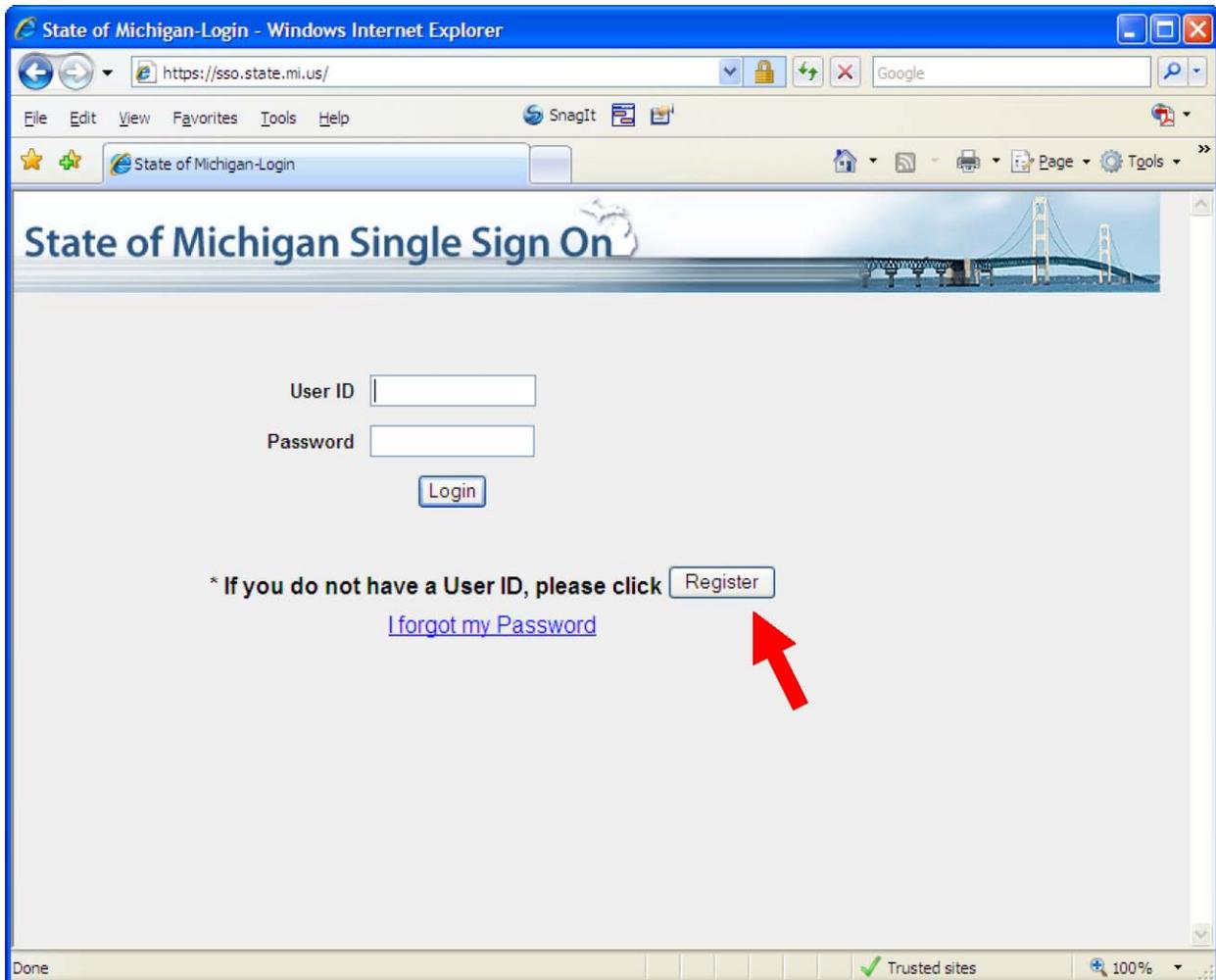


# Registration to Single Sign-On (SSO) & Subscription to Radiation Safety Section Online Registration System

The Michigan Department of Licensing and Regulatory Affairs requires all users of its online payment system to register with the Single Sign-On system. After a user is registered on SSO, they can subscribe to use our system. Once registration and subscription are complete, the user can use the Radiation Safety Section Online Registration System to renew their x-ray registration, register new facilities, or pay inspection fees.

## Registration to Single Sign On

Open your web browser and go to <https://sso.state.mi.us>  
Select the Register button from the State of Michigan Single Sign On login 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.

The screenshot shows a web browser window titled "Registration Page - Windows Internet Explorer". The address bar displays the URL "https://sso.state.mi.us/som/dch/enroll/reg\_page1.jsp". The page content includes a header with the text "State of Michigan Single Sign On" and a banner image of a suspension bridge. Below the header, the page is titled "REGISTRATION- Step 1" and includes a note: "\* Indicates required field". The registration form consists of four input fields: "First Name \*", "Middle Initial", "Last Name \*", and "Email Address \*". At the bottom of the form, there are two buttons: "Continue" and "Clear". A footer note states: "NOTE: Users who have been assigned a State of Michigan email address must use this address to register." The browser's status bar at the bottom shows "Done", "Trusted sites", and "100%".

Registration Page - Windows Internet Explorer

https://sso.state.mi.us/som/dch/enroll/reg\_page1.jsp

File Edit View Favorites Tools Help

Registration Page

# State of Michigan Single Sign On

## REGISTRATION- Step 1

\* Indicates required field

First Name \*

Middle Initial

Last Name \*

Email Address \*

NOTE: Users who have been assigned a State of Michigan email address must use this address to register.

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Done Trusted sites 100%

Users who are not a State of Michigan employee must create a unique userID. The system will use the user's last name, the first initial of their first name, and a four-digit number they enter on the next screen, or a four-digit number the system creates for them, i.e., doej8888.

(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.)

Registration Page- Enter Number - Windows Internet Explorer

https://sso.state.mi.us/som/dch/enroll/processREG.jsp

File Edit View Favorites Tools Help

Registration Page- Enter Number

# State of Michigan Single Sign On

## REGISTRATION- Step 2

Please Enter a four digit number to create a unique UserID : doej  [Why should I enter this number?](#)

(OR)

