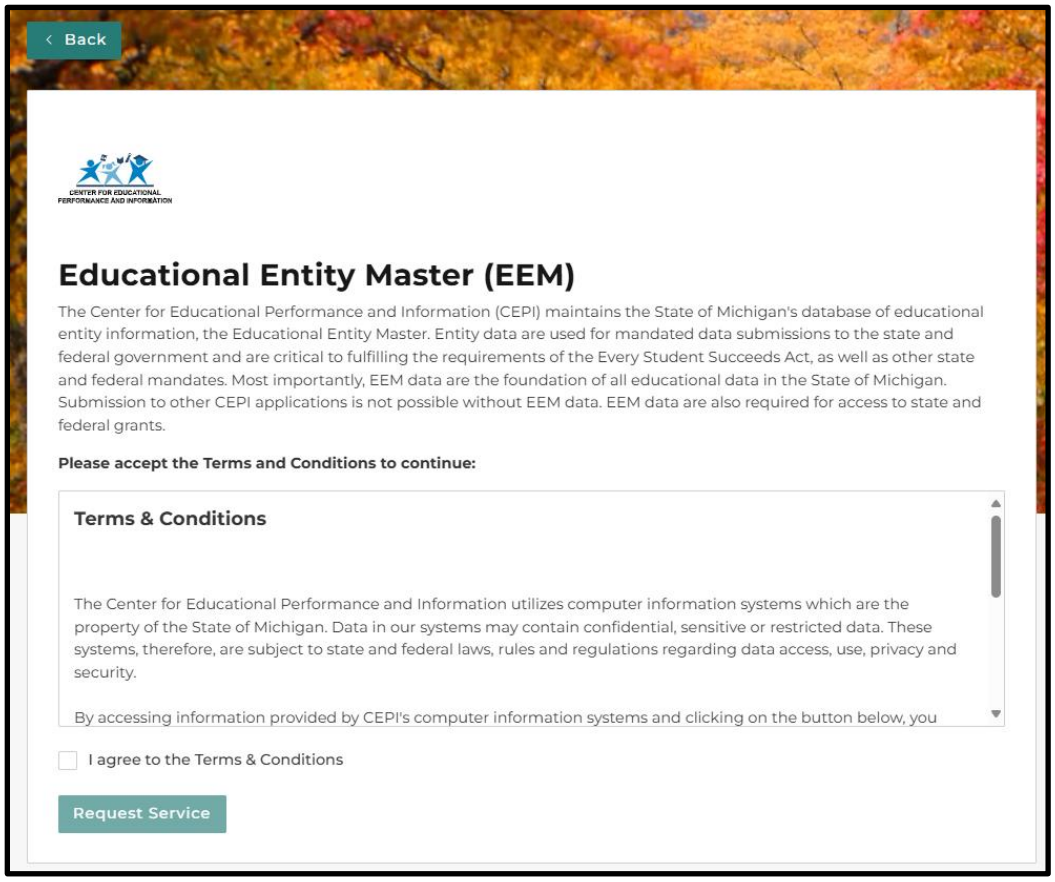
    - Step 1a: Search for an application manually by keyword or select an agency (CEPI) to view available applications.
    - Step 1b: Choose the application to subscribe to by clicking the application description.
    - Step 1c: Review and agree to the Terms and Conditions. Click the **Request Service**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



