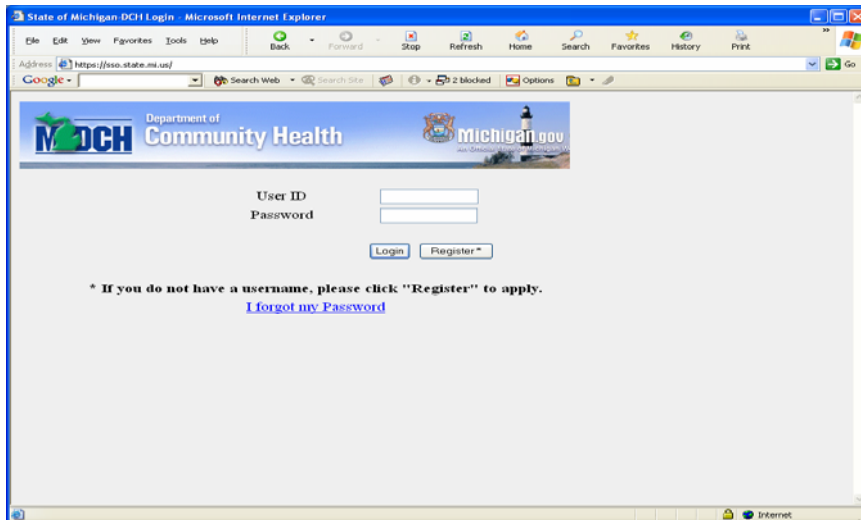# Registration to Single Sign-On (SSO)
&
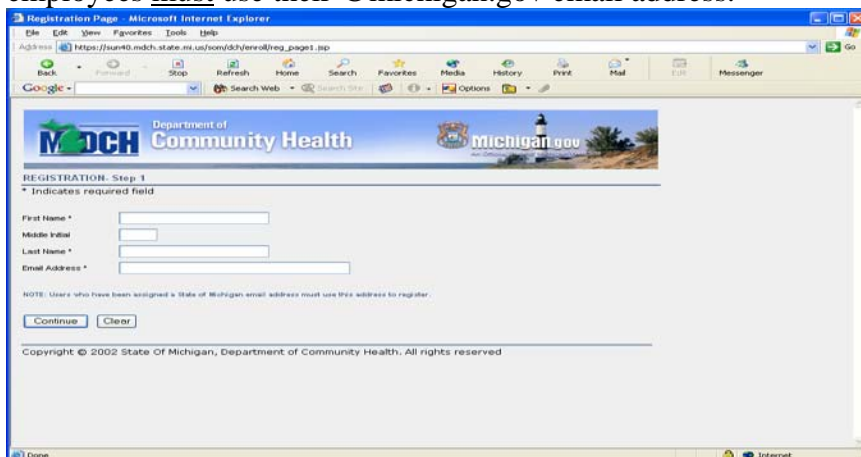# Subscription to Health Facilities Engineering Section (HFES)

You must register for a Single Sign-On (SSO) ID and be approved as a submitter on the Health Facilities Engineering Section (HFES) system in order to submit online Applications for Plan Reviews and Plan Review Fees (Note: no credit card payments are being accepted at this time). Please follow the instructions below to register in the Single Sign-On (SSO) system.

Production System   https://sso.state.mi.us

Open your web browser and go to https://sso.state.mi.us
Select the Register* button from the State of Michigan Portal Page. Users must register for a SSO userID before they can subscribe to applications.
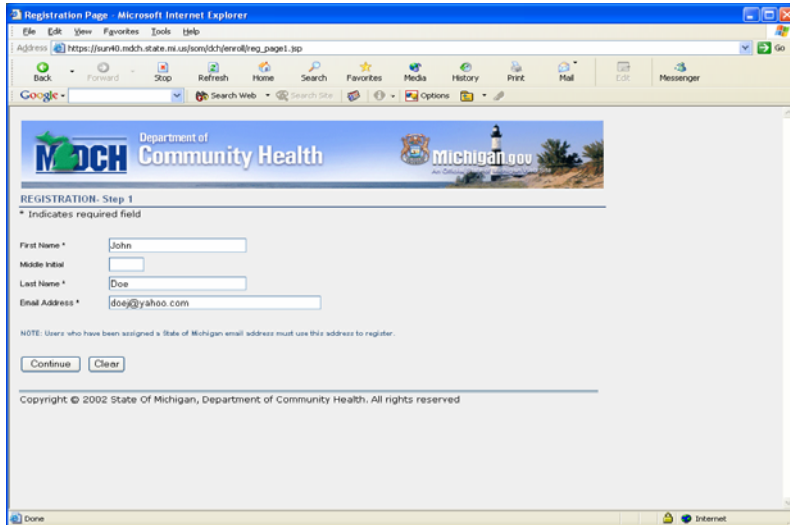

Complete the requested information (some items are required *) and click on the Continue button. The Single Sign-On (SSO) system determines if the user is a State of Michigan (SOM) employee or an external (Internet) user by the email address used for registration. SOM employees must use their @michigan.gov email address.
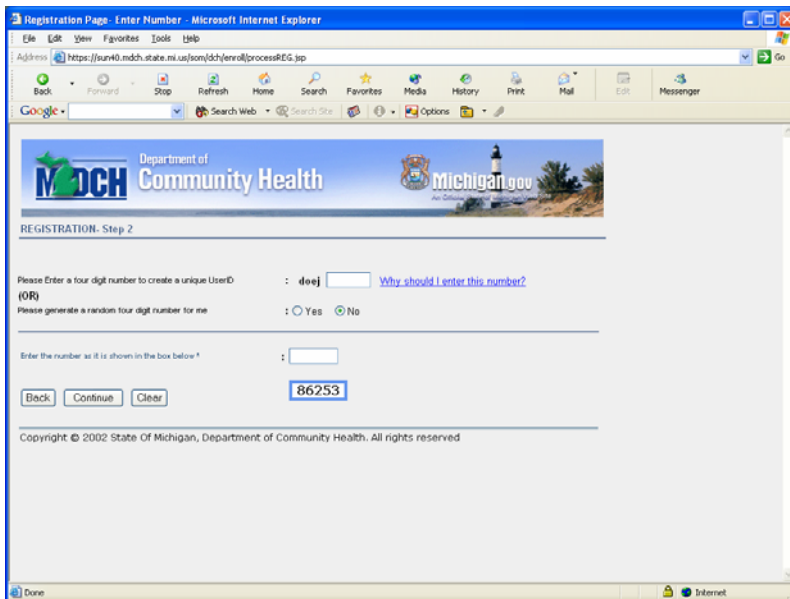
Non State of Michigan employees must create a unique userID. The system will use the user's last name, the first initial of their first name, and the four-digit number they entered, or a four-digit number the system creates for them. IE…doej1234