Please generate a random four digit number for me :  Yes  No

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

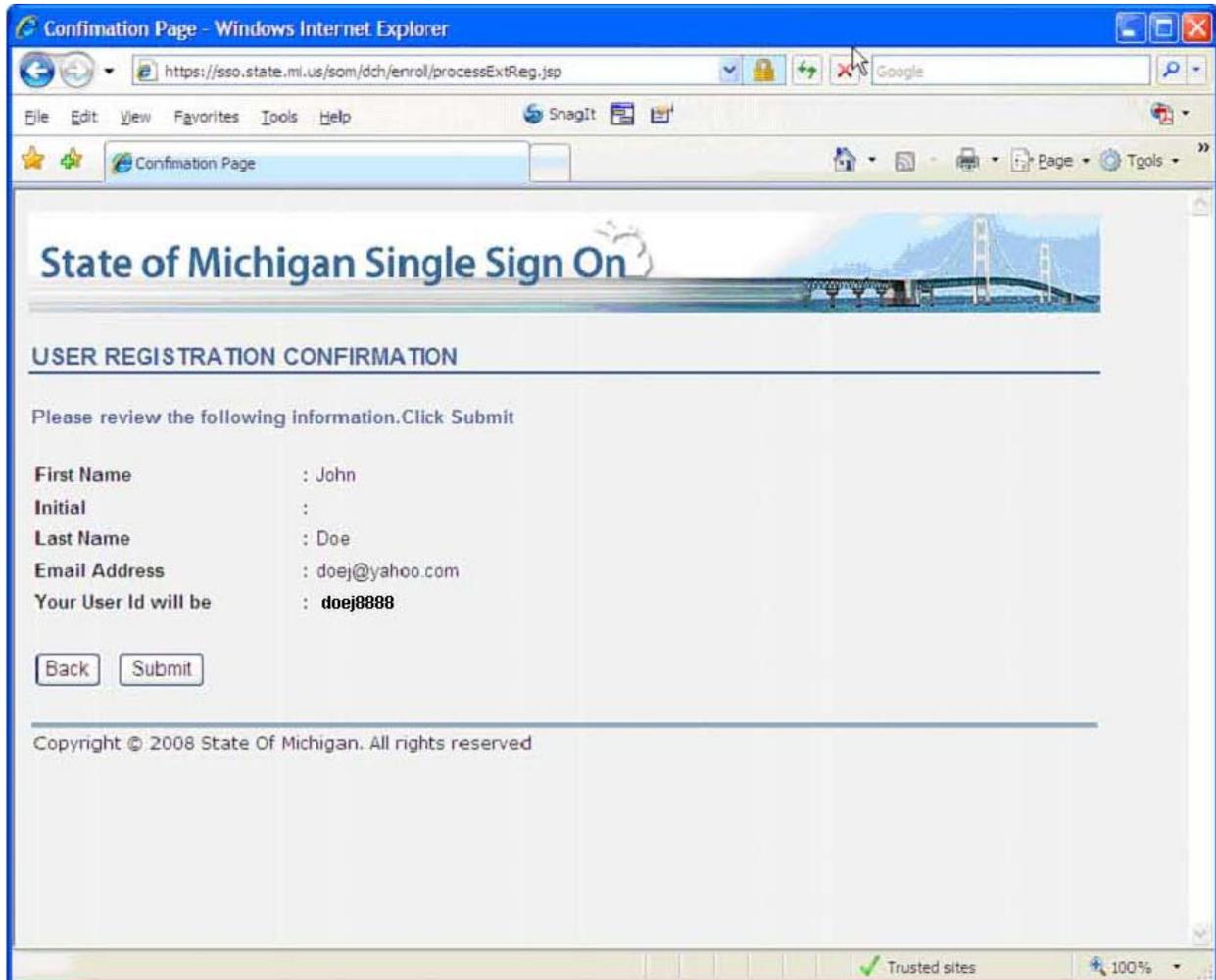
**21476**

Copyright © 2008 State Of Michigan. All rights reserved

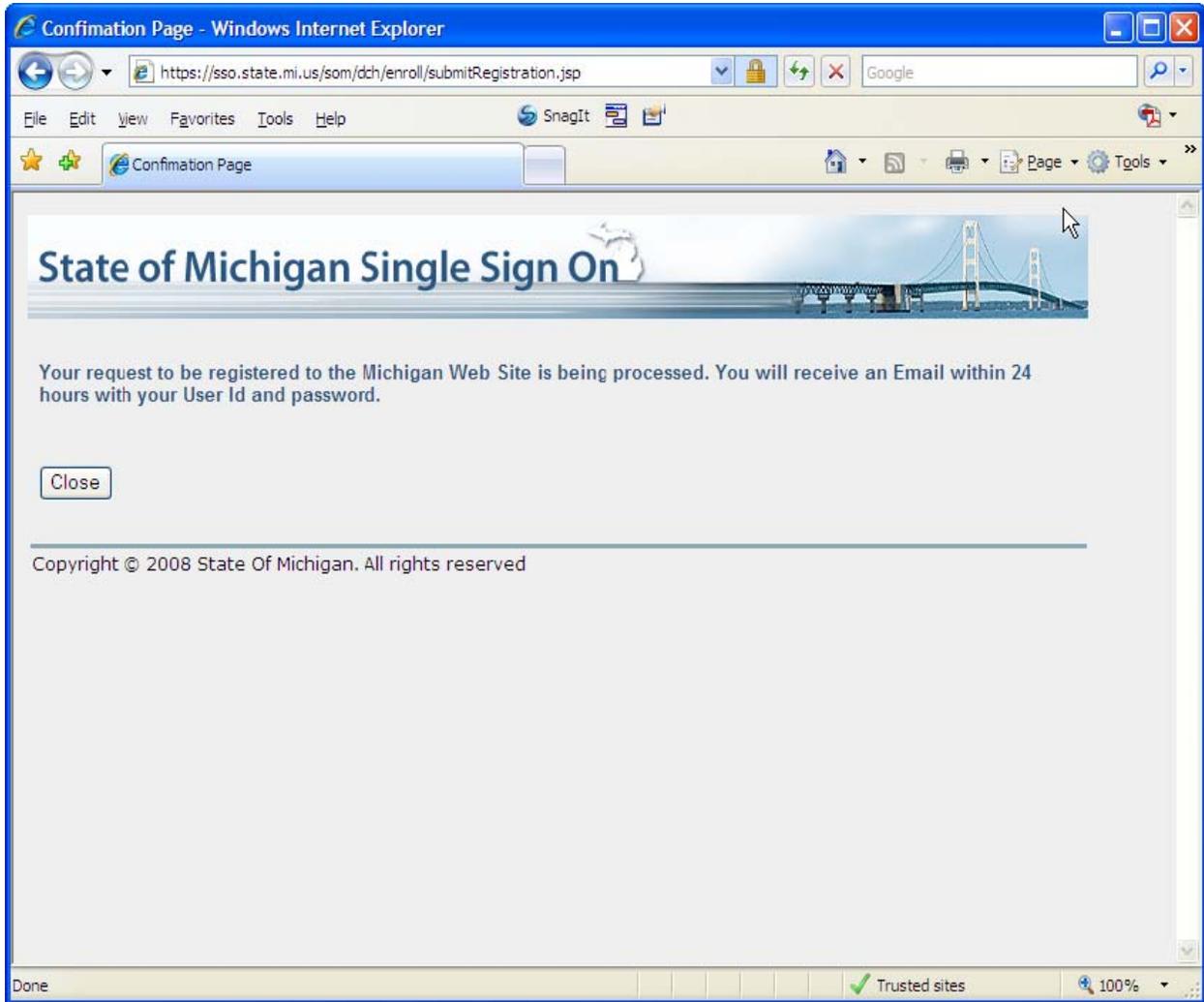
Trusted sites 100%

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 a temporary password via email. The length of time an e-mail notification will be received is based on multiple factors. The SSO system will create and send the email notification within minutes. Time lapse between sending and receiving the email can be affected by Internet traffic, the individual settings of various ISP email systems, and users personal settings on these various email systems.

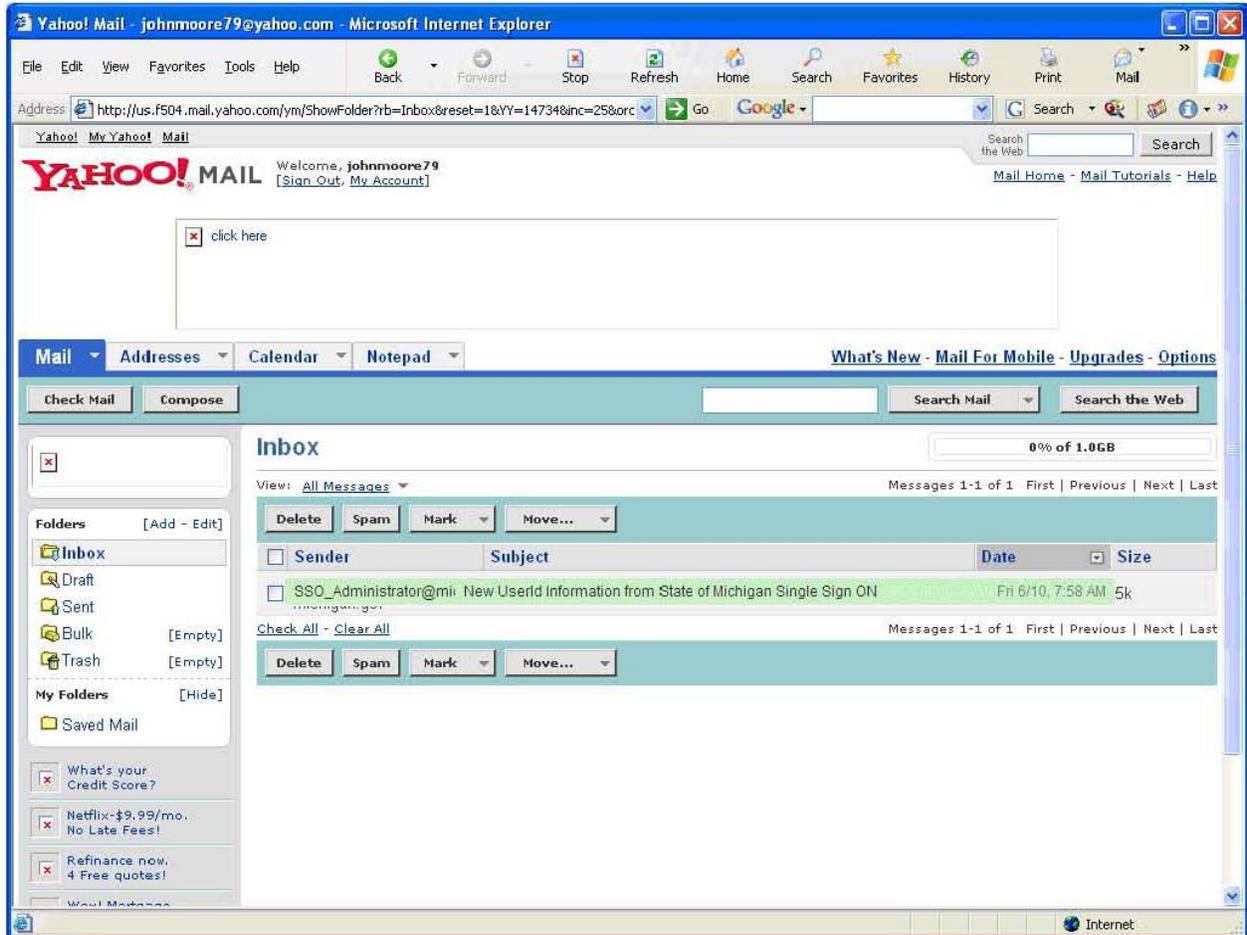


The user clicks on the Close button and the registration is completed. A dialog box will ask if they wish to close this window?

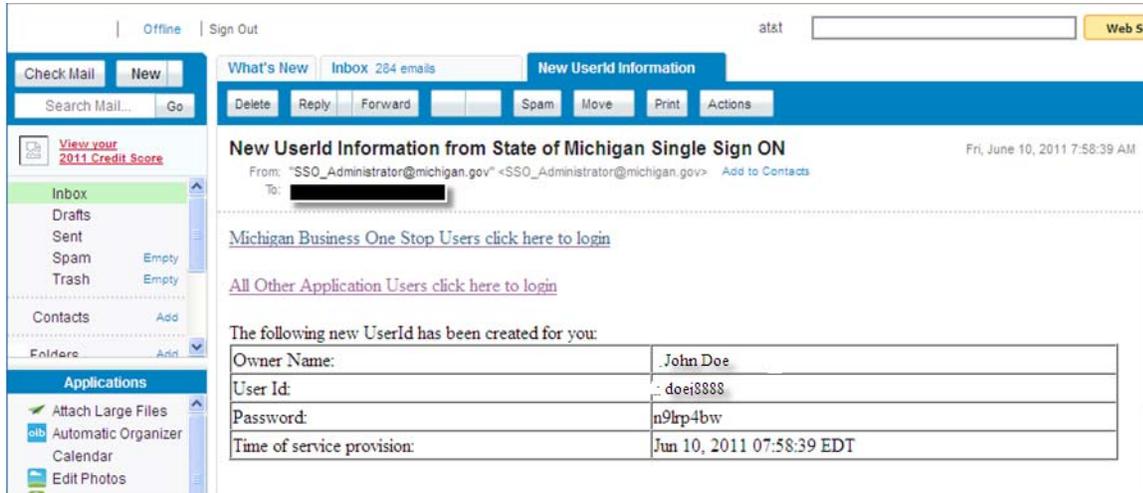


Users can click on yes and the window will close. We require that users close their web browser for security reasons.

The new user will receive an email with a link they can use to configure their new account. 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 can then click on the [All Other Application Users click here to login](#) link. If the user's email system does not support HTML pages they will have to open their browser and go to the Single Sign On web page. (<https://sso.state.mi.us>) From this page, users can then change their password and configure their challenge / response answers.