Step 1a



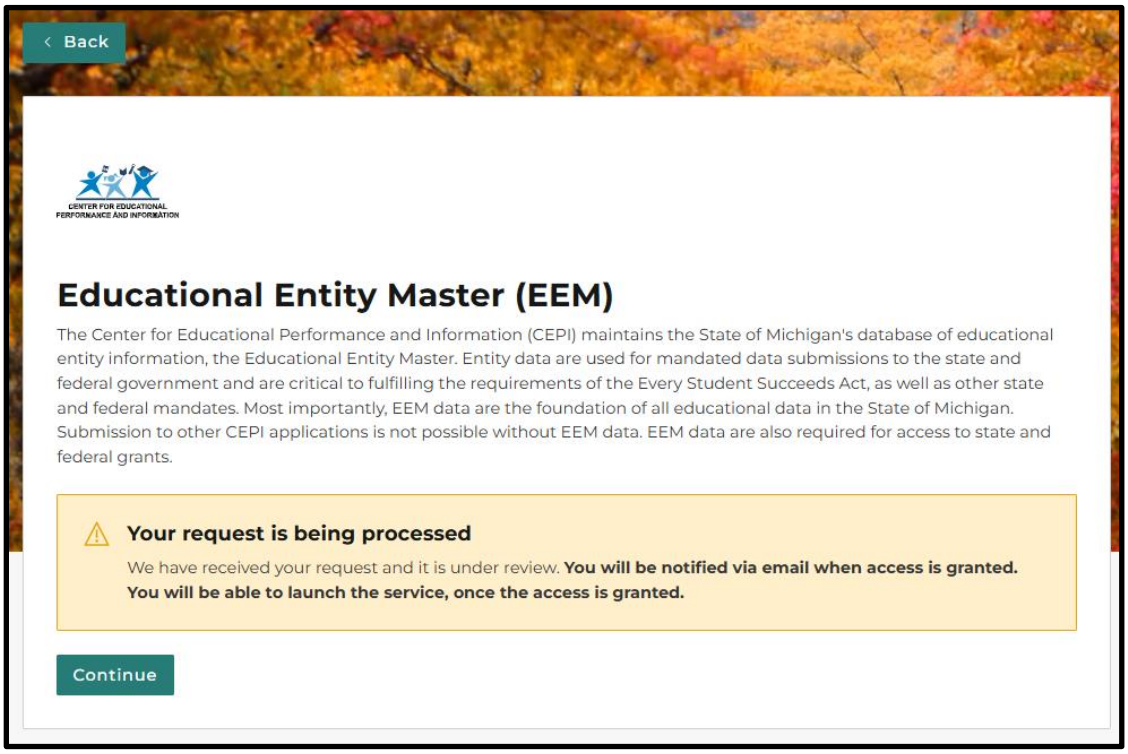
Step 1b



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.



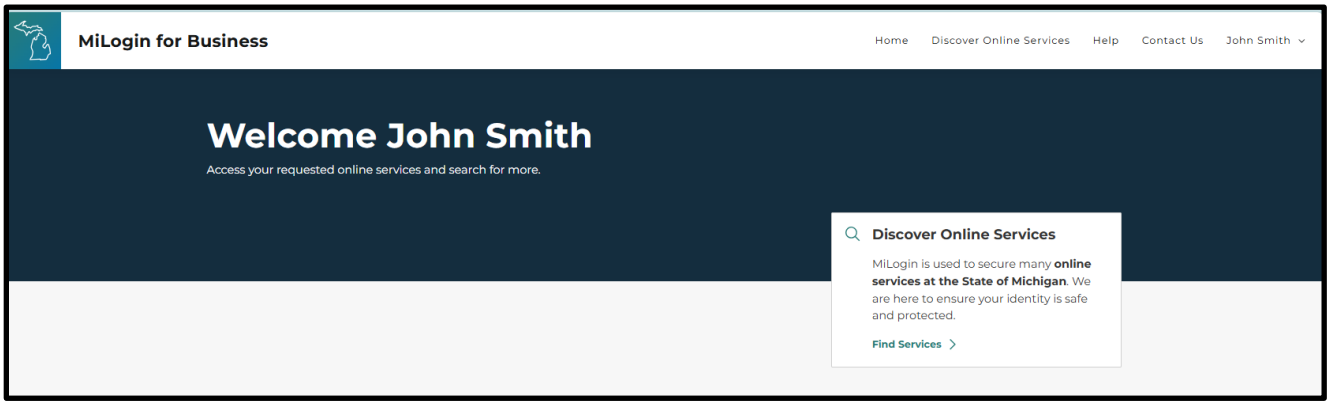
Notes:

- 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 to CEPI. Security forms are found on the CEPI Application Security Forms web page.
- 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.