State of Michigan employees will not see this screen. SOM employees will use the userID already assigned to them for access to the SOM network and email system.
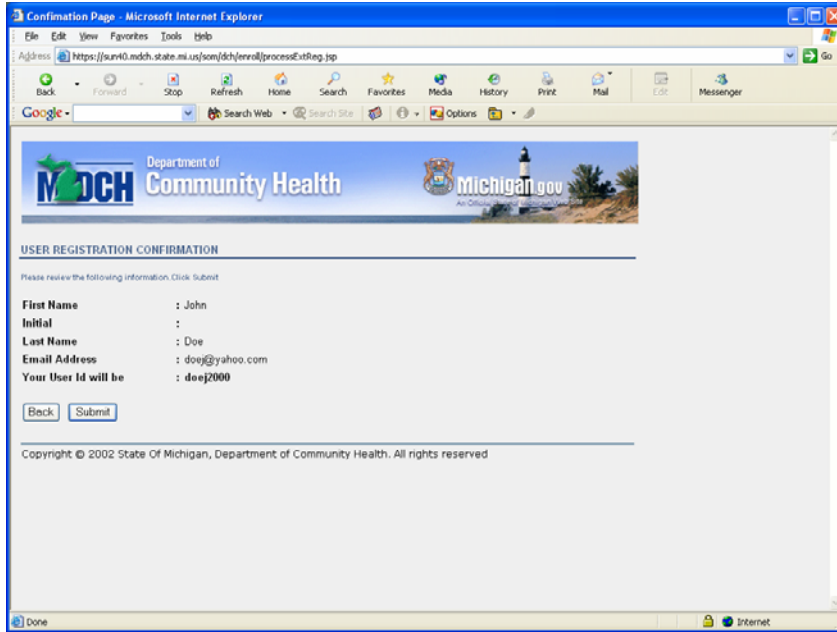
Internet users are required to create a unique userID. They can add a four-digit number to their userID or the system can create one for them. The number presented in the blue outlined box on the bottom of the form is to protect our system from being flooded with userID requests.
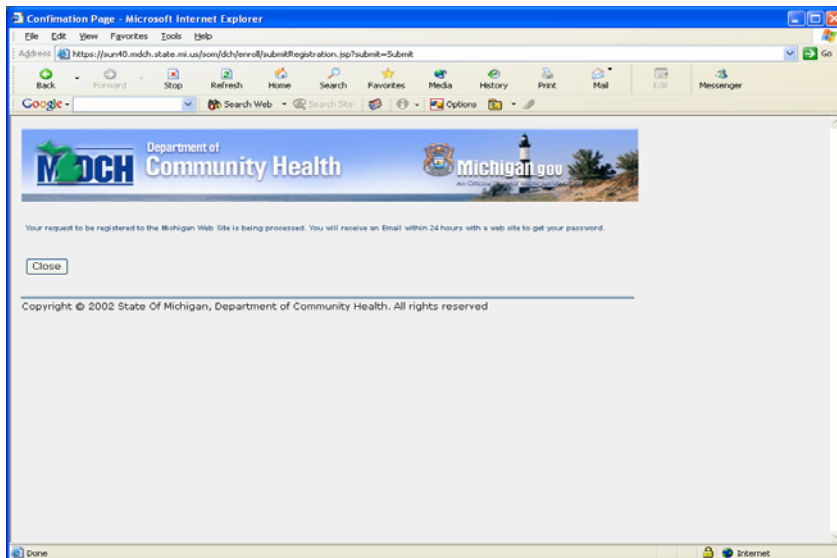
Users must type this number in the white box directly above. When completed, users should click on the Continue button.

The user is then presented with a confirmation page. The data entered by the new user is displayed for review before the data is submitted to the SSO system. If corrections are needed the user can select the Back button. If the information is correct, the user selects the Submit Button.
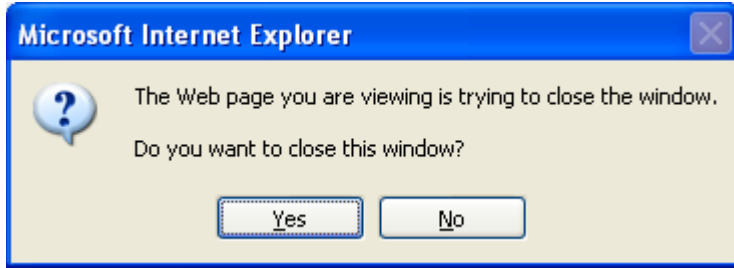