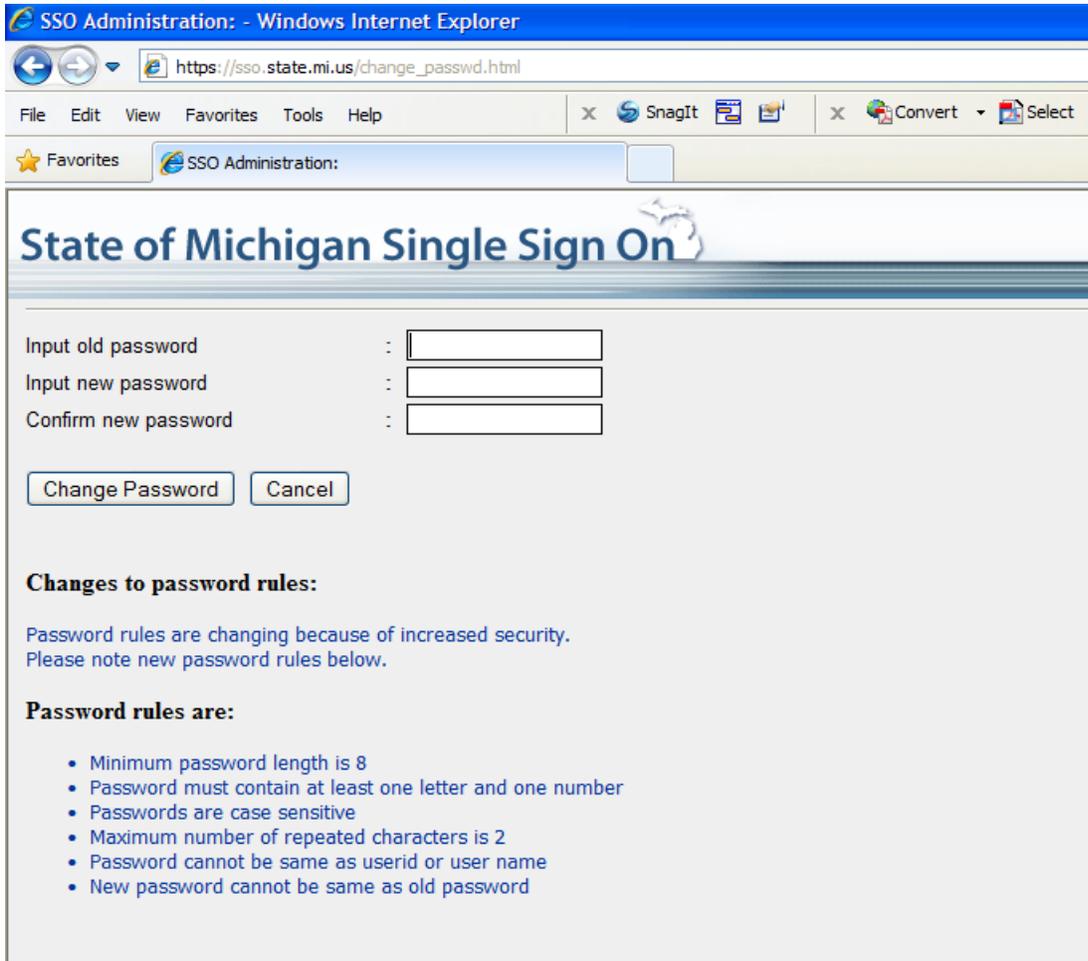


Once a user has clicked on the link in their email, they will be taken to the login page.

Users can enter their userID and their temporary password. Once users click on the Login button they will be informed that their password has expired.



Users are required to change their password. Enter the temporary password from the email into the Input old password text box. Enter your new password twice. Then click on the Change Password button only once.



The screenshot shows a Windows Internet Explorer browser window with the address bar displaying [https://sso.state.mi.us/change\\_passwd.html](https://sso.state.mi.us/change_passwd.html). The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page content features the "State of Michigan Single Sign On" header with a map of Michigan. Below the header, there are three input fields for "Input old password", "Input new password", and "Confirm new password", each followed by a colon and a text box. Underneath these fields are two buttons: "Change Password" and "Cancel".

**Changes to password rules:**

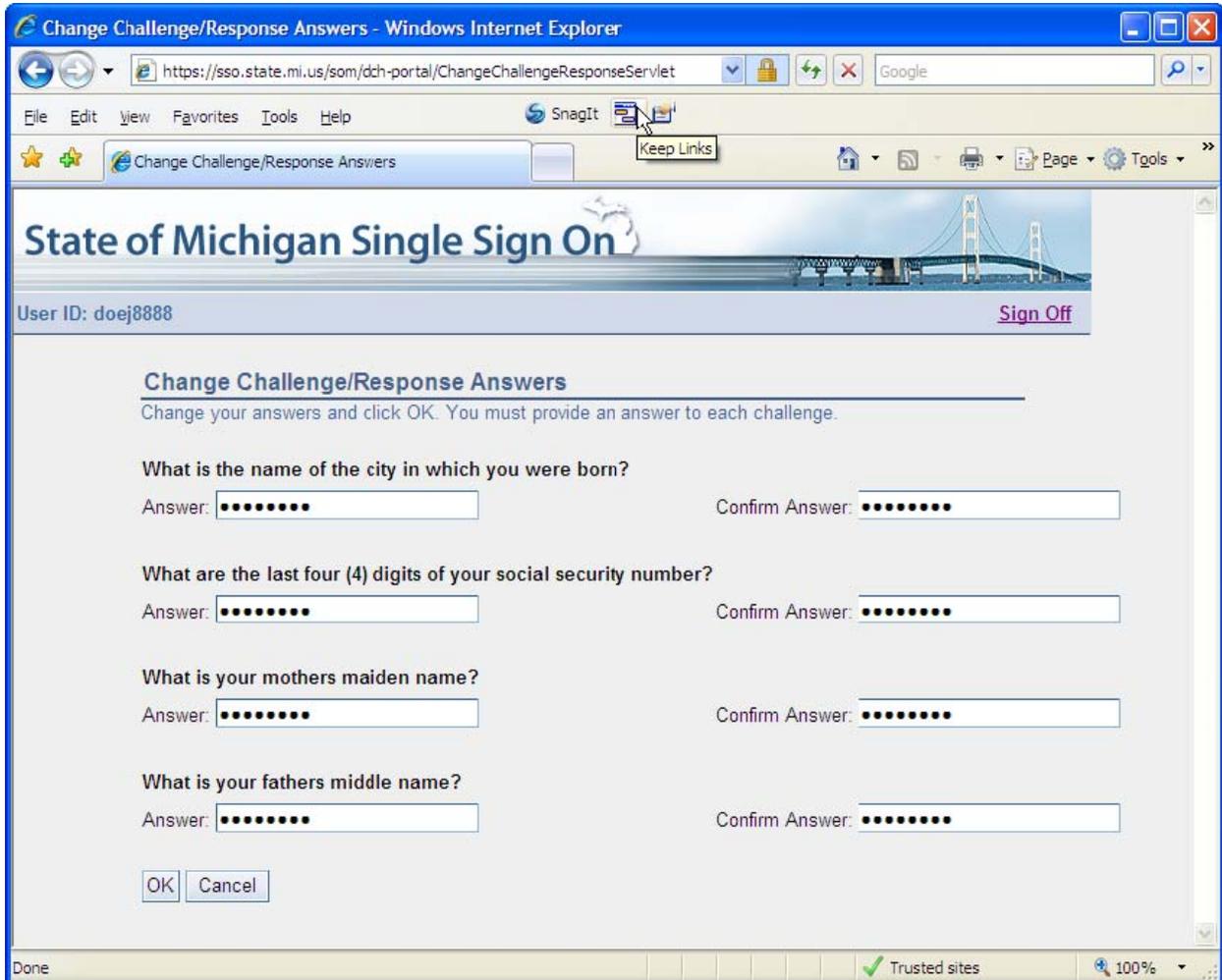
Password rules are changing because of increased security.  
Please note new password rules below.

**Password rules are:**

- Minimum password length is 8
- Password must contain at least one letter and one number
- Passwords are case sensitive
- Maximum number of repeated characters is 2
- Password cannot be same as userid or user name
- New password cannot be same as old password

Users must then complete their challenge / response questions.

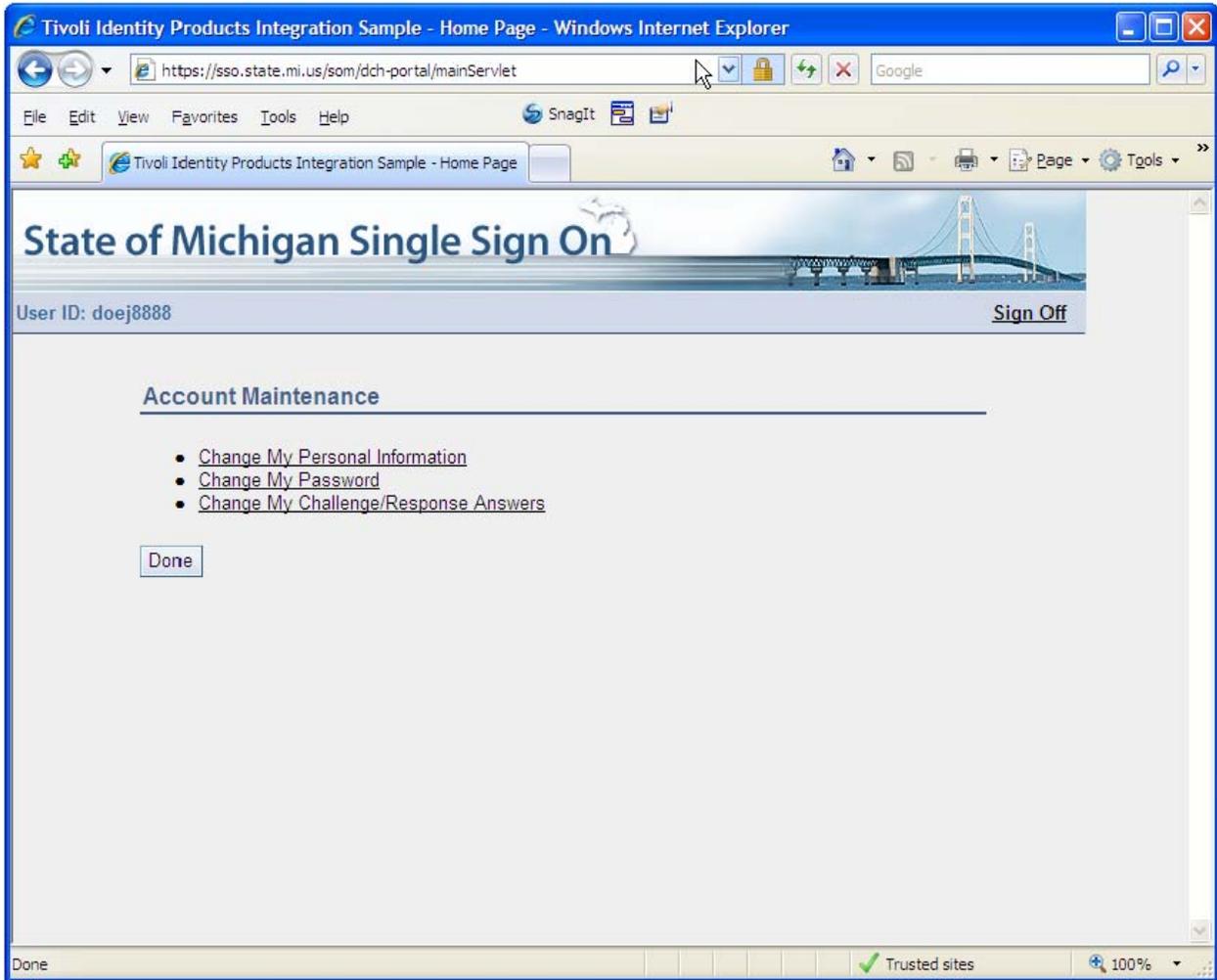
The challenge / response are a series of four questions that users must answer. If users later forget their password, they can click on the “I Forgot my Password” link on the login page. The user can supply two of the answers they gave to the questions and the system will e-mail them a new temporary 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 may 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.

