

# Center for Educational Performance and Information

## *MILogin User Guide*

Last Updated: 7/18/2018

**Questions:**

Email: [cepi@michigan.gov](mailto:cepi@michigan.gov)

Phone: 517-335-0505 x3



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## Introduction

The State of Michigan MILogin application is used by multiple state agencies. A MILogin account is required for the following applications supported by the Center for Educational Performance and Information:

- **K-12 Applications:**
  - Educational Entity Master
  - Graduation and Dropout
  - Michigan Student Data System
  - Registry of Educational Personnel
- **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 one of the above applications is a two-step process.

1. Create an account (if needed) and subscribe to the application through your MILogin account.
2. 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.

CEPI will grant your access when both steps have been completed.

This guide outlines the steps to create a MILogin account (if needed) and subscribe to an application.

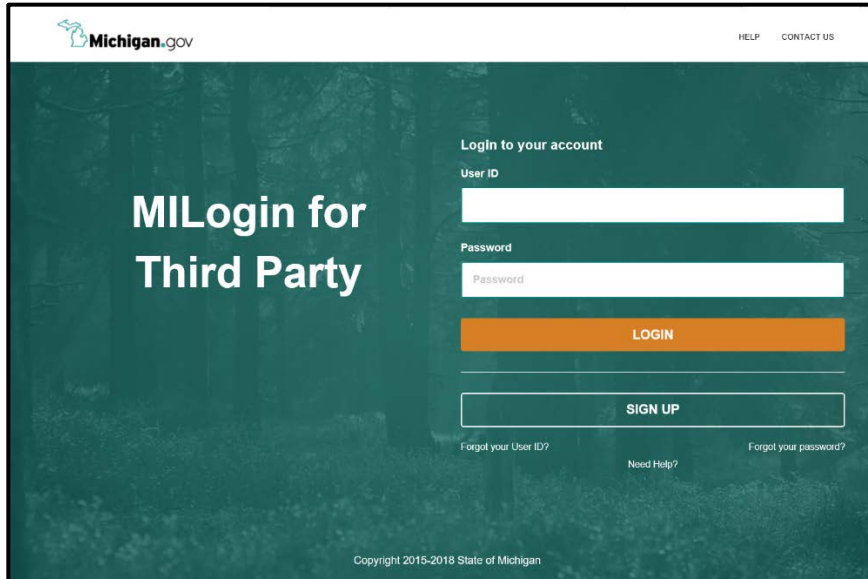
## Further Questions

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

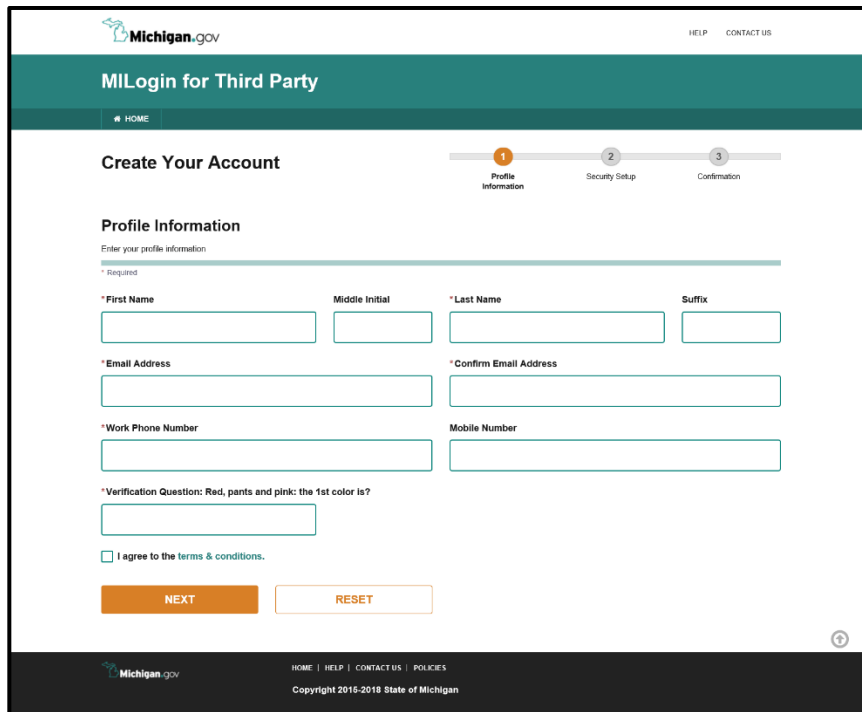
# MI Login Account Creation

Follow the steps outlined below to create a new State of Michigan MILogin 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**.