The user will be presented with a page stating that the system has accepted their registration data. Users are notified that their account has been created and presented with their temporary password via email. The length of time an email notification will be received is based on multiple factors. The single sign system will create and send the email notification within minutes. Time lapse between sending and received and email can be effected by Internet traffic, the individual settings of various ISP email systems, and users personal settings on these various email systems.
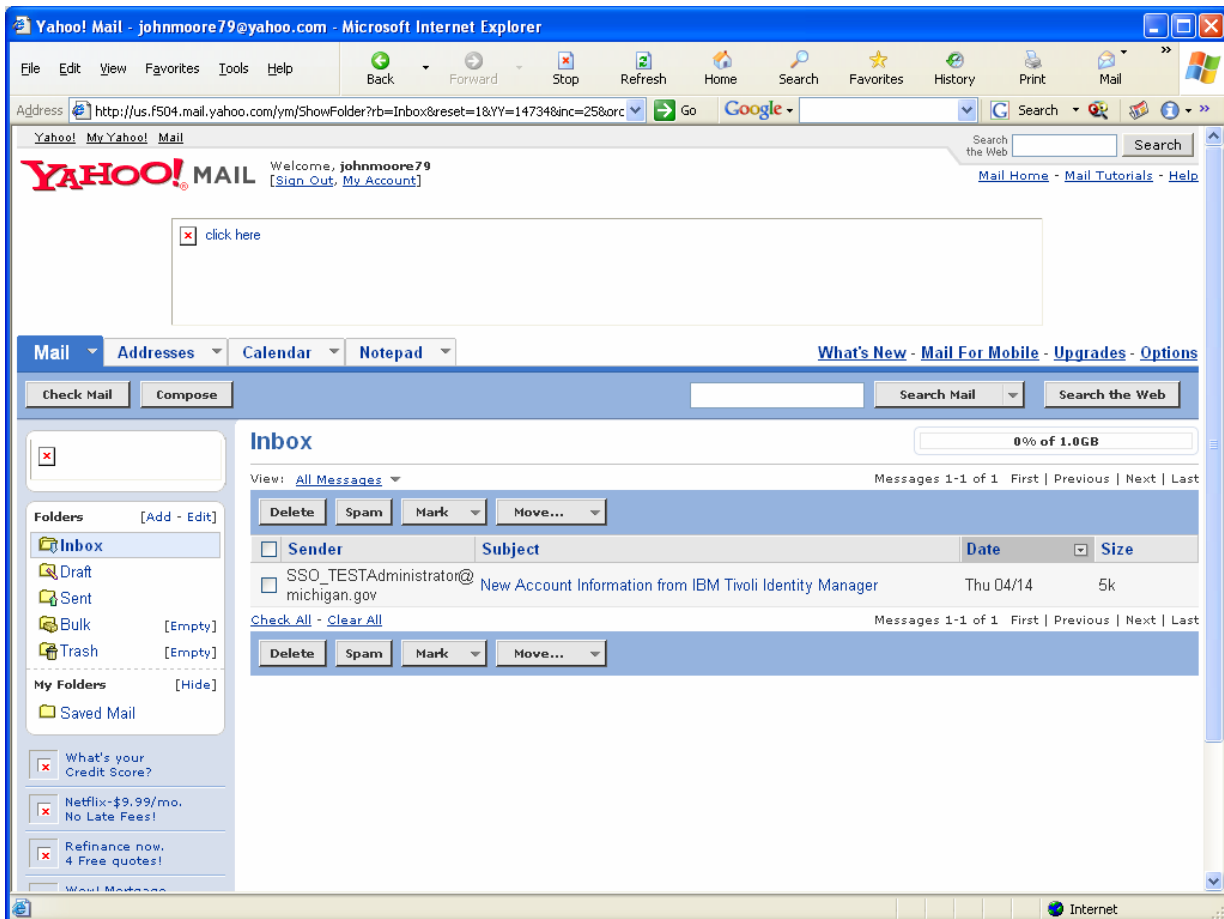

The user clicks on the Close button and the registration is completed.

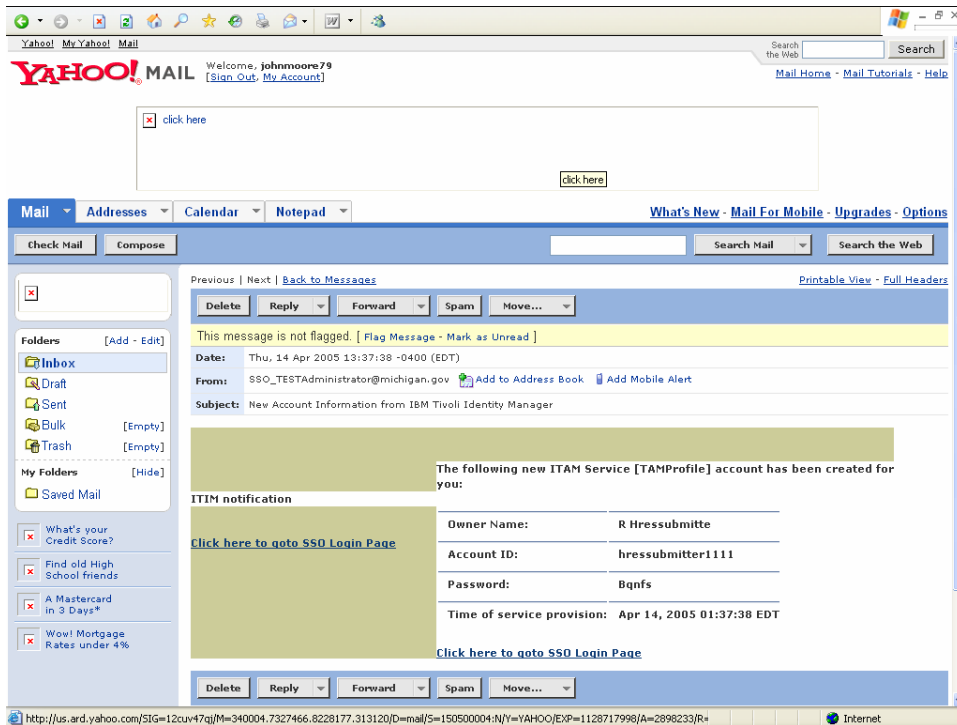A dialog box will ask if they wish to close this window?

Users can click on yes and the web browser will close. We require that users close their internet explorer for security reason.
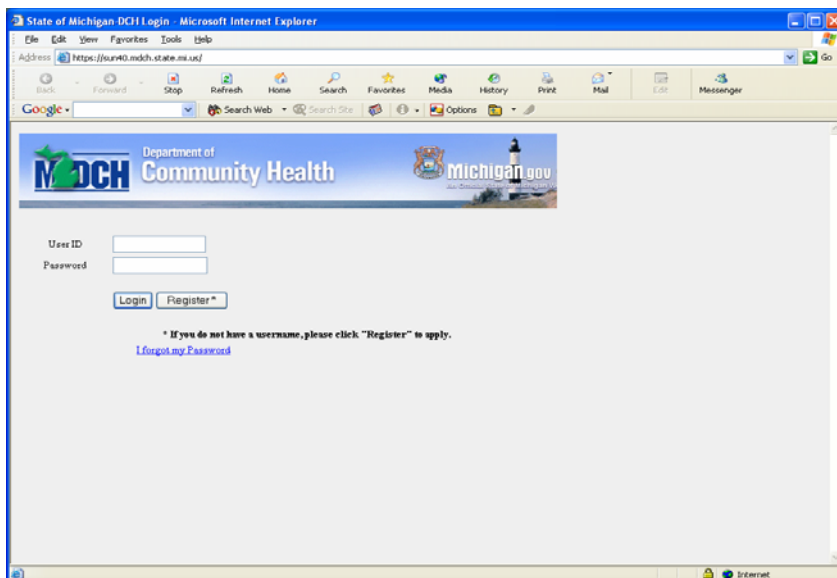
The new user will receive an email with a "clickable" link they can use to configure their new account (only if the email system supports HTML). This email is sent to the email address the user listed when they registered.
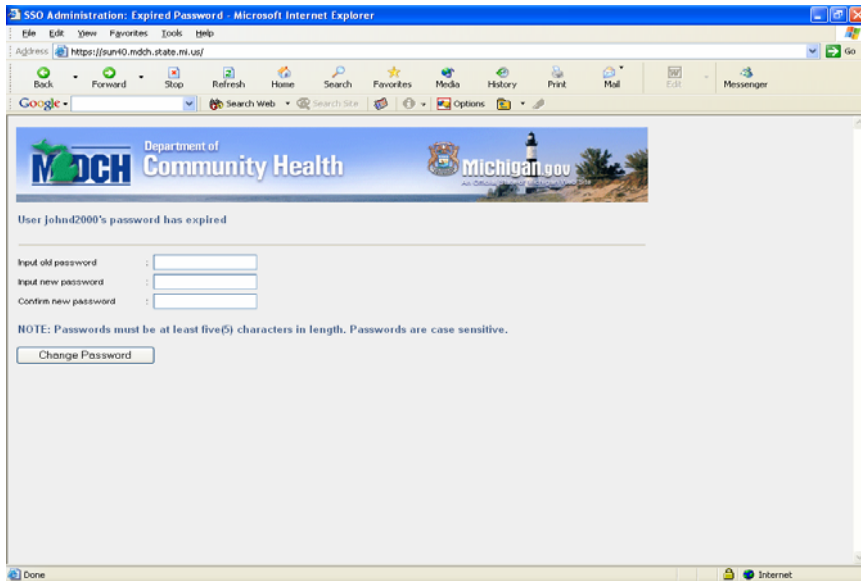
All user accounts are created with a temporary password that can only be used once. Users should highlight their password, right click on the highlighted password, and select copy from the menu. Users can then click on the Click here to go to SSO Login Page link. If the users email system does not support HTML pages they will have to open their browser and go to our web page. (https://sso.state.mi.us)   From this page, users can then change their password and configure their challenge / response answers.