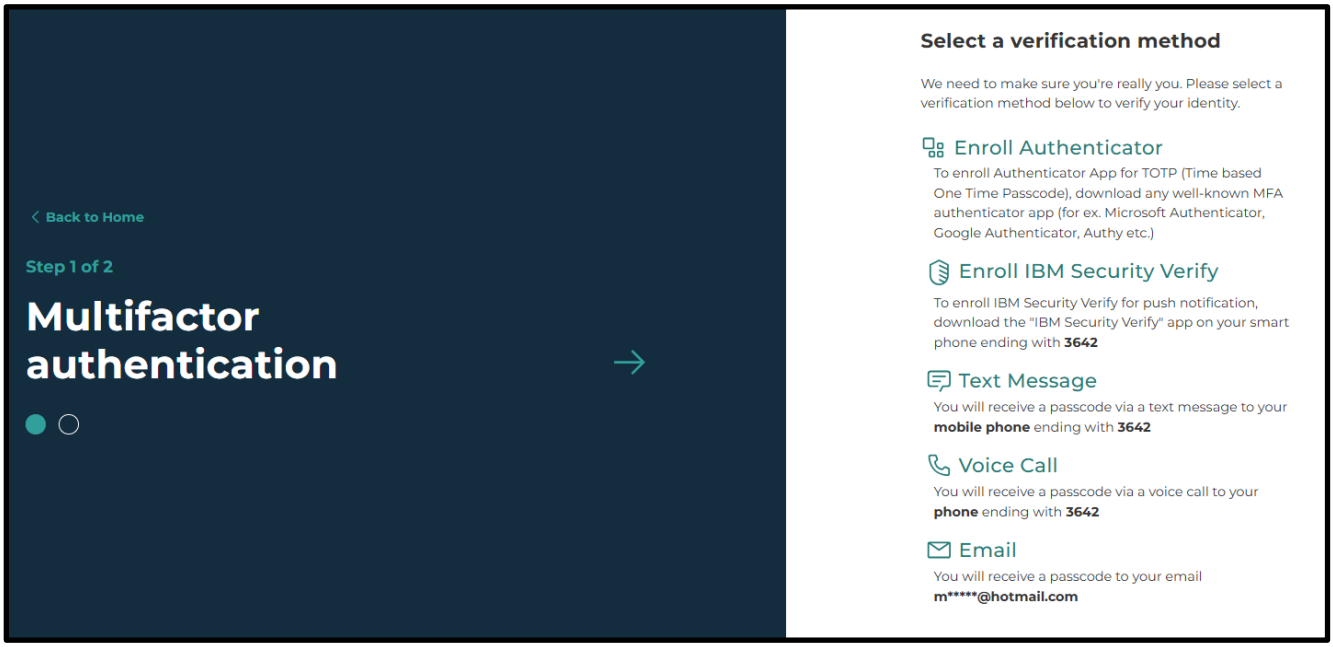
Updating Your Account Settings

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.