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HELP CONTACT US

### MI Login for Third Party

HOME

#### Create Your Account

1 Profile Information 2 Security Setup 3 Confirmation

#### Security Setup

Provide user id and password information to complete your profile

Required

\*User ID

\*Password

\*Confirm New Password

**User ID guidelines:**

- Enter your last name, first initial, and any 4 numbers with no space between them. For Example: John Smith and using 9999 as an example for the four digit number, you would enter smithj9999

**Password Guidelines:**

- Must be at least 8 characters in length
- Must include characters from 3 of the following categories:
  - Upper Case letters (A-Z)
  - Lower case letter (a-z)
  - Numbers (0-9)
  - Special characters (like !@#%^&\*~`~!@\_+|=~)
- Should not be one of the last 3 used passwords
- Should not be based on your User ID

#### \*Security Options

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

Email

Mobile (Text/SMS)

Security Questions

**CREATE ACCOUNT** **BACK**

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

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### MI Login for Third Party

HOME

#### Create Your Account

1 Profile Information 2 Security Setup 3 Confirmation

#### Confirmation

✓ Success

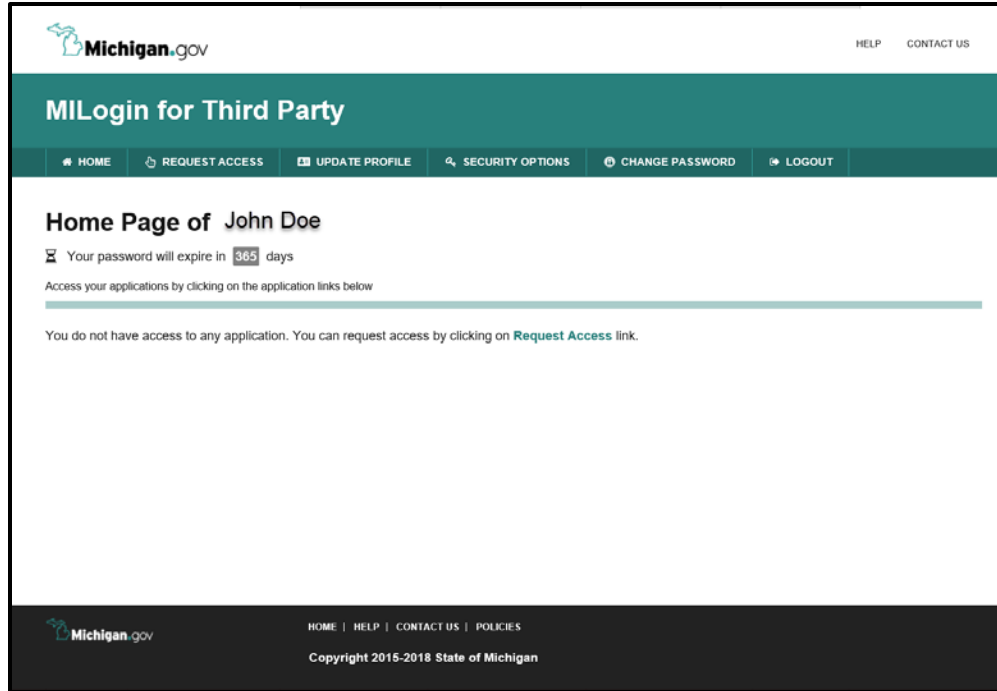
Your account has been successfully created.

**LOGIN**

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## Subscribing to an Application

Follow the steps outlined 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 "Request Access" link in the menu toward the middle of the screen. You will be taken to the Request Access screen. (This is an example for requesting access to EEM.)
  - Step 1a: Search for an application manually or select an agency to view its applications.
  - Step 1b: Choose the application hyperlink that you are requesting access to.
  - Step 1c: Click the "Request Access" button.