Once a user has "clicked" on the link in their email, they will be taken to the Login page. Users can enter their userID and "paste" their password. Once users click on the Login button they will be informed that their password has expired.
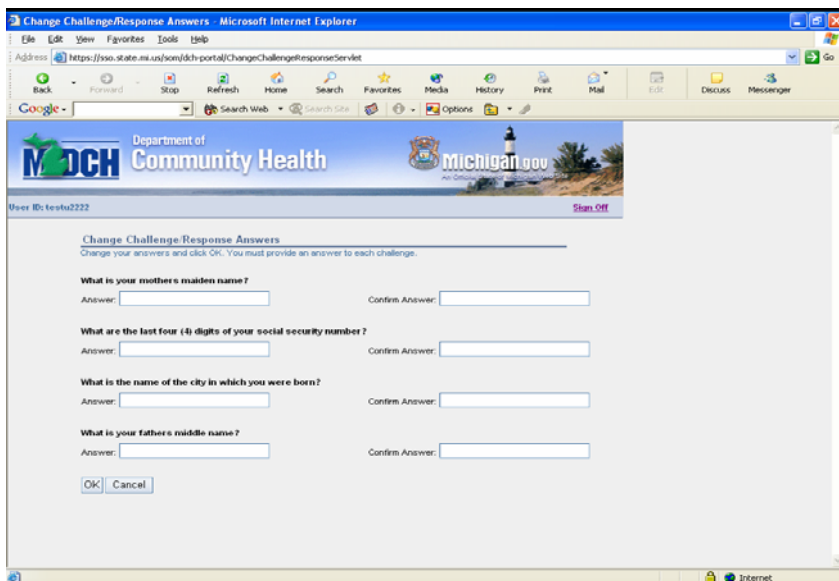
Users are required to change their password. "Paste" the temporary password from the email into the Input old password text box. Enter your new password twice. Users can then click on the Change Password button.
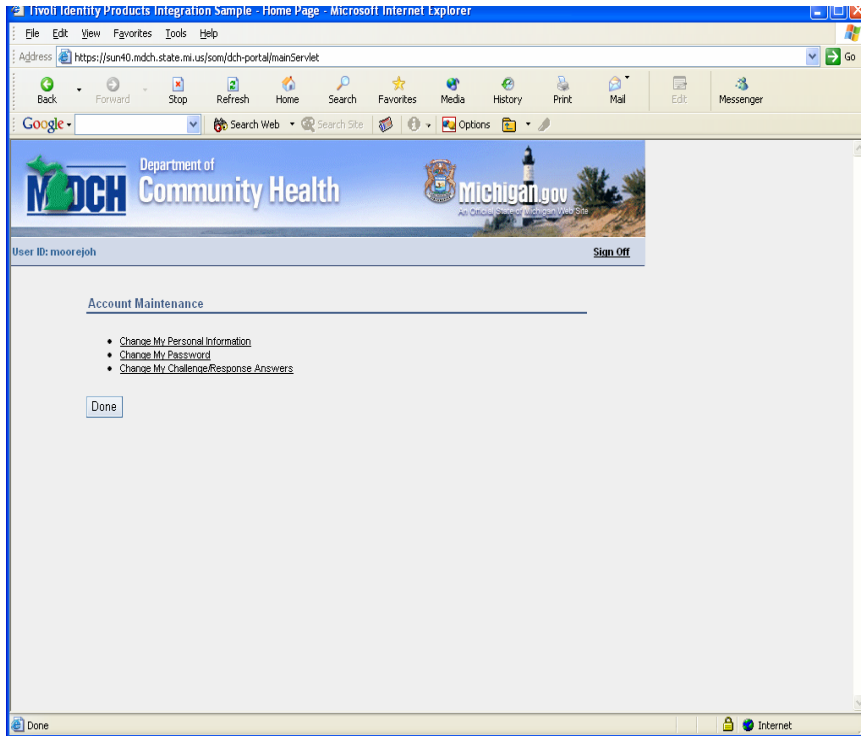

Users must then complete their challenge / response questions.