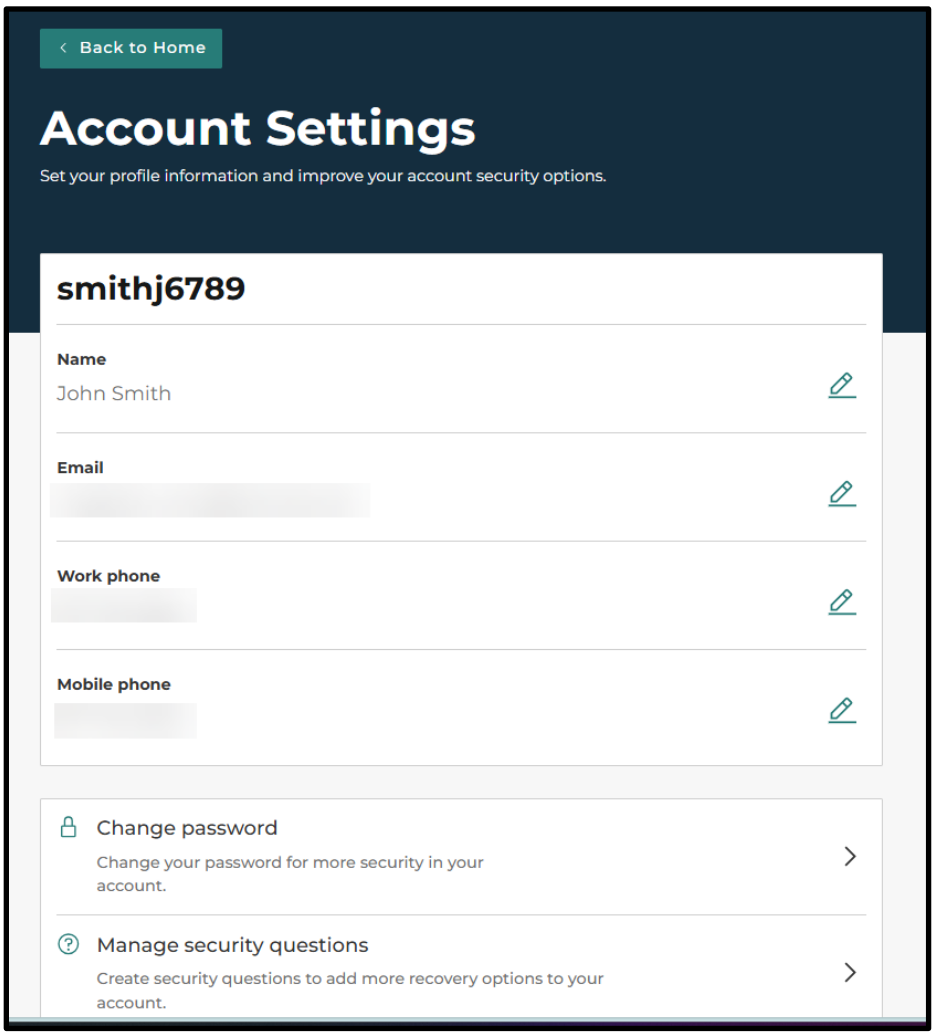


2. You will be prompted to choose a verification method. Choose the best method for you.



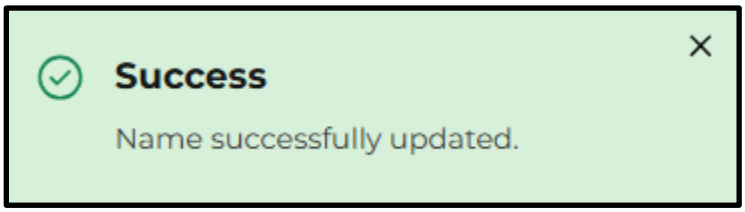
3. Enter the passcode sent to you via the verification method you selected in the previous steps.

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, etc.



Profile Information – Updating Your Name

1. You may update your name by selecting the pencil icon to the right of your name. After making the necessary changes, click **Submit**.
    a. You will receive confirmation of the change on the Account Settings screen.