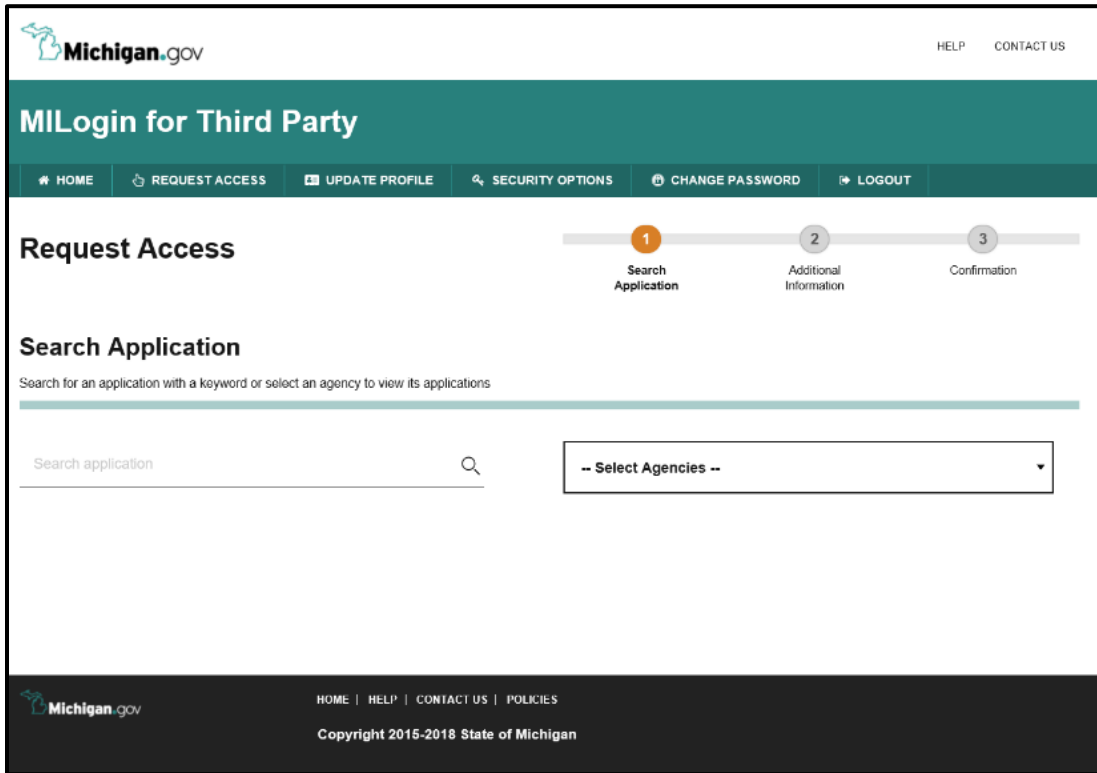


Figure 1: Step 1a.

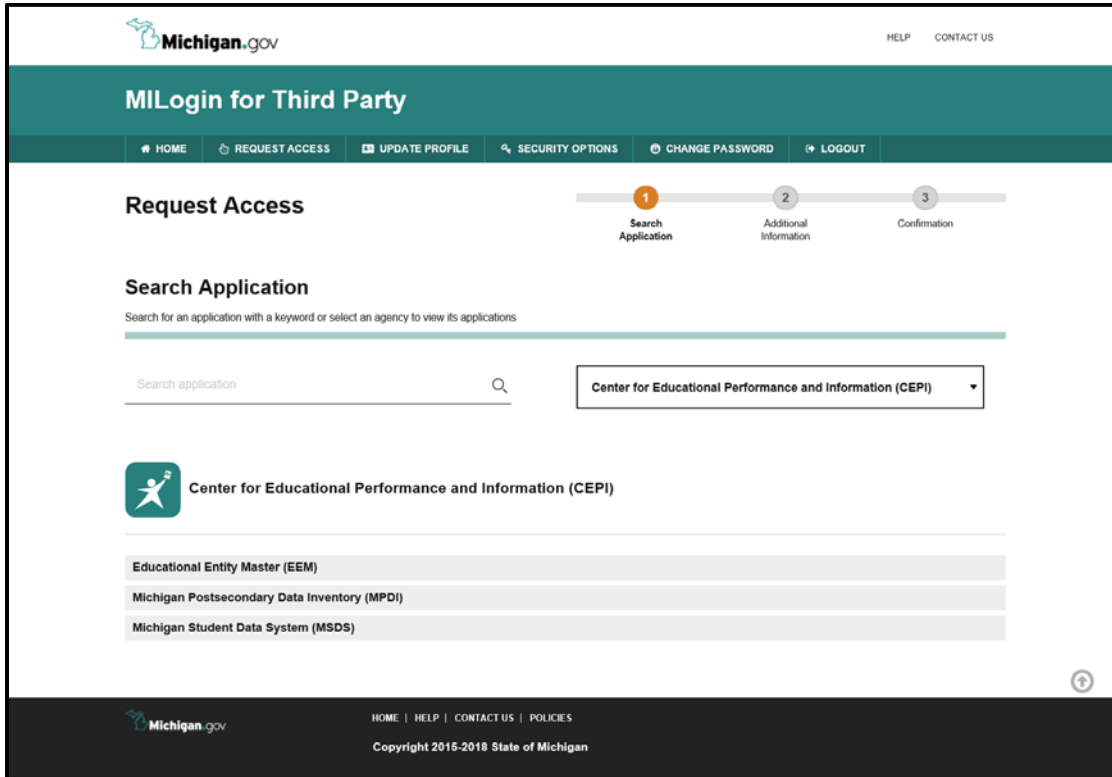


Figure 2: Step 1b.