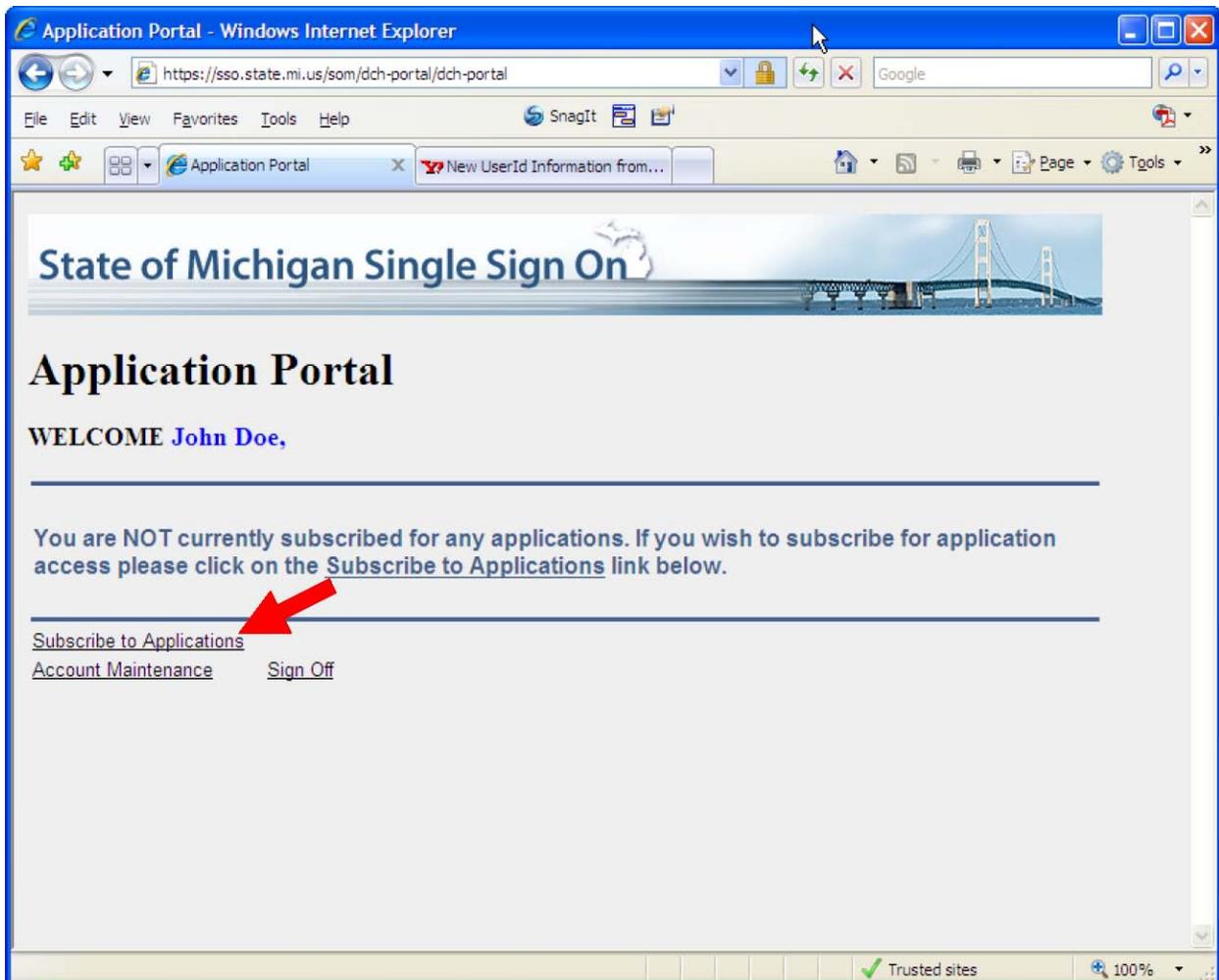


Users can click on the Done button to begin the Application Subscription process.

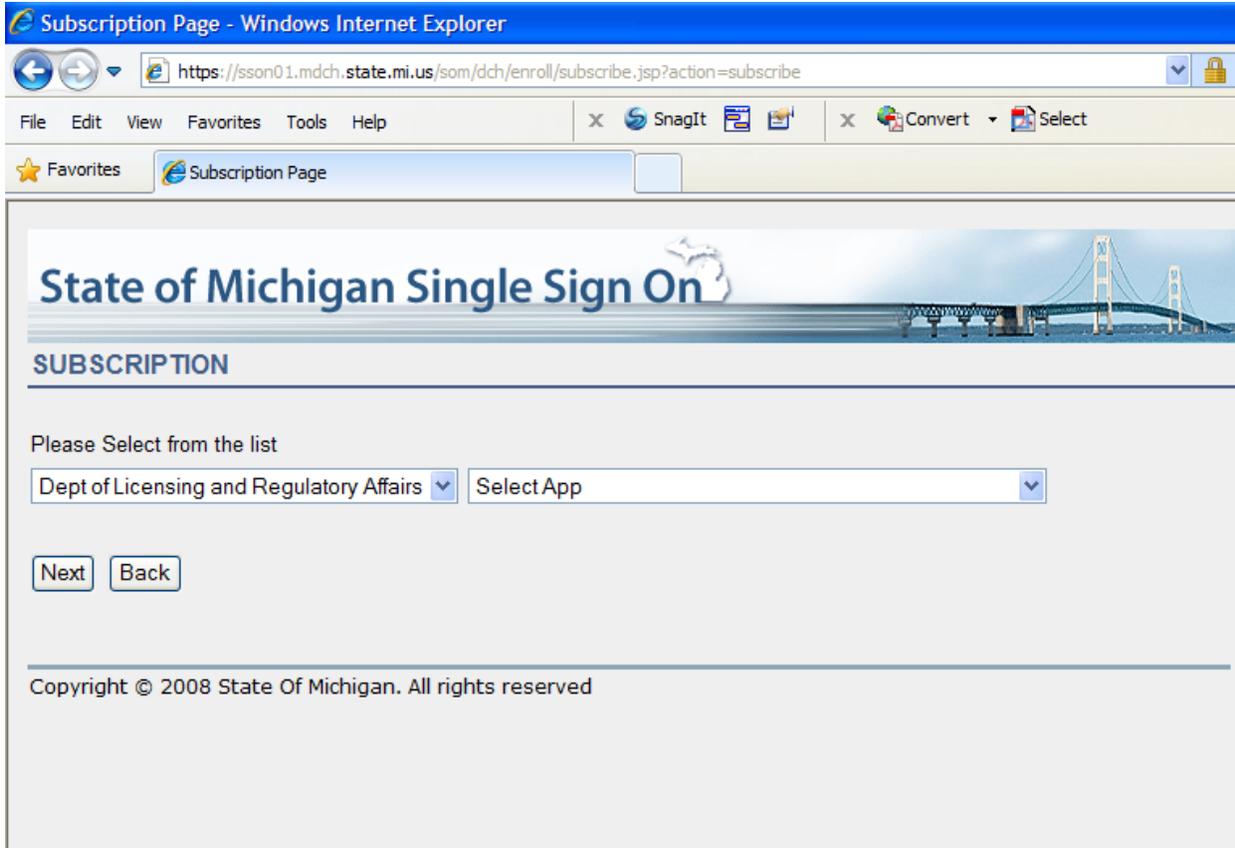


## Subscription to Applications

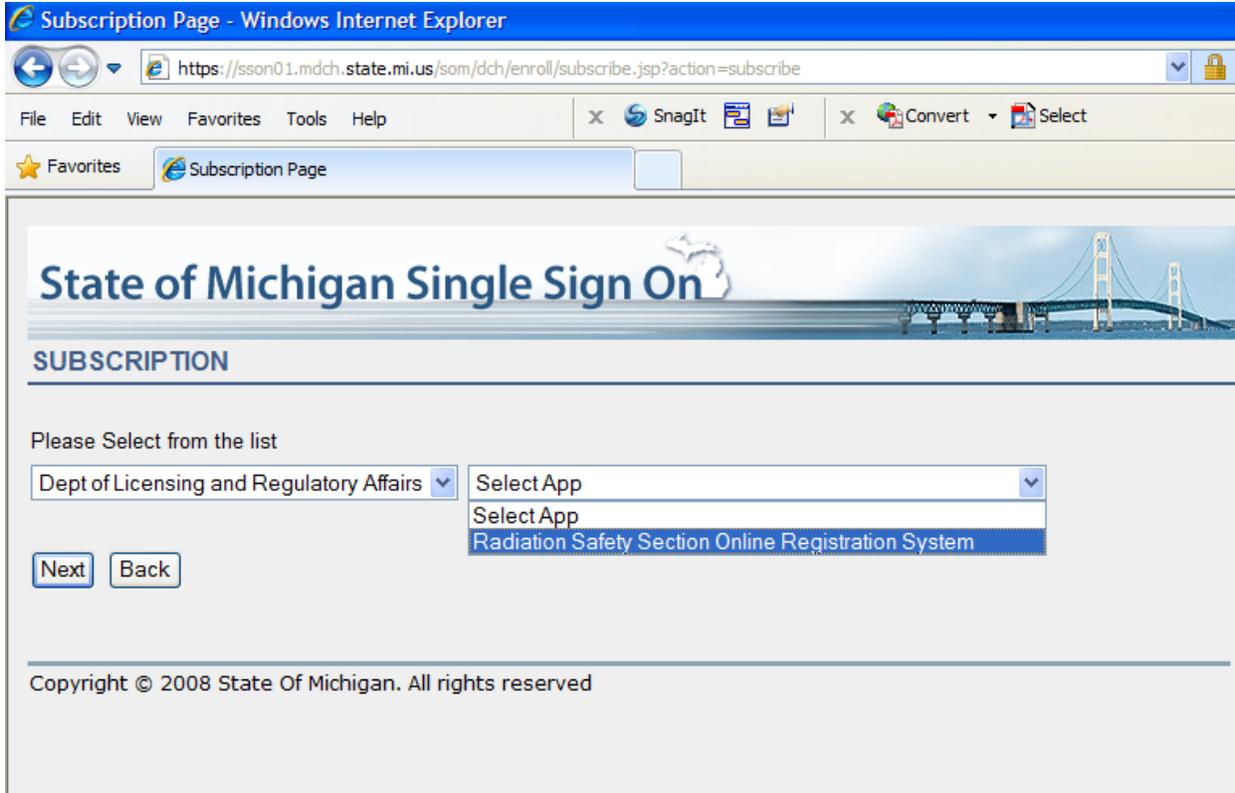
Users will be directed to the State of Michigan Single Sign On Application Portal page after they have entered a valid UserID and password. Select [Subscribe to Applications](#) to begin the process.