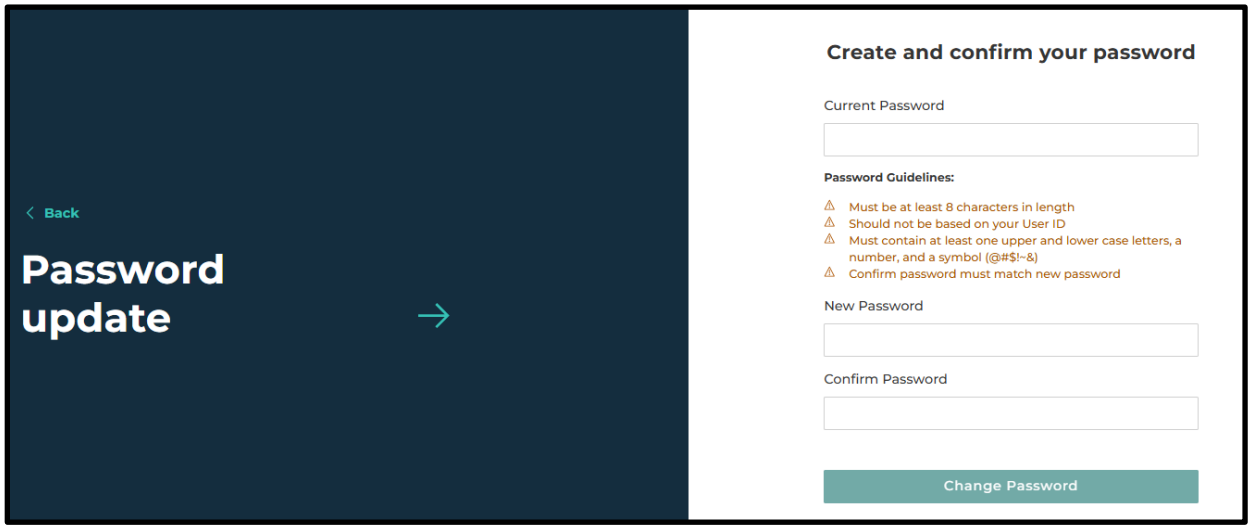


2. **Please note that updates to your name will not be reflected for CEPI until you log into a CEPI application.**

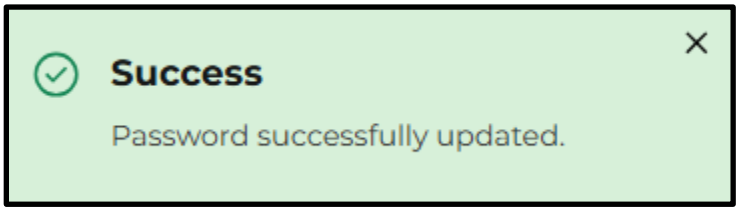
Profile Information – Updating Your Email, Work Phone or Mobile Phone.

1. You may update your email, work phone or mobile phone by selecting the pencil icon to the right of each item.
2. 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).
3. Please note that updates to your email, work phone or mobile phone will not be reflected for CEPI until you log into each CEPI application.

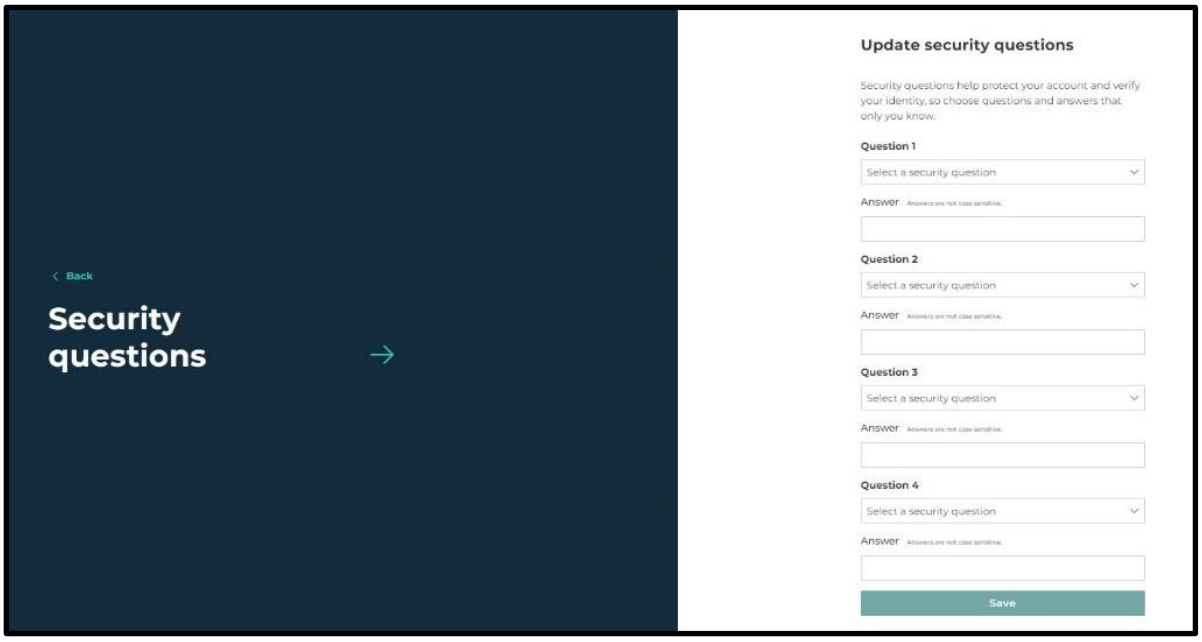
Account Settings – Change Password.