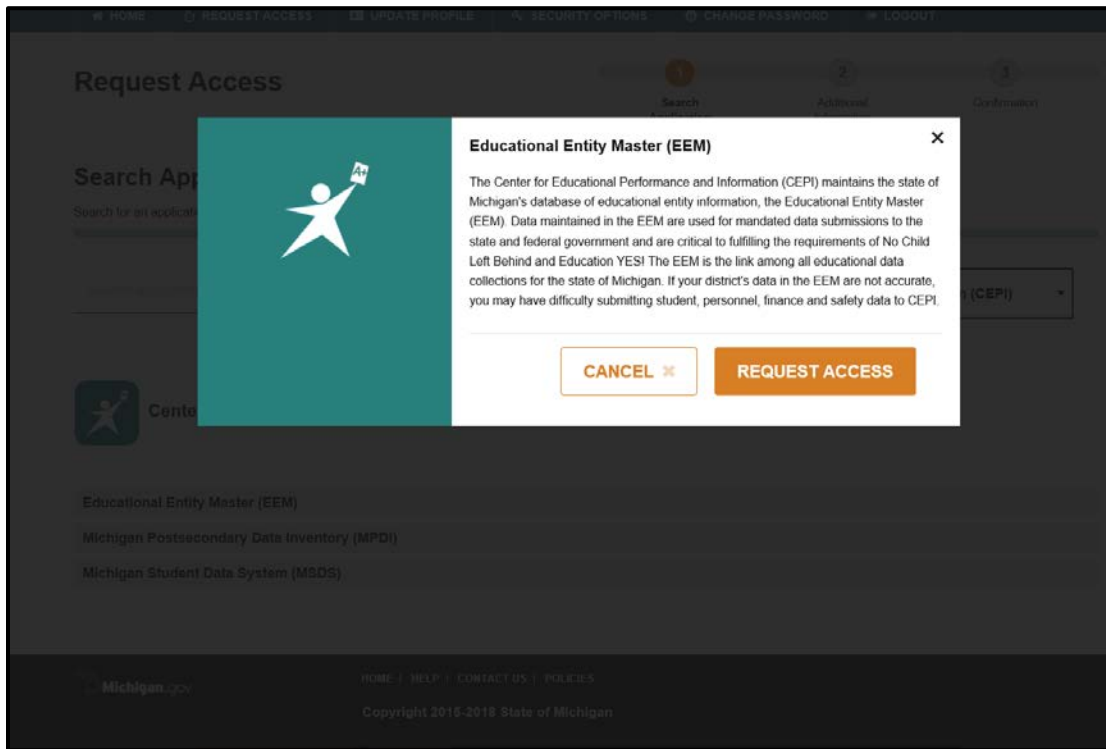
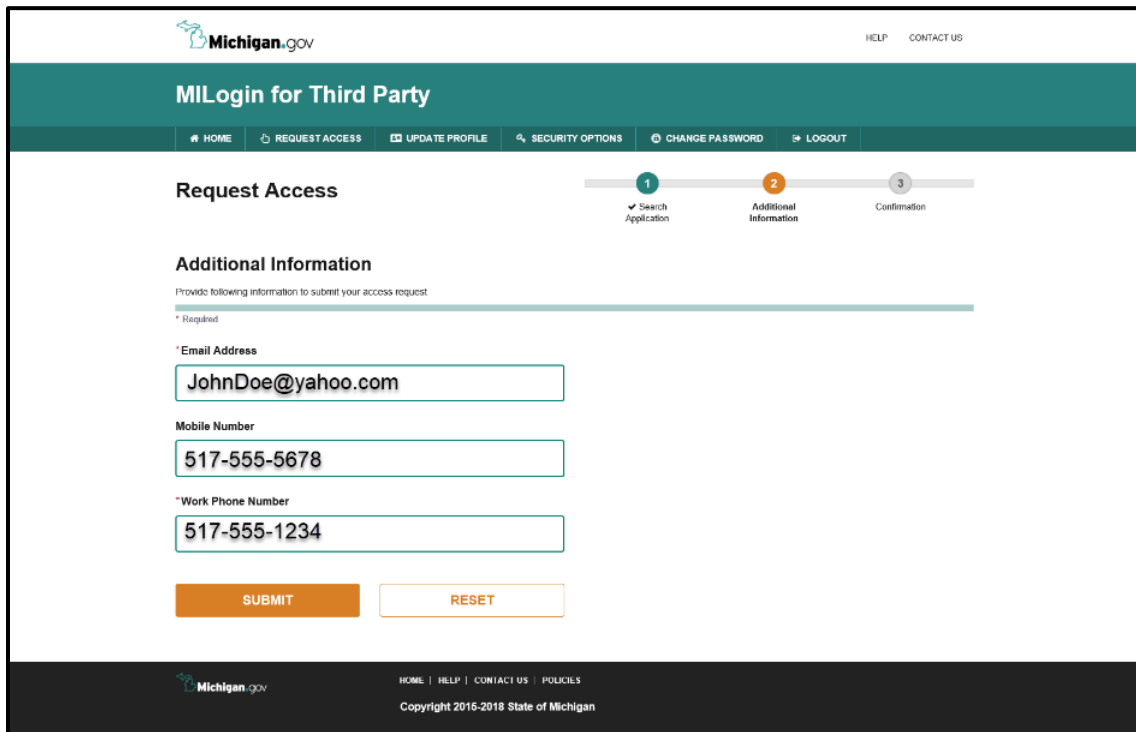


Figure 3: Step 1c.