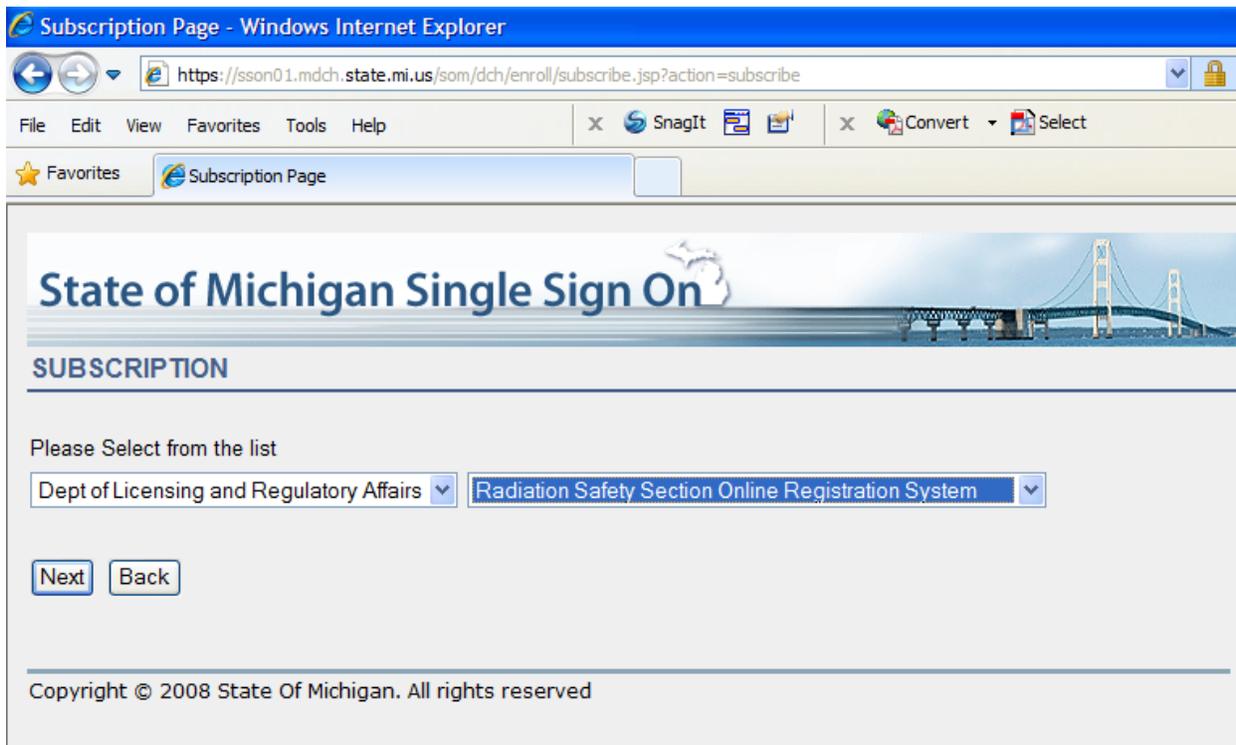
Users are presented with the Subscription page. Select “Dept of Licensing and Regulatory Affairs” from the left drop-down box and then click on the arrow of the drop-down box labeled “Select App”. This box will be populated with the applications to which the user can subscribe.



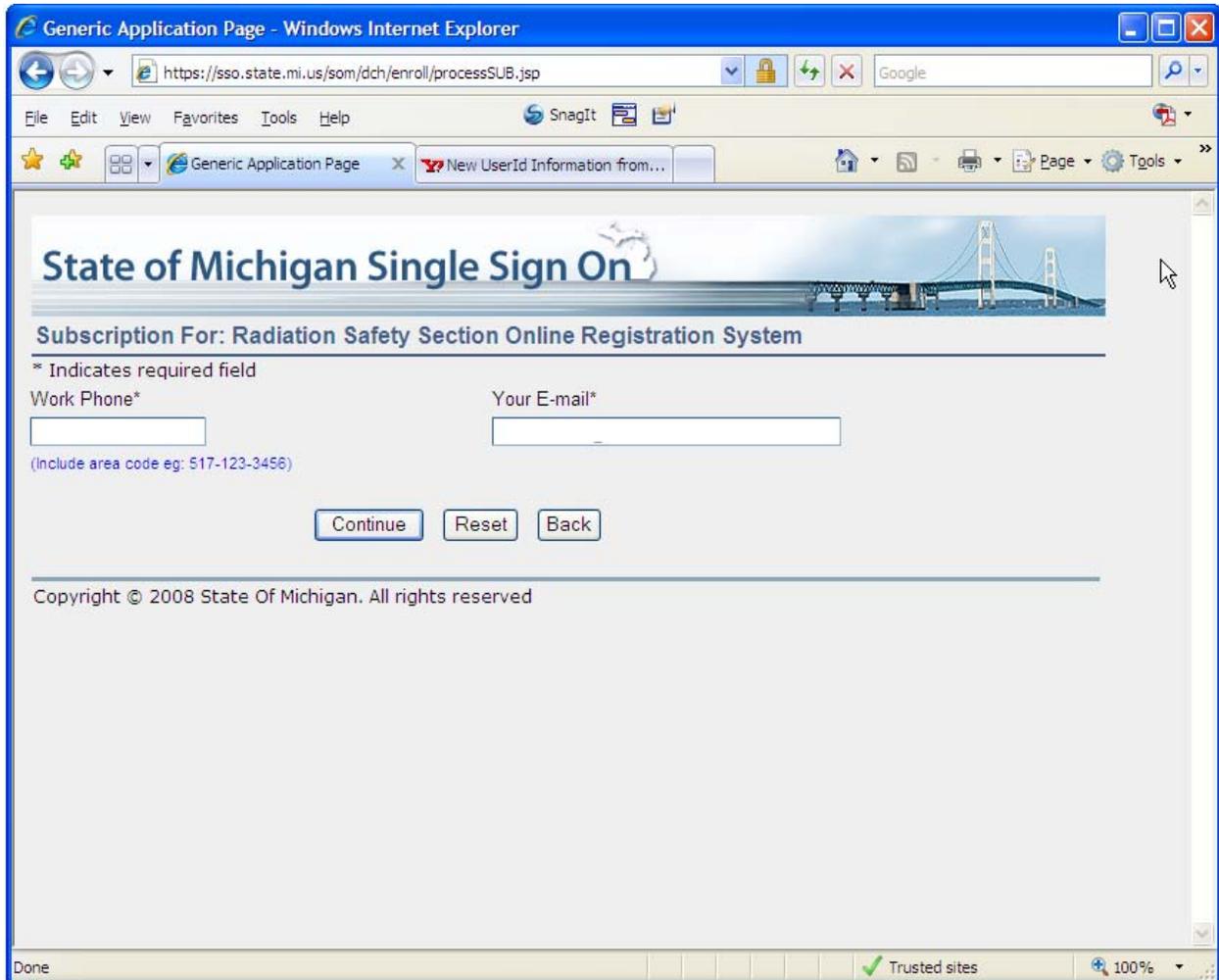
When the “Select App” drop-down is clicked on by the user, the list box will “open” to show the user the applications to which they can subscribe. The user can click on the application name they wish to subscribe to. Select Radiation Safety Section Online Registration System from the drop down list.



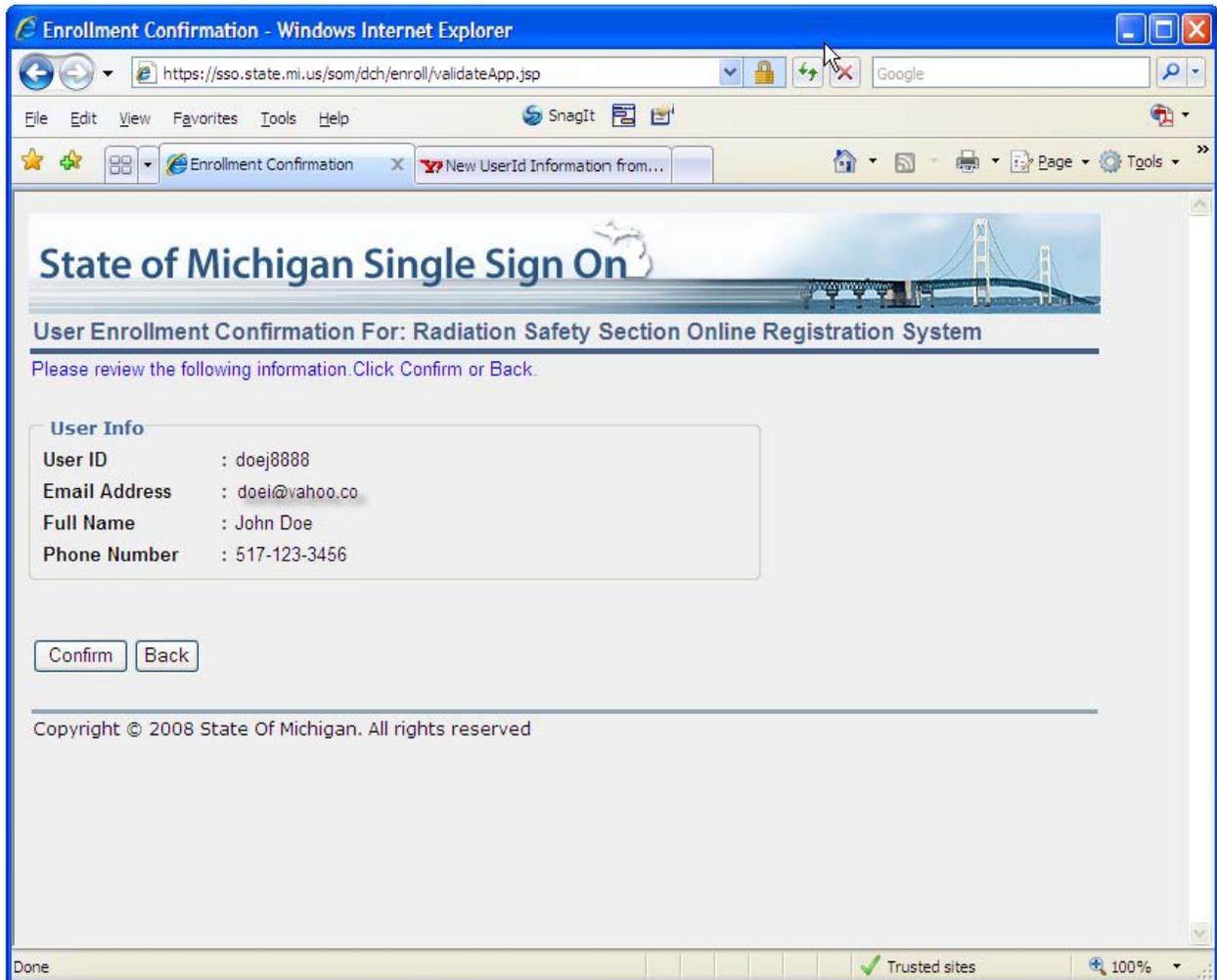
The application selected will now appear in the text box. Users can click Next.