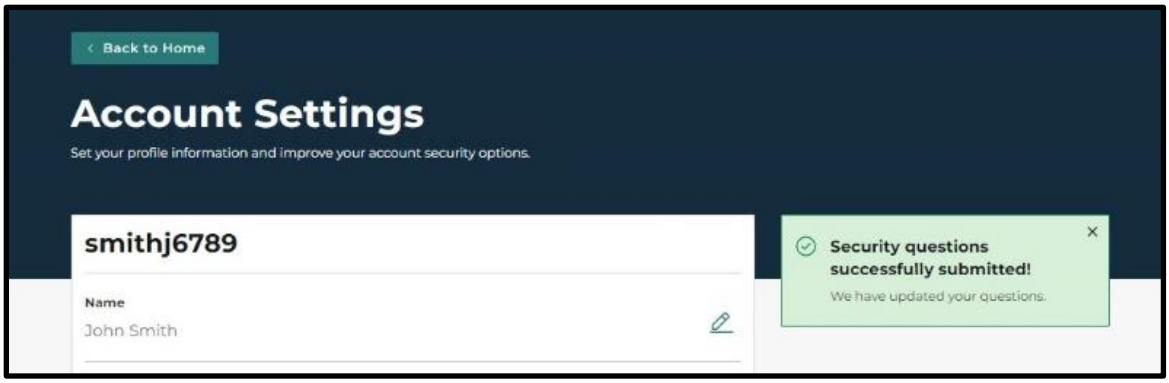
1. You may update your password from the Account Settings screen. Review the guidelines on the screen when choosing your password. Choose **Change Password**.
2. You will receive confirmation of the change on the Account Settings screen.



Account Settings – Manage Security Questions.

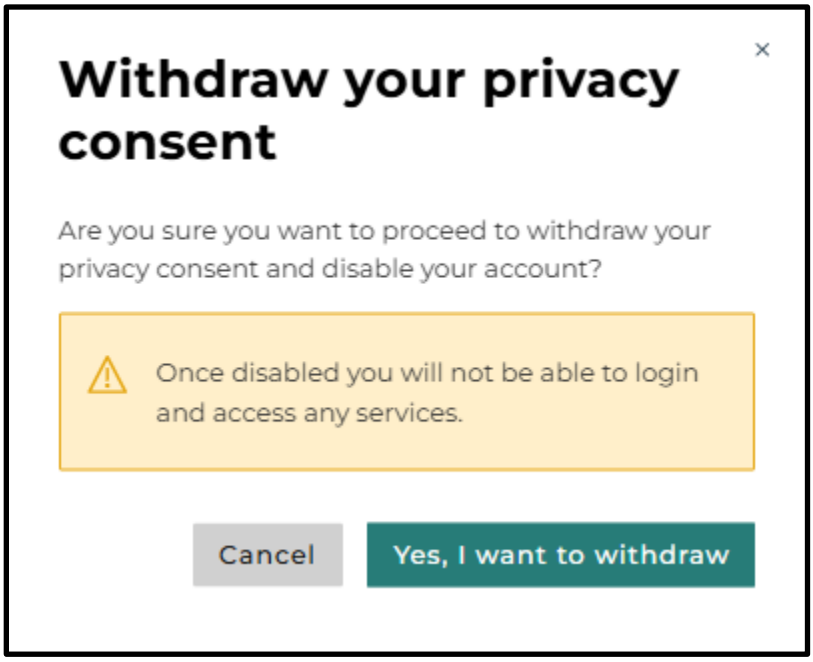


1. You may manage your security questions from the Account Settings screen. Choose **Manage security questions**.
2. Select a security question and provide an answer to each question. Choose **Save**.
3. You will receive confirmation of the change on the Account Settings screen.