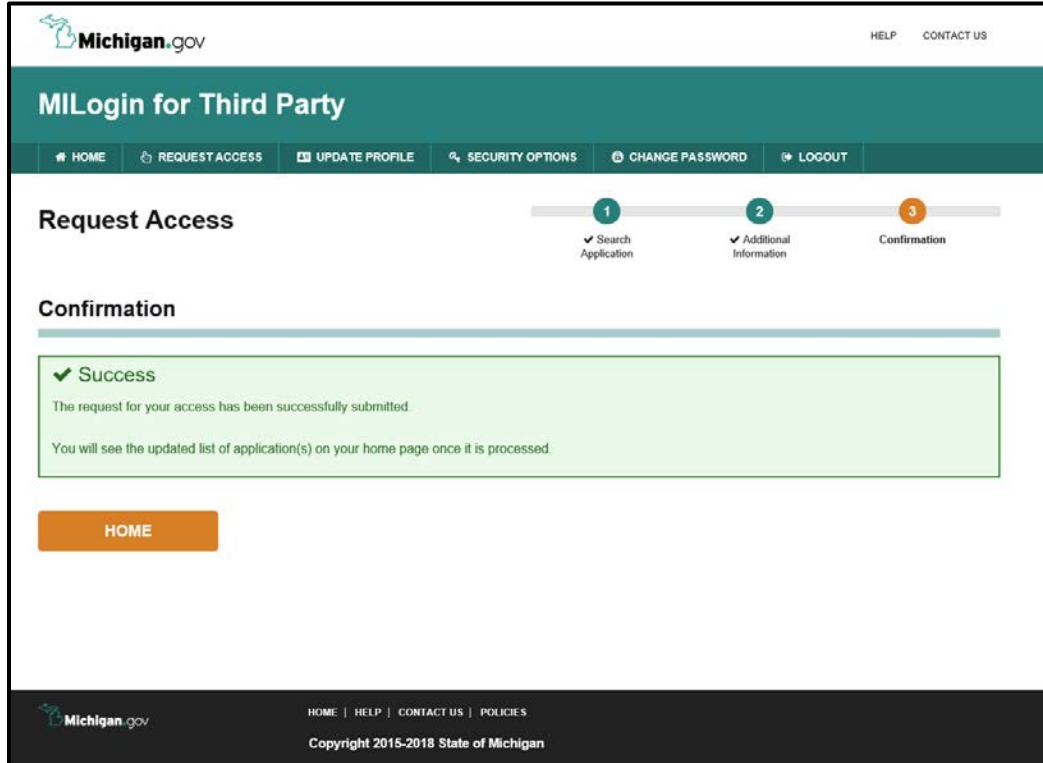
2. You will then be prompted to provide additional information. Enter the appropriate information and click "Submit."



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



another email once access has been granted by CEPI staff, generally within three business days.



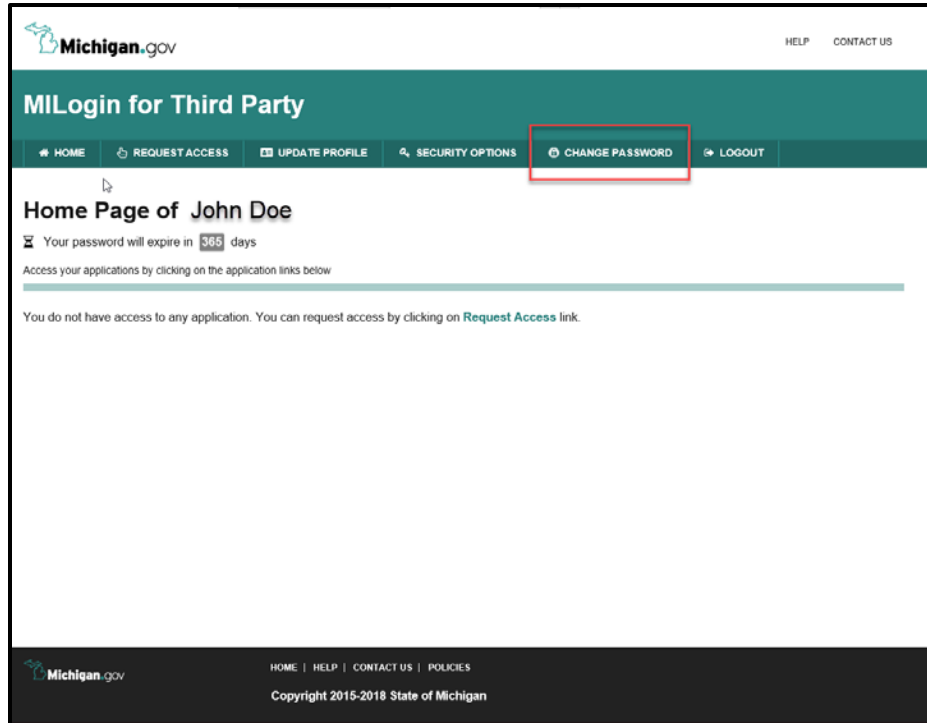
## Notes:

- Permissions 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 link to the application will appear on your MILogin home screen. To access the application, simply click on the application link.