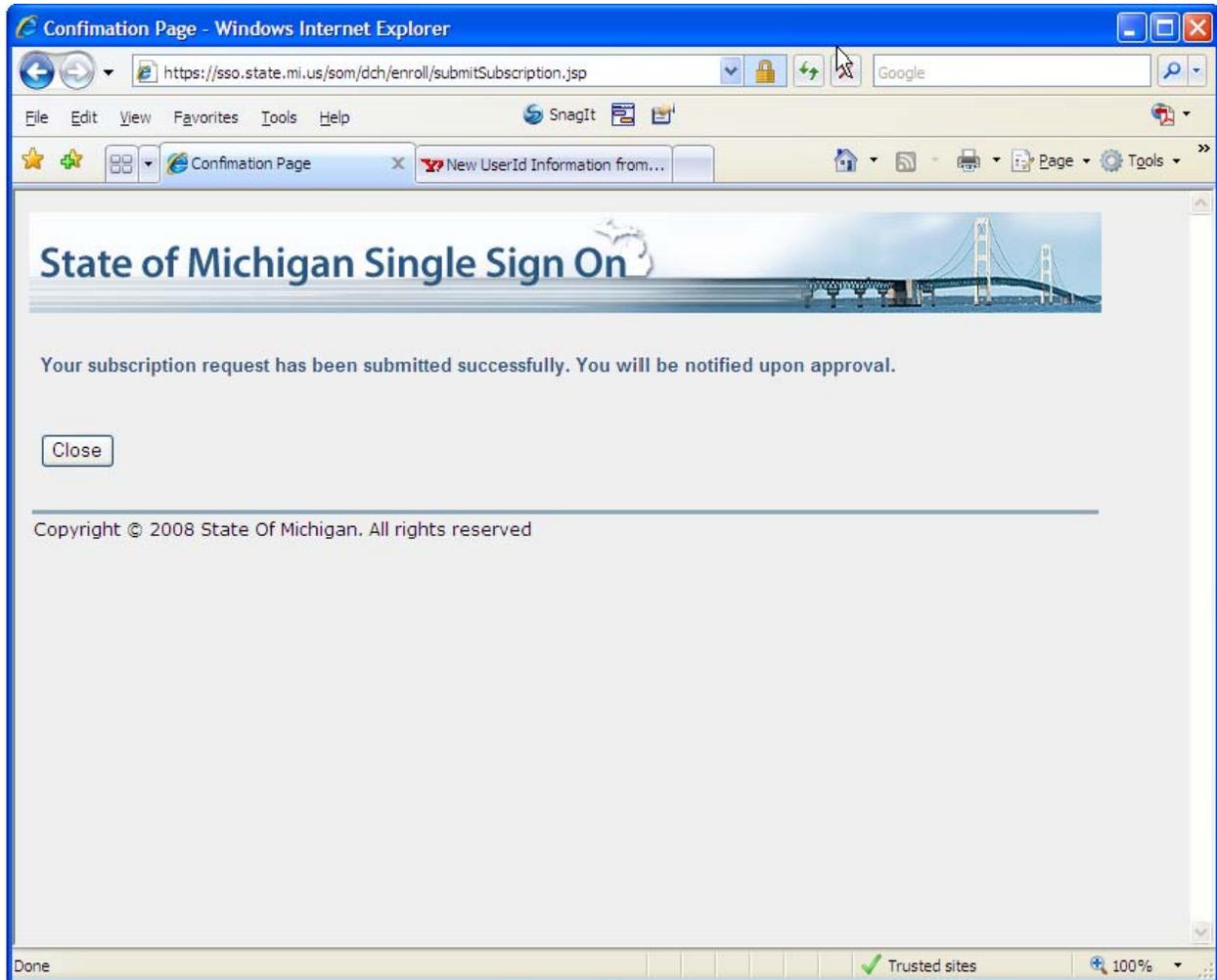
Users are presented with the Radiation Safety Section Online Registration System Subscription page. Add your work phone number (if not already populated) and then click on the Continue button.



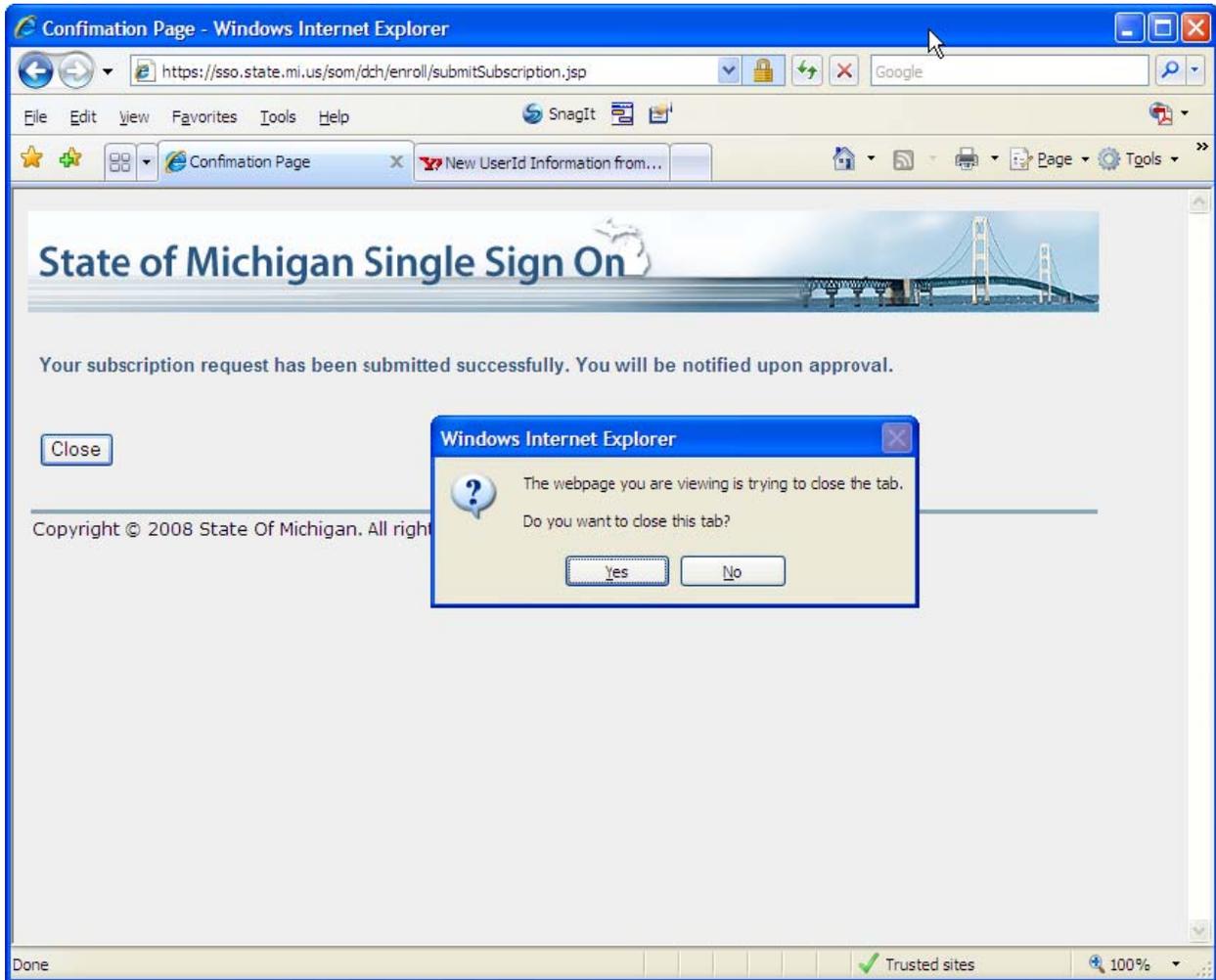
A confirmation screen allows users to review their information before submitting. If the data is incorrect, the users can click on the Back button and fix the data. If the data is correct, users can click on the Confirm button.



The users will receive a conformation screen telling them that the data has been received by the Single Sign-On system. Subscriptions to the Radiation Safety Section Online Registration System are automatically approved.

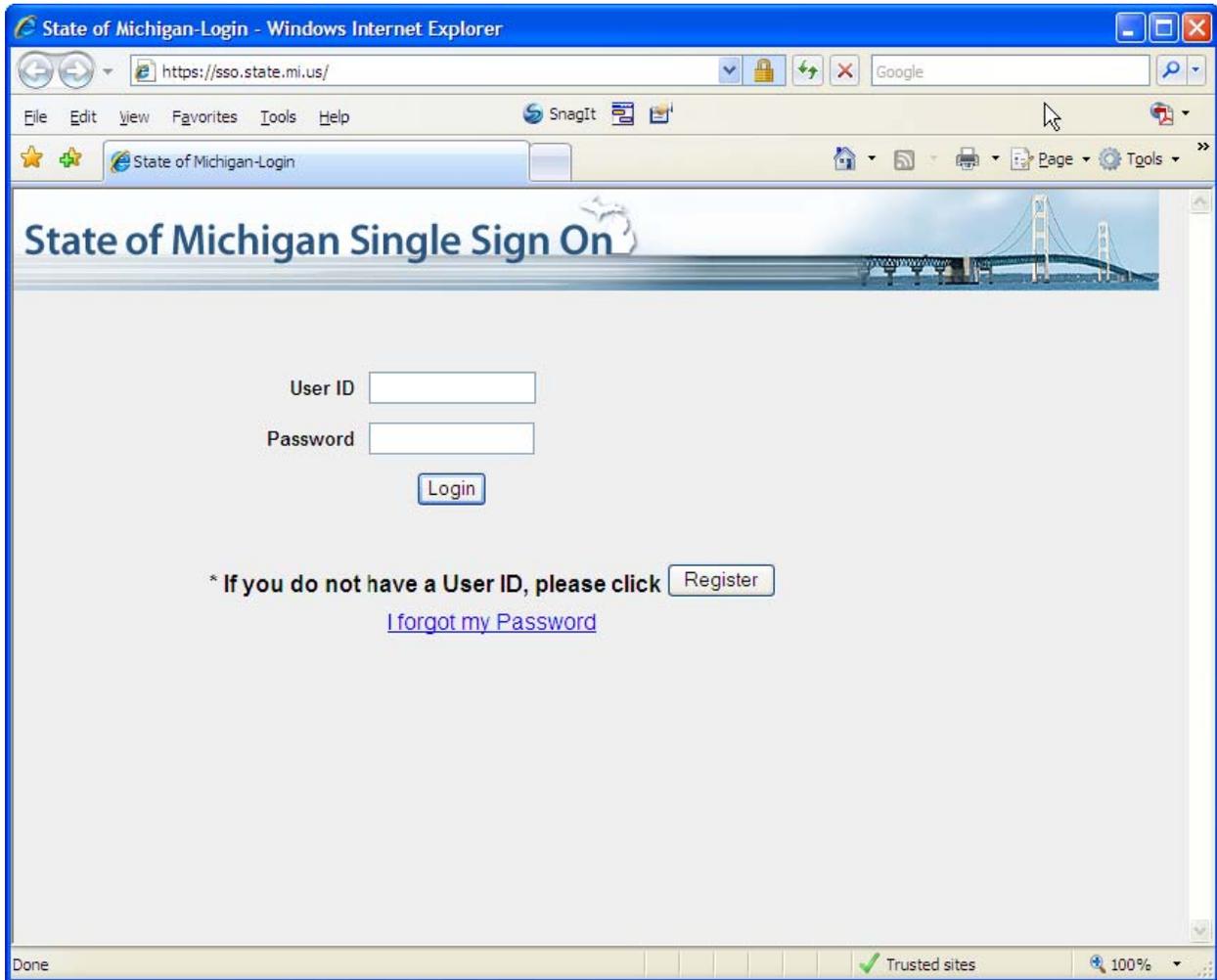


When users click on the Close button they will receive a popup message asking, "Do you want to close this window? Users can click on Yes and the explorer window will close.