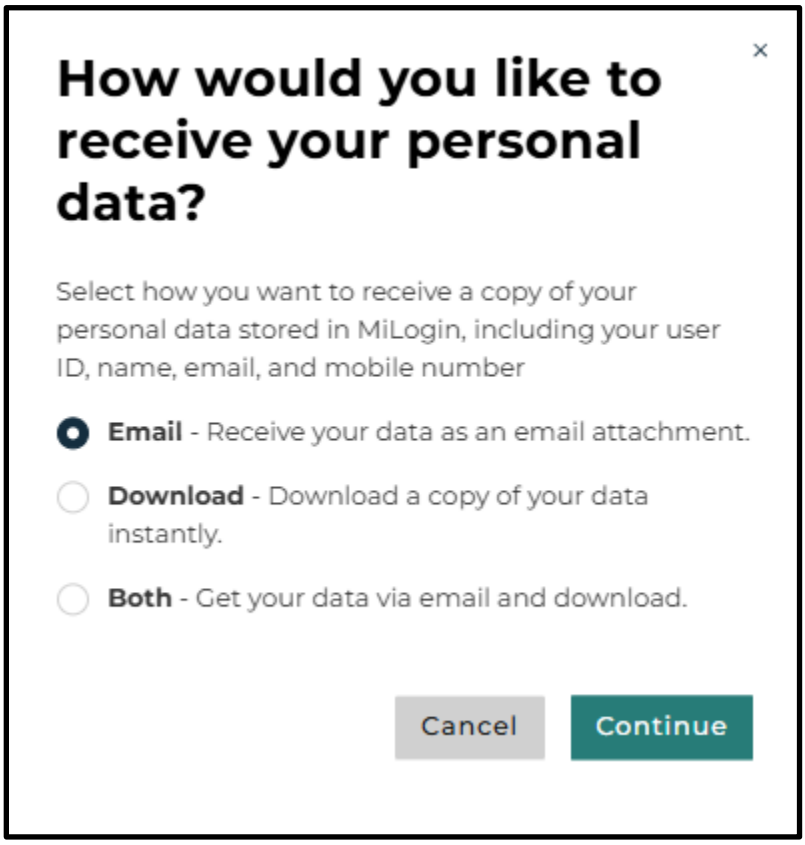
Account Settings – Withdraw Privacy Consent.

1. Users can withdraw their consent to share personal data with MiLogin. Choosing so with temporarily disable your account.



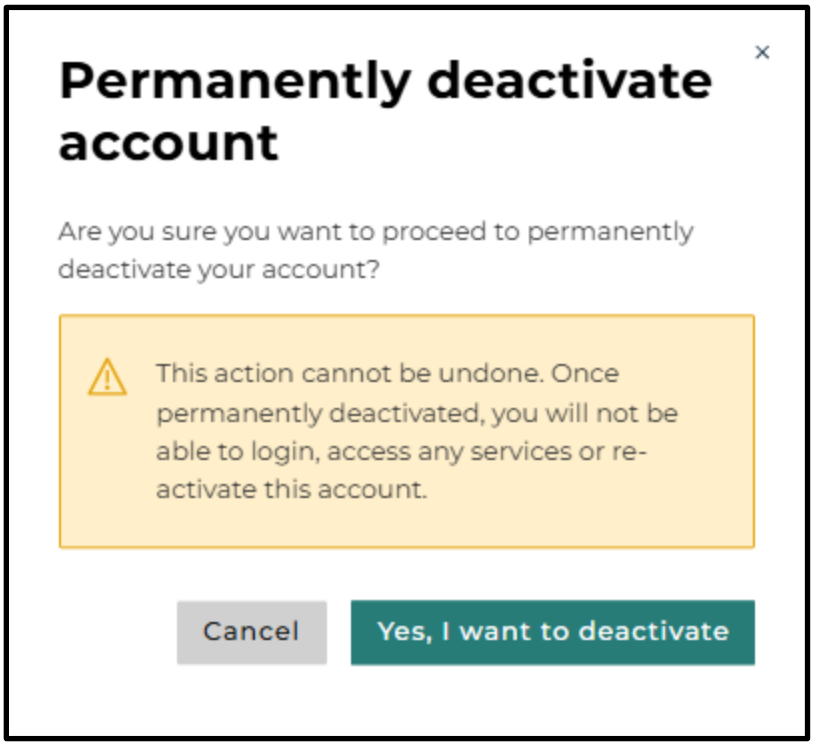
Account Settings – Receive Your Personal Data.