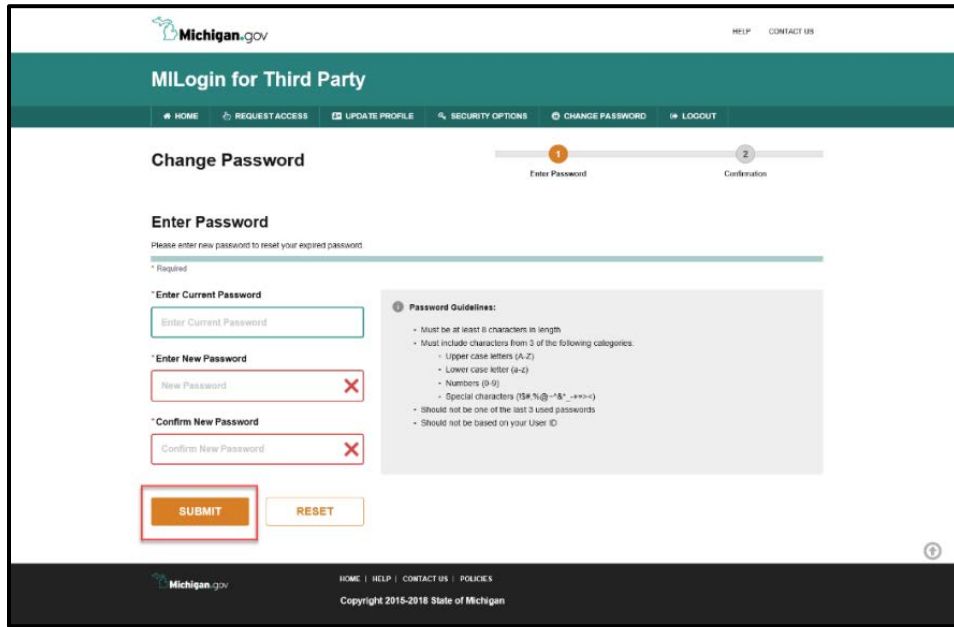
## Changing Your Password

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

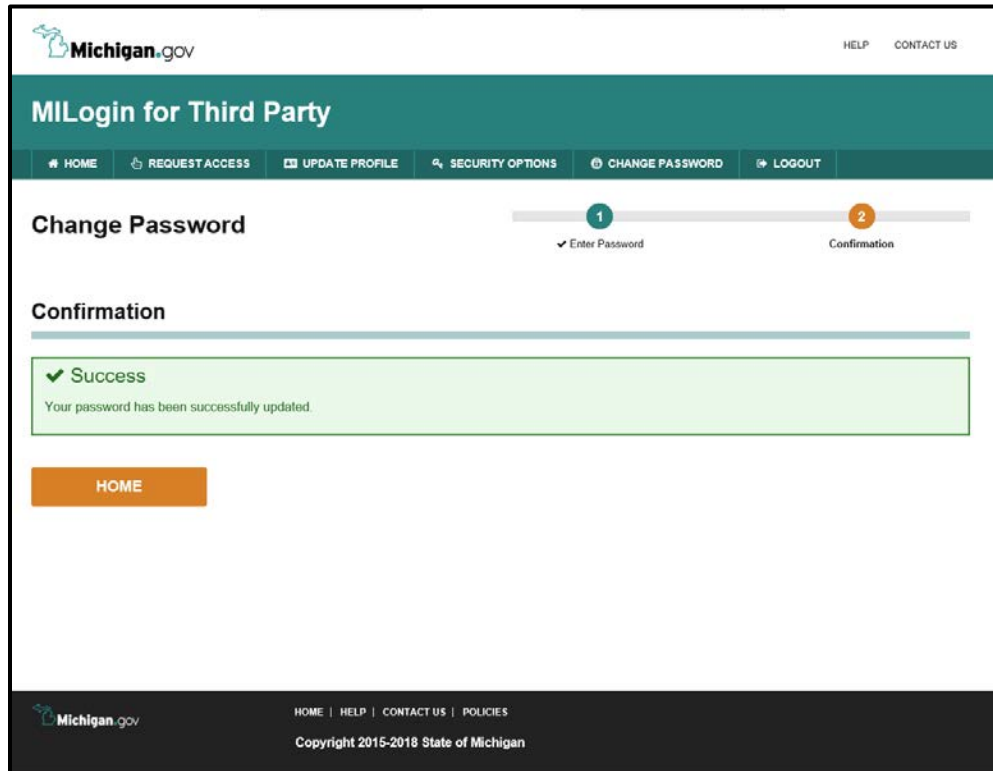
1. On your MI Login home page, click **Change Password**.