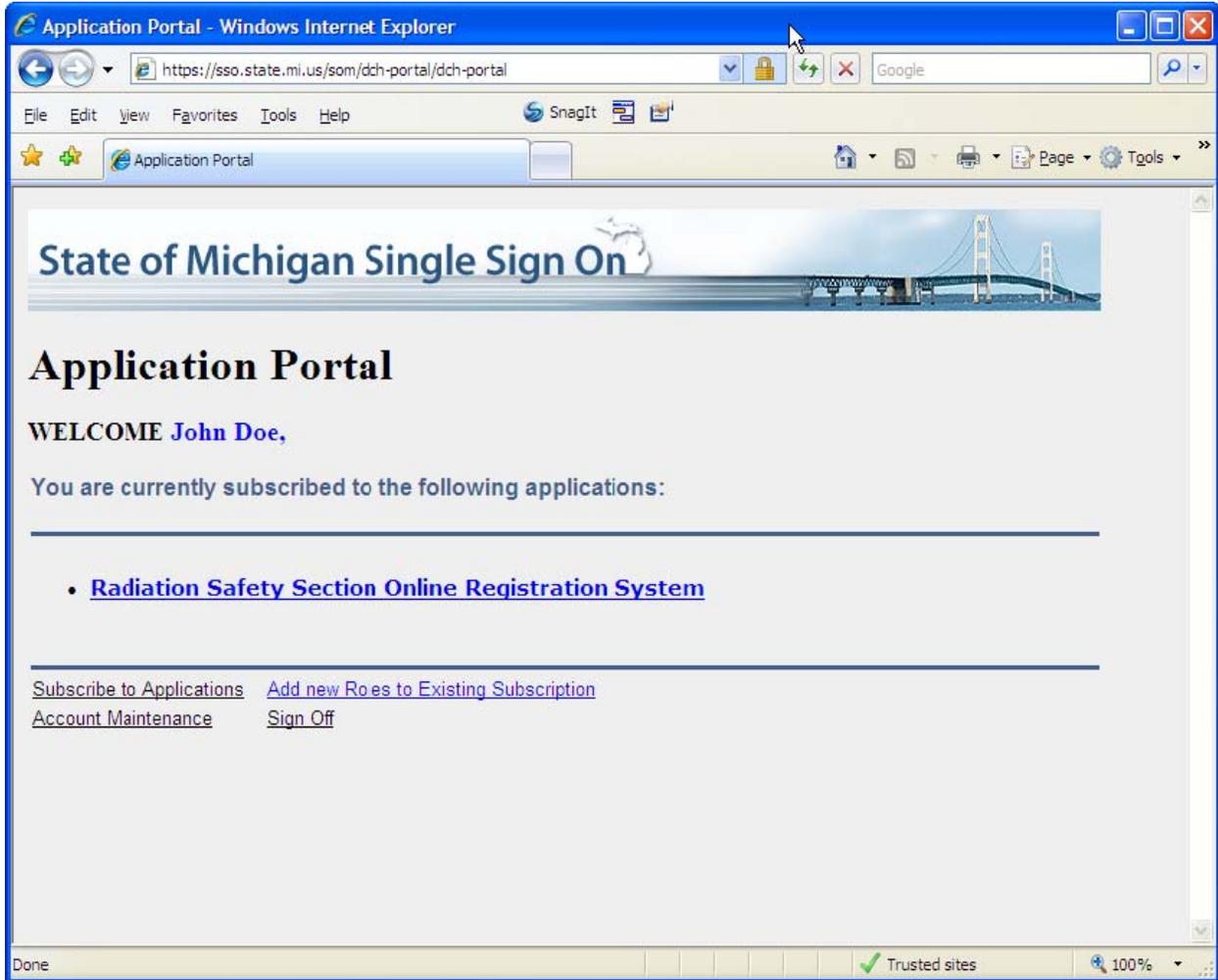


Users should receive an email notification of their request approval.

Users can now log back into the SSO system at <https://sso.state.mi.us>, *whether or not an e-mail confirmation is received.*



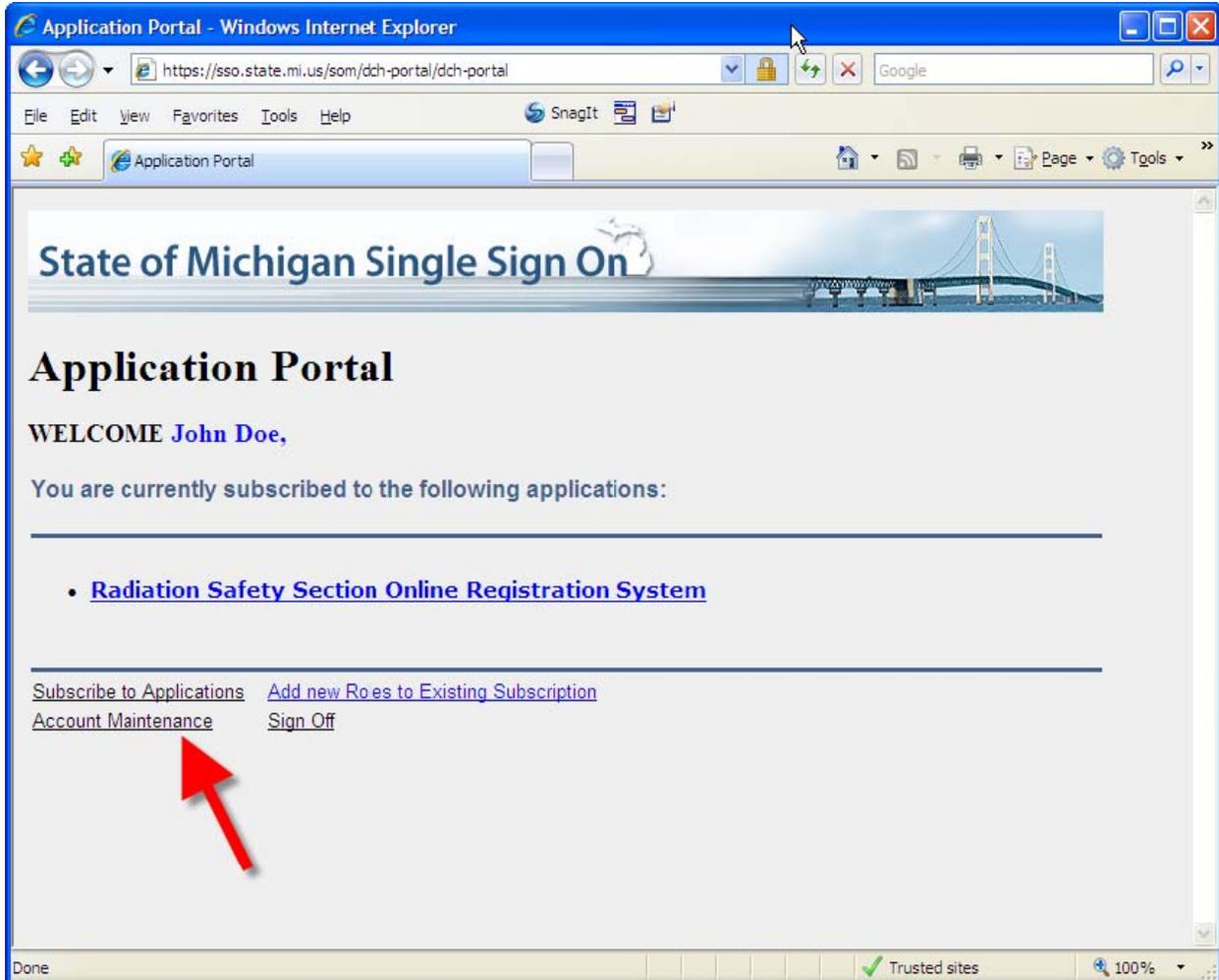
When the user logs back into the SSO system, they will have an active link for the Radiation Safety Section Online Registration System application.



Users can click on the Radiation Safety Section Online Registration System link and the application will open. If you have questions about using the Radiation Safety Section Online Registration System, call (517) 241-1989 for assistance.