1. Users can obtain a copy of their personal data stored in MiLogin, like user ID, name, email and mobile number.



Account Settings – Deactivate Account.

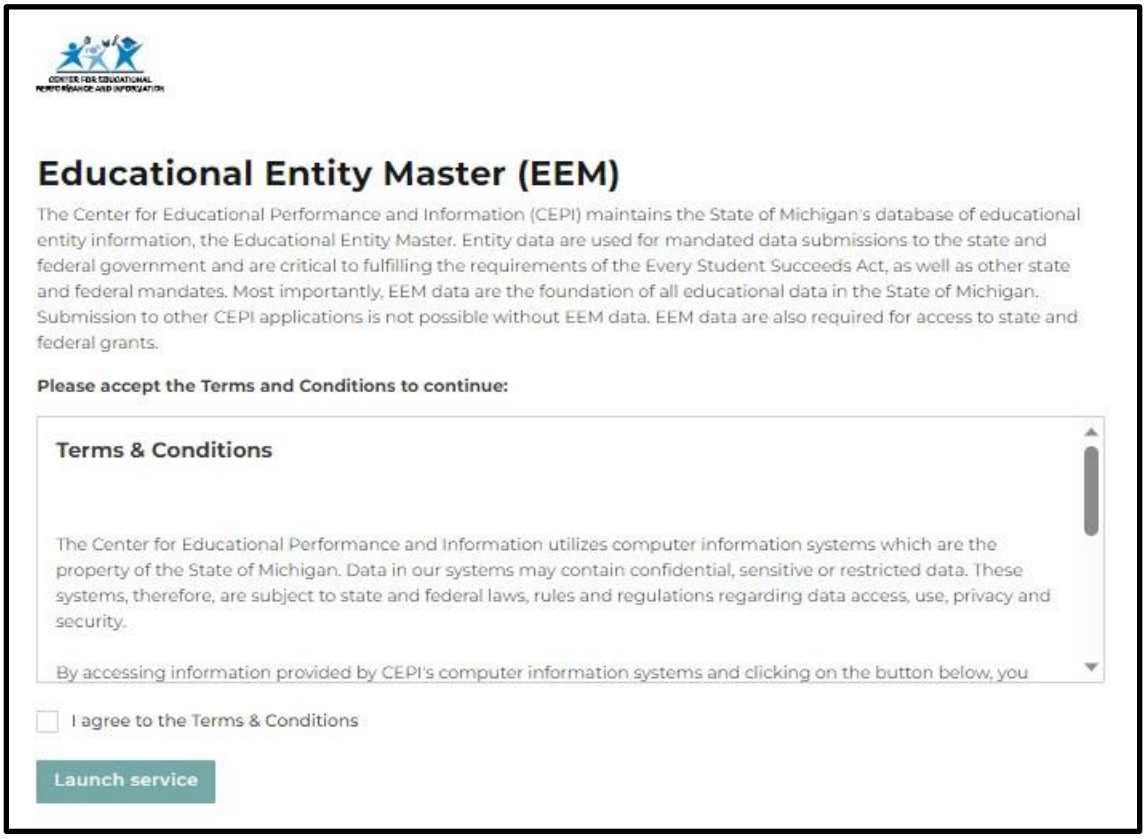
1. Users can deactivate their account permanently. If you deactivate your account, you will not be able to restore it.



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 into the application.



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.