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**.



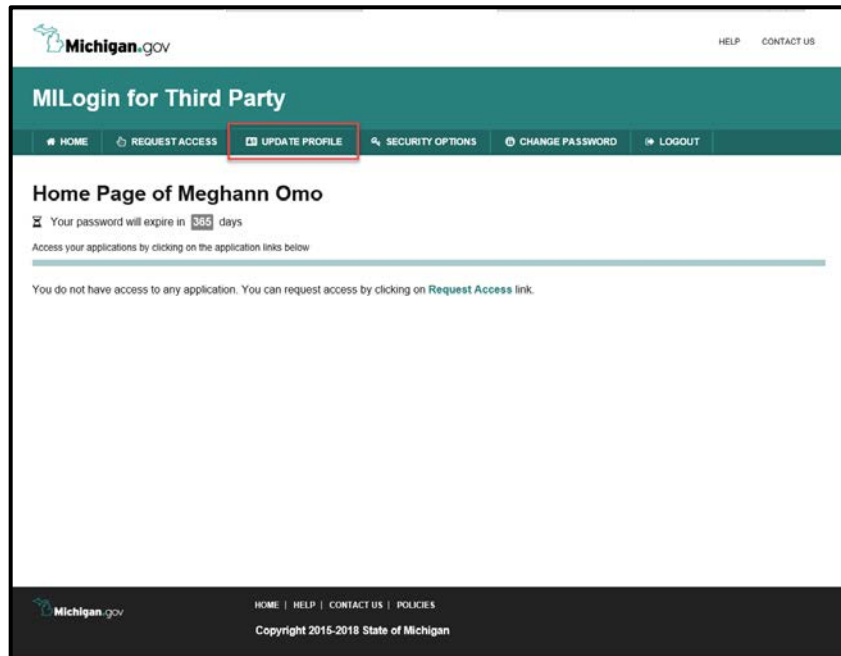
3. You will receive a message indicating that your password has been successfully updated.



## 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.**

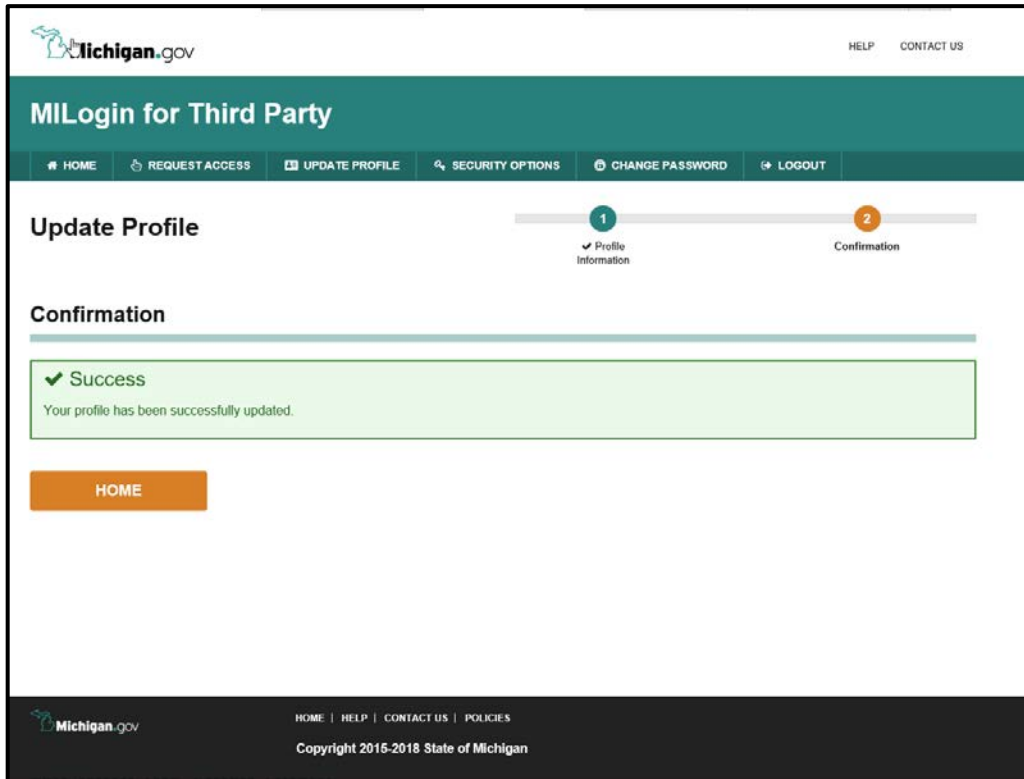
1. To update your profile, select **Update Profile** from your MILogin home page.