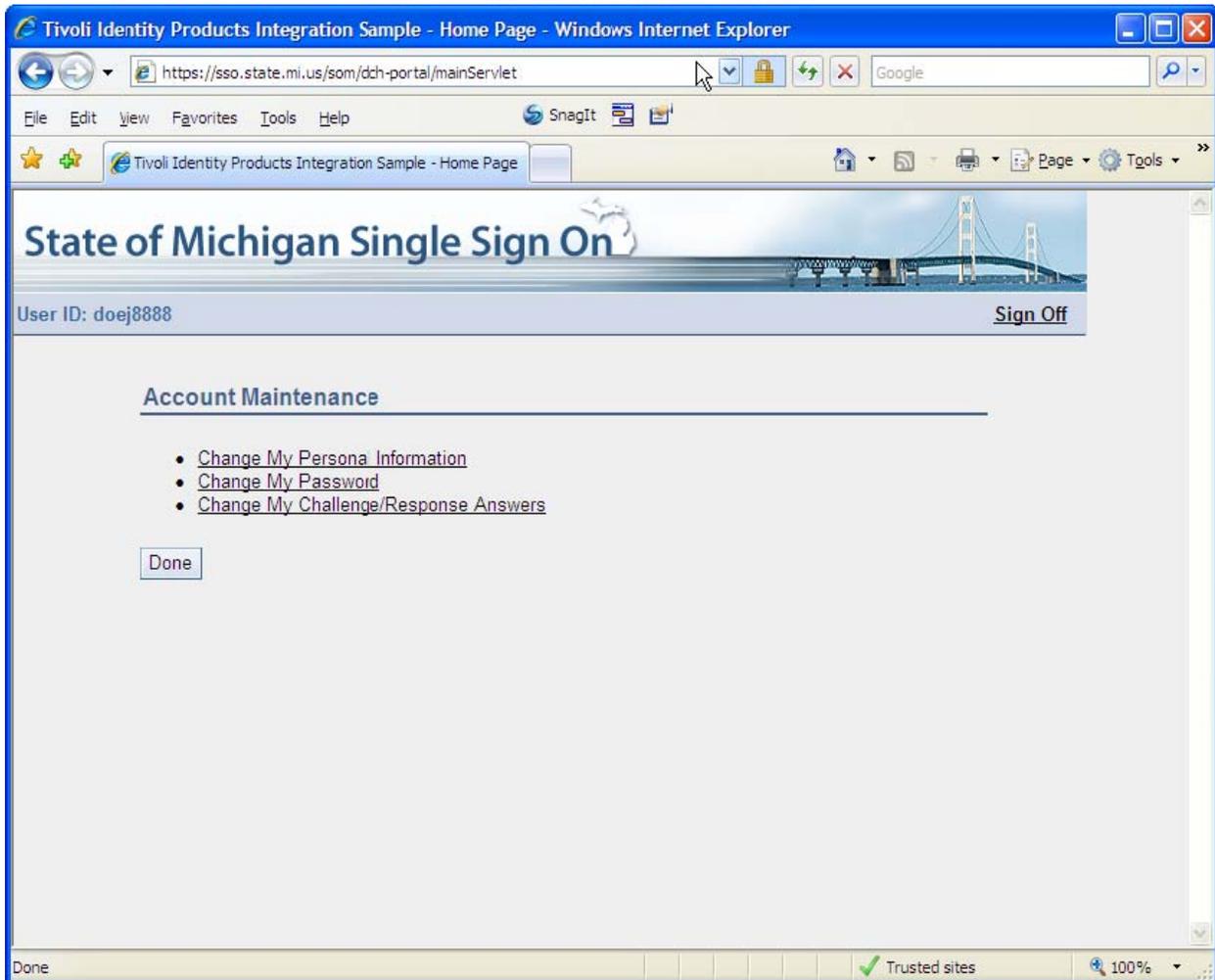
## Account Maintenance

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.

## Change My Personal Information screen

Tivoli Identity Products Integration Sample - Change My Personal Information - Windows Internet Explorer

https://sso.state.mi.us/som/dch-portal/selfCareServlet

File Edit View Favorites Tools Help

Tivoli Identity Products Integration Sample - Change ...

# State of Michigan Single Sign On

User ID: doej8888 [Sign Off](#)

## Change My Personal Information

Change your personal information and press OK when finished.

Last Name:

First Name:

Initials:

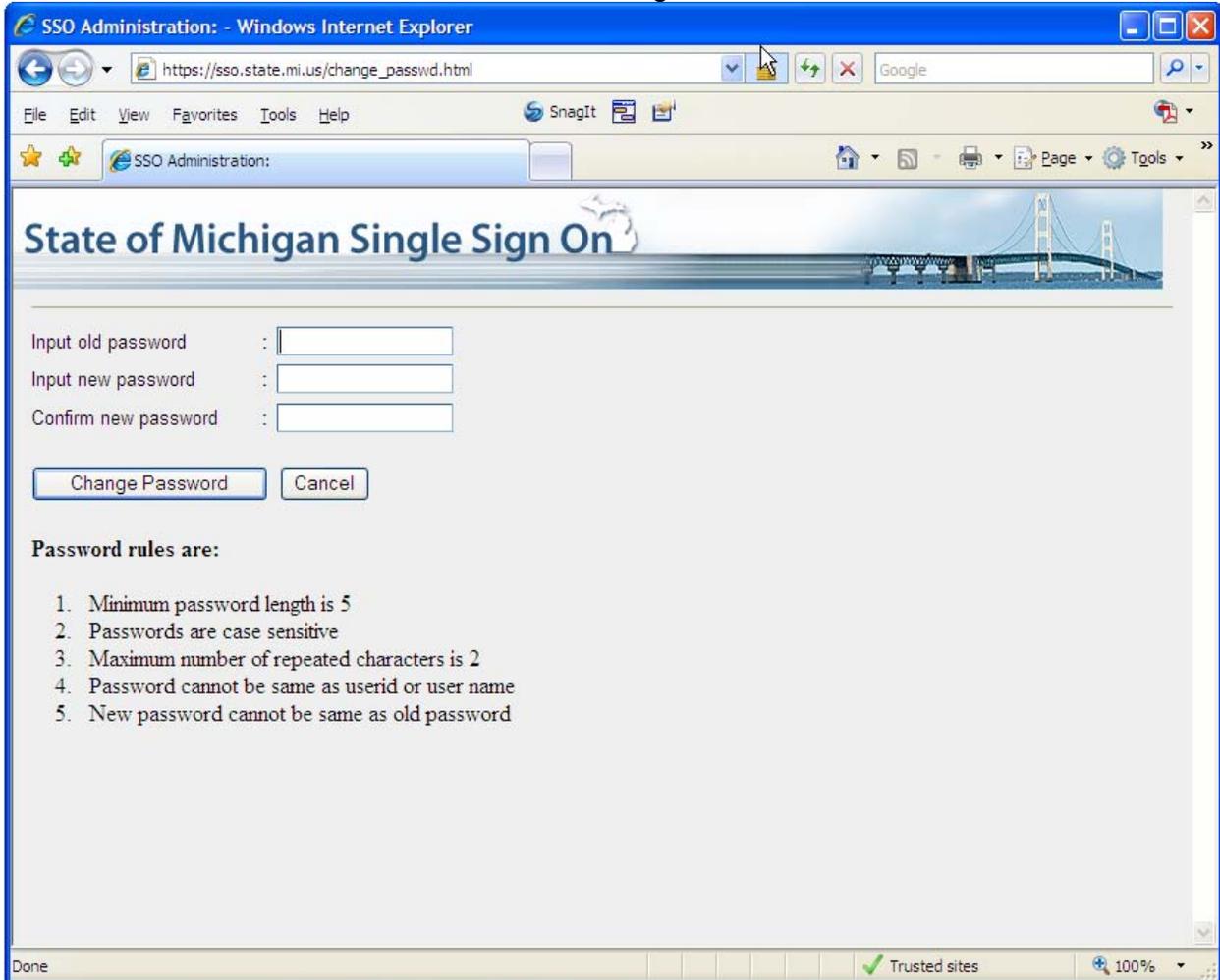
Email:

Work Phone (123-456-7890):

Done Trusted sites 100%

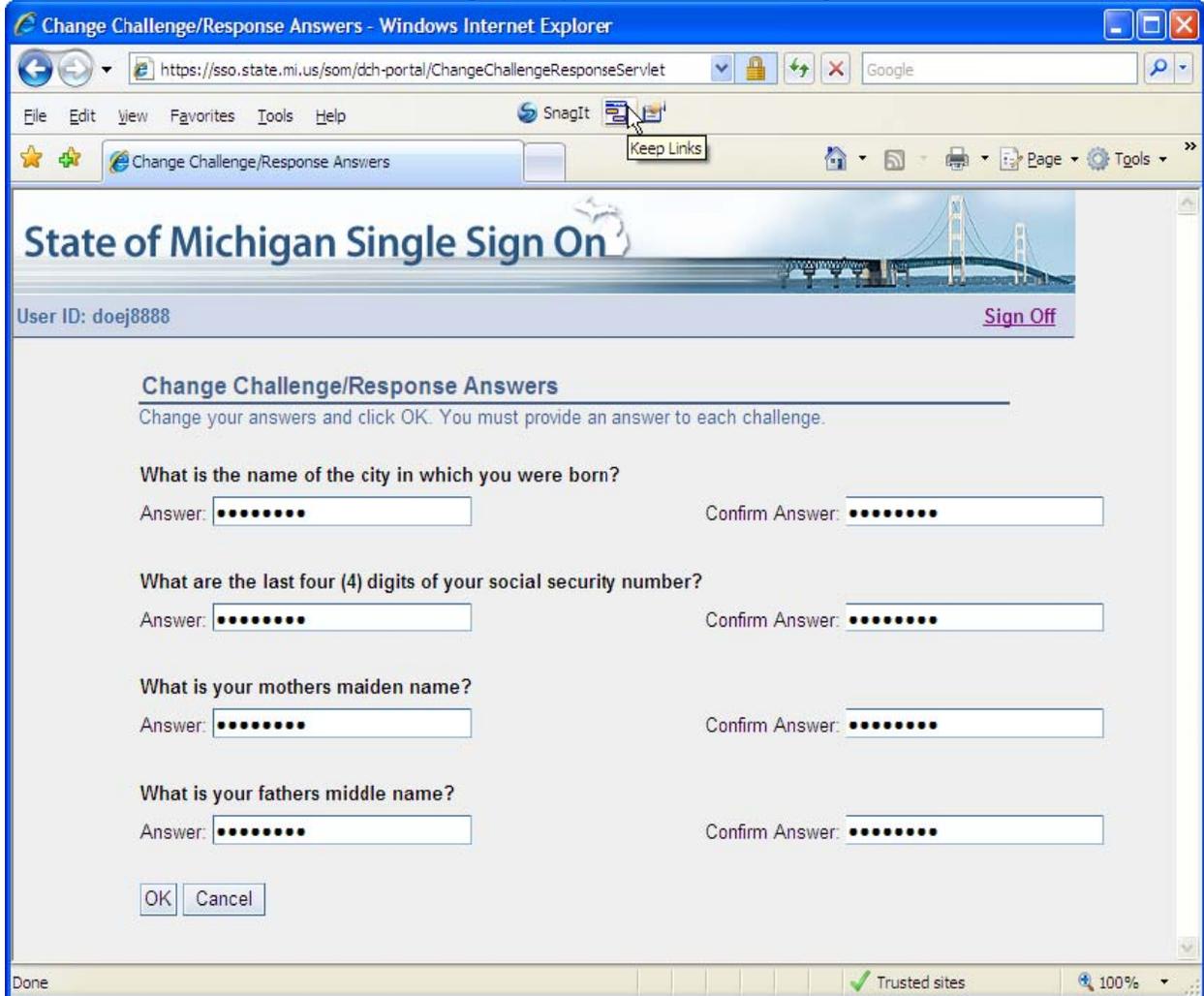
If users select Change My Password from the Account Maintenance screen, they are taken to the Password Change Screen. They must enter their current (old) password and type the new password twice. Click on the Change Password button.

### 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 wish 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.