The challenge / response are a series of four questions that users must answer (six questions in the test system). If users later forget their password, they can click on the "I Forgot my Password" link on the Login page. The user can supply two of the answers they gave to the questions and the system will email them a new temporary password. Users can then log into the SSO system and reset their password.   This is an example of the Password Challenge page. Actual questions and presentation will be different than currently appears.
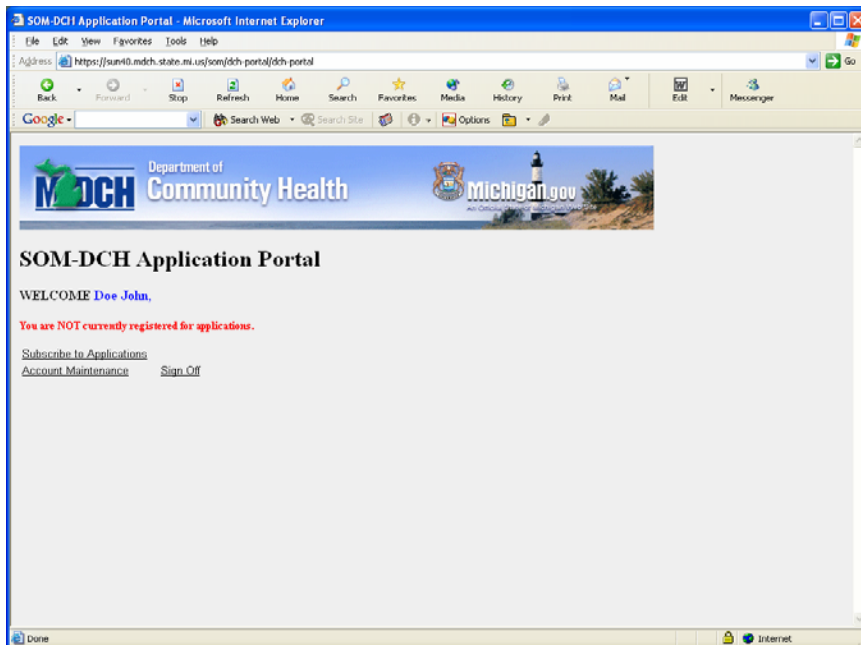

If answers and confirm answers match you will get a message that the answers have been updated. Click on the OK box. Users are taken to the Account Maintenance screen.

Users can click on the Done button to begin the Application Subscription process.
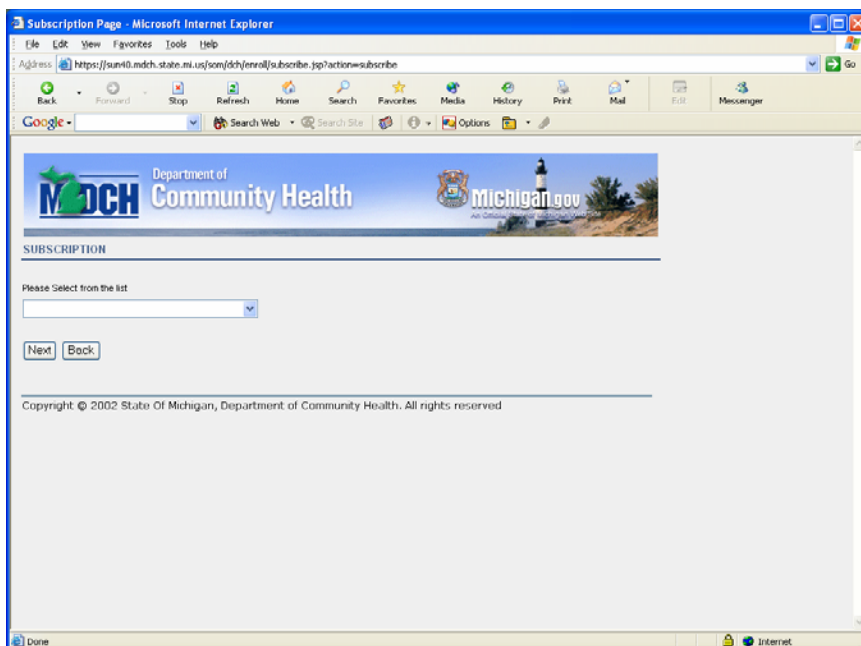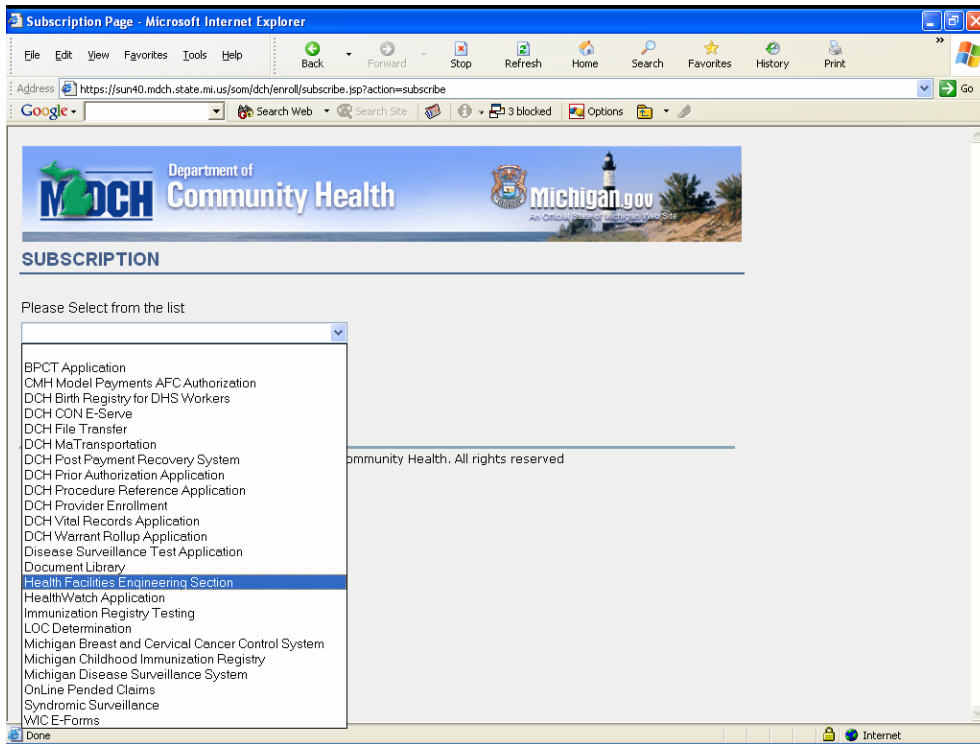
Subscription to Applications