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

The screenshot shows the 'Update Profile' page in MILogin for Third Party. The page has a progress indicator at the top with two steps: '1 Profile Information' (active) and '2 Confirmation'. The main heading is 'Update Profile' and the sub-heading is 'Profile Information'. Below this, there is a section for updating profile information with a list of required fields: First Name, Middle Initial, Last Name, Suffix, Email Address, Confirm Email Address, Work Phone Number, and Mobile Number. Each field is represented by a text input box. The 'SUBMIT' button is highlighted with a red box. The footer contains the Michigan.gov logo, navigation links (HOME | HELP | CONTACT US | POLICIES), and a copyright notice: 'Copyright 2015-2018 State of Michigan'.

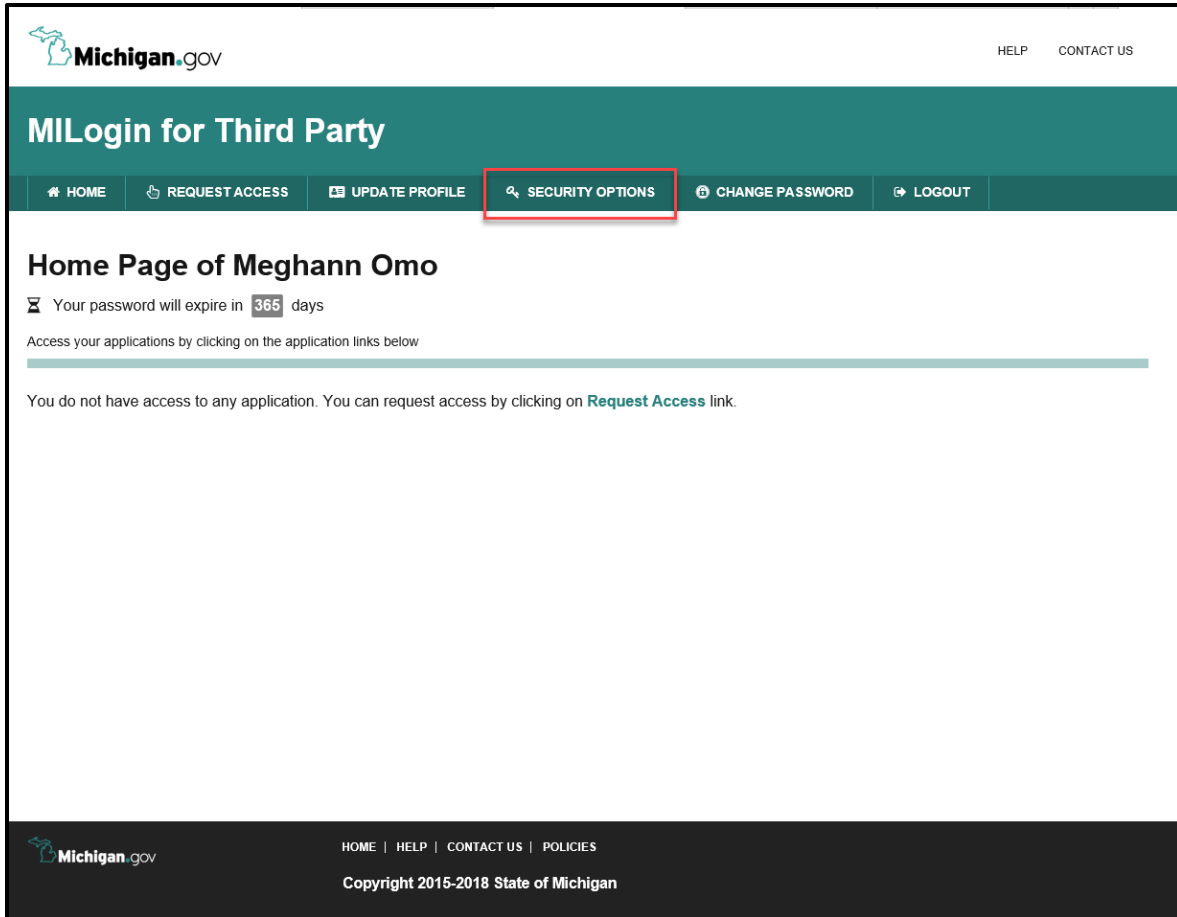
3. You will then be directed to a confirmation page that says your information has been successfully updated.




## Updating Your Security Options

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

1. Select **Security Options** on your MILogin homepage.



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**.

HELP CONTACT US

## 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

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

\*Mobile (Text/SMS)


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--	<input type="text" value="Enter Security Answer #1"/>
--Select Security Question #2--	<input type="text" value="Enter Security Answer #2"/>
--Select Security Question #3--	<input type="text" value="Enter Security Answer #3"/>
--Select Security Question #4--	<input type="text" value="Enter Security Answer #4"/>

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