Users will be directed to the SOM-DCH Application Portal page after they have entered a valid UserID and password. Users can select Subscribe to Applications from this page.
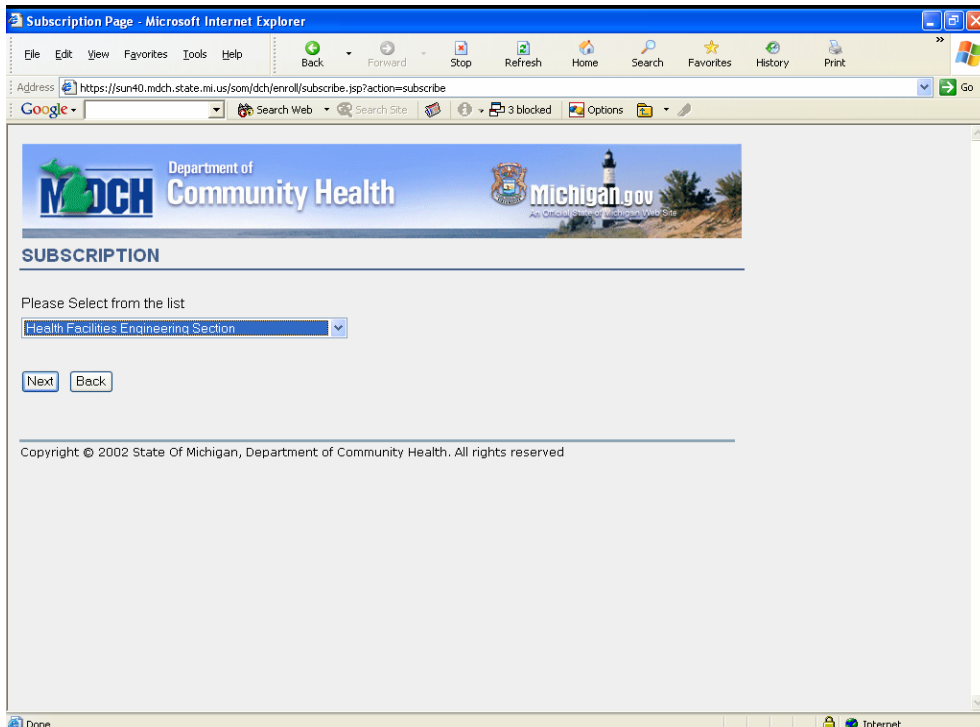

Users are presented with the Subscription page. Users can click on the arrow box below the text message "Please Select from the list". This box will be populated with the applications that the user can subscribe to.
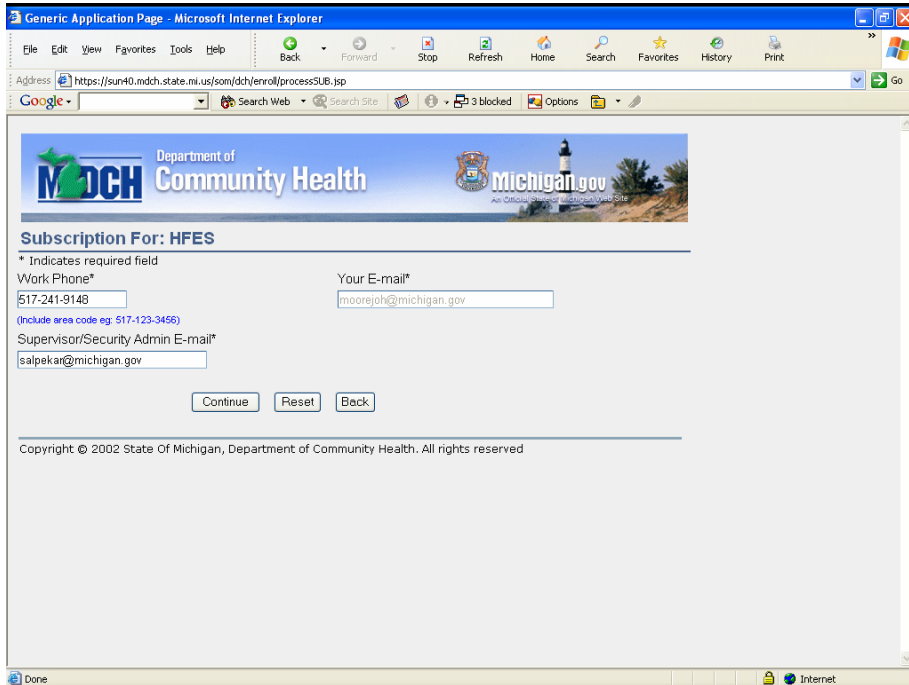
When the arrow is clicked on by the user, the list box will "open" to show the user the applications they can subscribe to. The user can click on the application name they wish to subscribe to. Select Health Facilities Engineering Section from the drop down list.
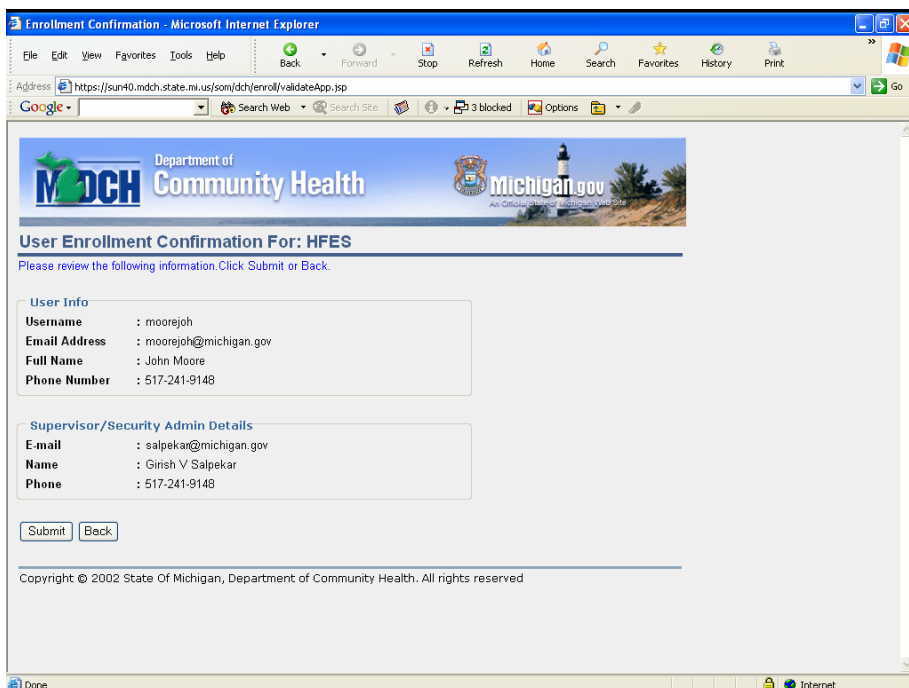

The application selected will now appear in the text box. Users can click on the Next button.
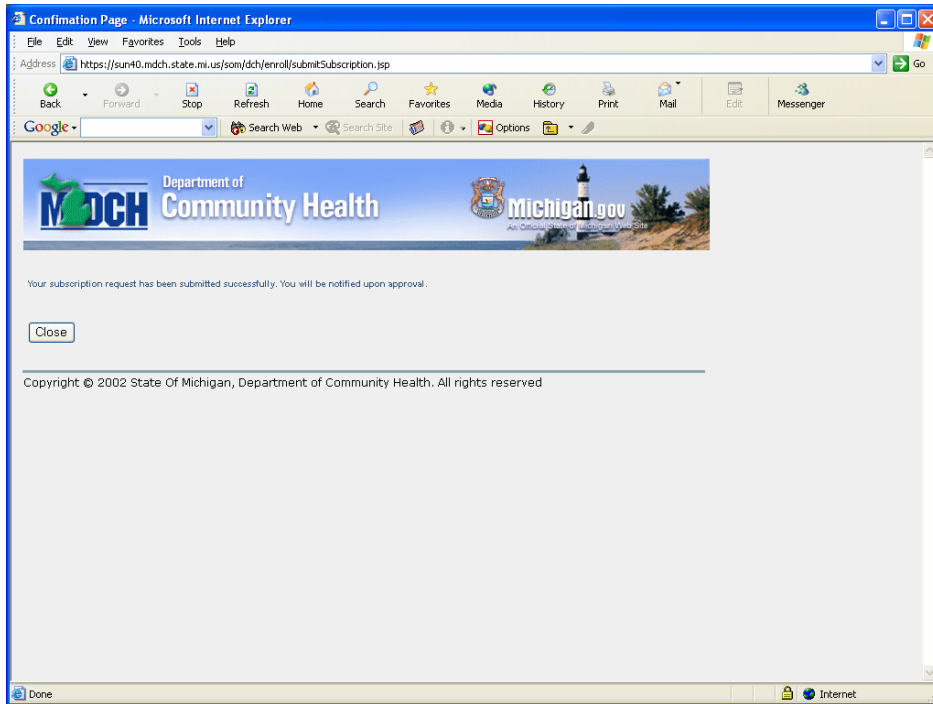
Users are presented with the Health Facilities Engineering Section Subscription page. Users add their work phone number (if not already populated) Users click on the Continue button.
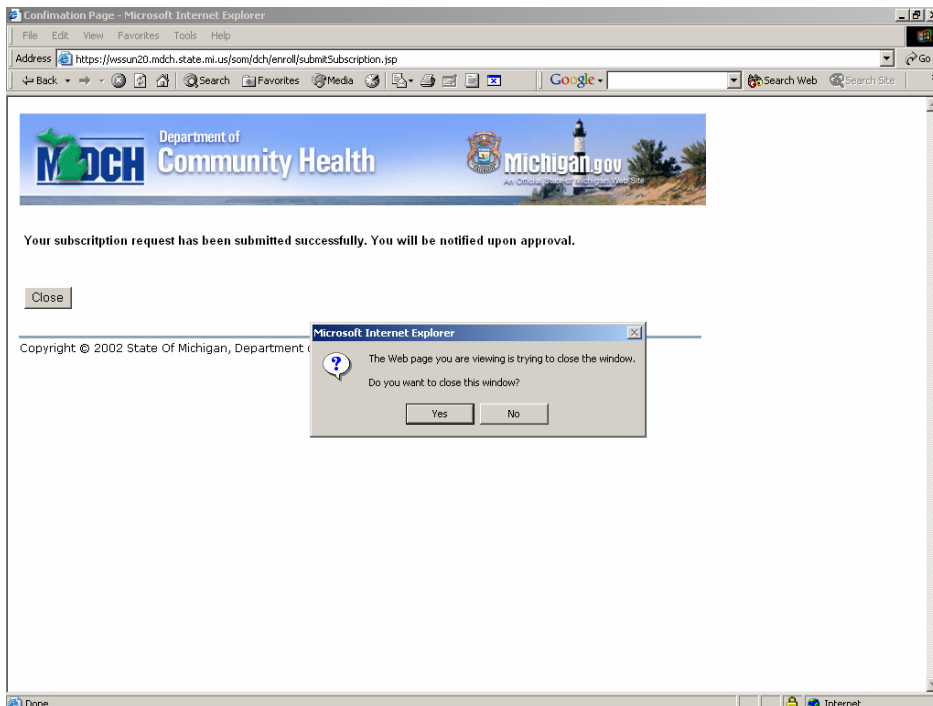

A confirmation screen allows users to review their information before submitting. If the data is incorrect, the users can click on the Back button and fix the data. If the data is correct, users can click on the Continue button.
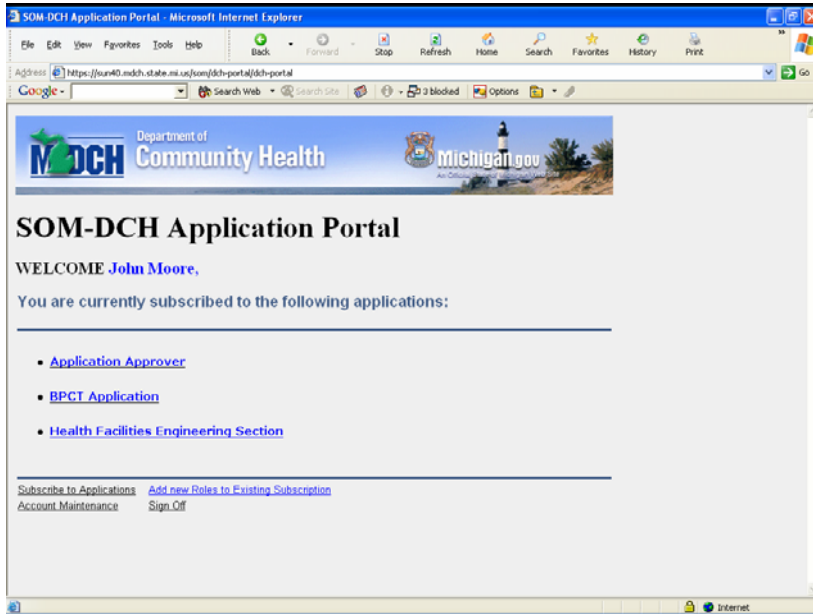
The users will receive a confirmation screen telling them that the data has been received by the Single Sign-On system and that they will be notified if their subscription request is approved (or rejected).

When users click on the Close button the will receive a popup message asking, "Do you want to close this window? Users can click on Yes and the explorer window will close.
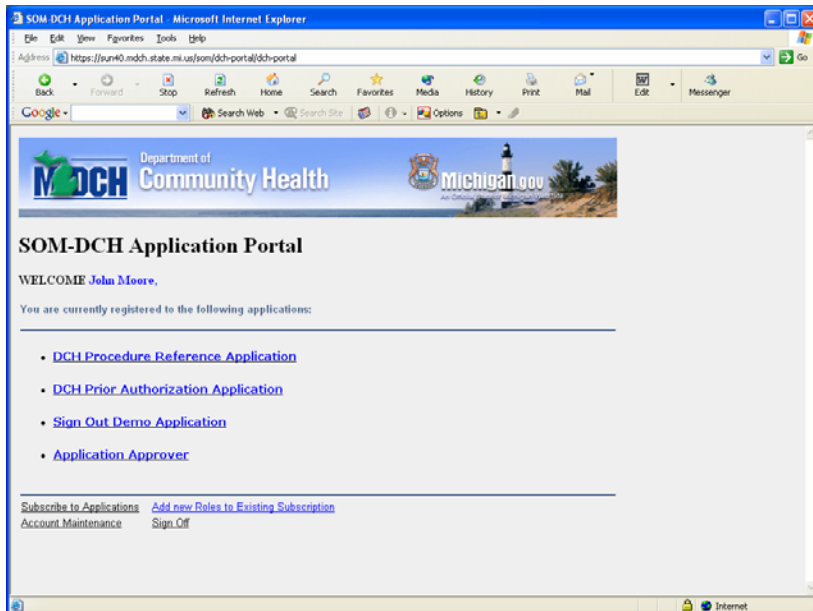
Users will receive an email notification that their request has been approved or rejected. When the user logs back into the SSO system, they will have an active link for the new application.

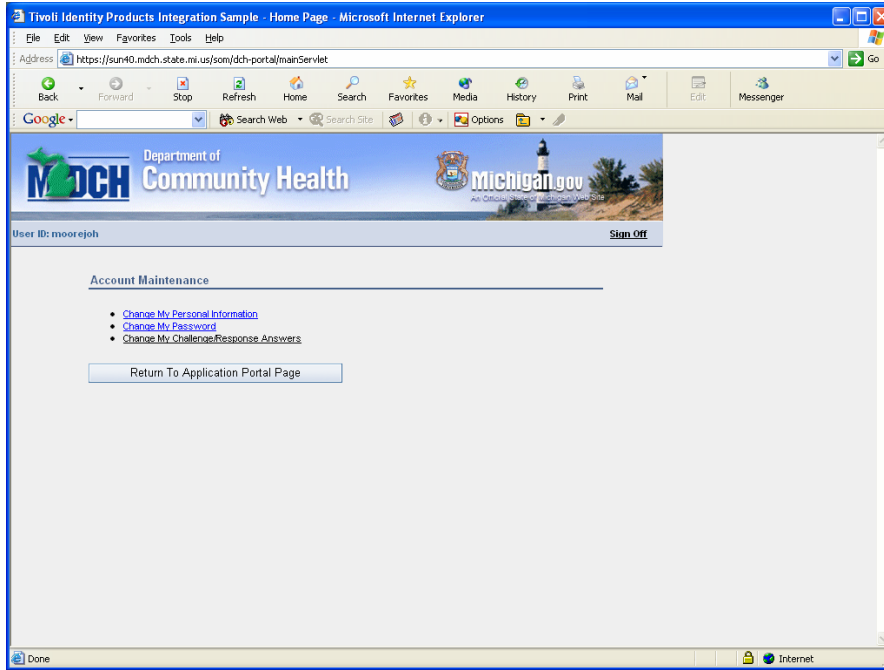Users can click on the Health Facilities Engineering Section link and the application will open.

Account Maintenance

Users can choose to change some of their account information. Some Personal information can be changed, such as phone number. The user's password can be changed as well as the answers to the Challenge/response questions. To access the information users can click on Account Maintenance
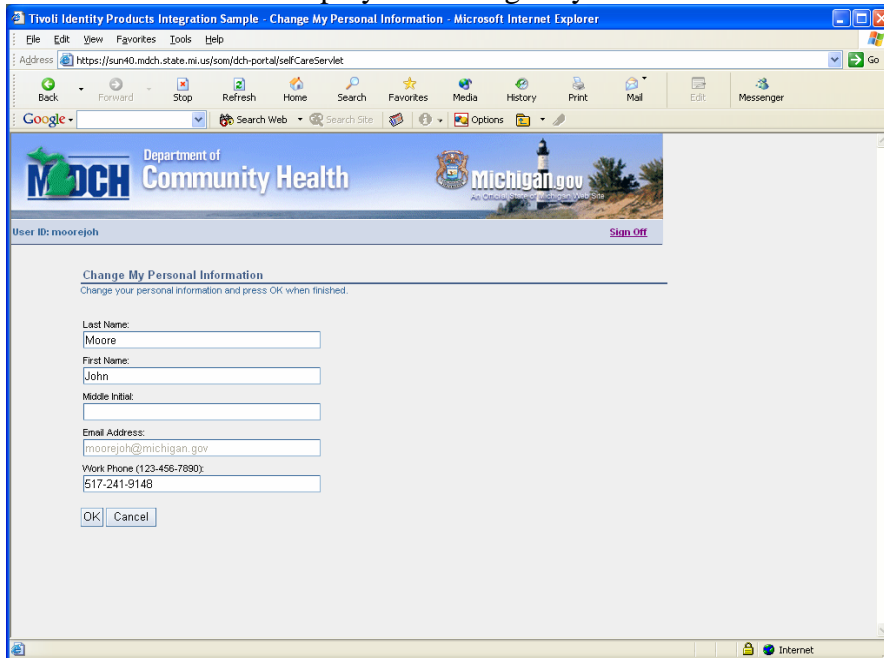
Users are taken to the Account Maintenance Screen. Users can select the type of change they will be making by clicking on the corresponding link.

Account Maintenance Screen

If a user clicks on Change My Personal Information, they will be taken to the Change My Personal Information screen. Some personal information can be changed. SOM employees are not allowed to change their email address. Non-SOM employees can change their email address.

SOM Employee's Change My Personal Information screen

Internet users Change My Personal Information screen.

Internet users can change their email address.

If users select Change My Password from the Account Maintenance screen, they are taken to the Password Change Screen. They must enter their current (old) password and type the new password twice. Click on the Change Password button.

Password Change Screen

The last option for Account Maintenance is the Challenge/Response Answers. Users may never have to change their answers but if they feel their answers have been compromised, they may with to change them. This feature is for users who forget their password. It allows users to click on the I forgot My Password link on the login page and the system will create a new password and email the user. The user can then log into the SSO system and change their password.

Challenge/Response Answers Page

If users wish, they can change their challenge / response answers.