

Registration to Single Sign On and Subscription to File Transfer Application.

Step 1: Registration to Single Sign On (SSO)

Skip this section if you have already registered for a SSO account.

Open your web browser (Internet Explorer) and copy this URL <https://sso.state.mi.us/> in the address.

Click the Register button from the State of Michigan Single Sign On portal page. Users must register for a SSO User ID before they can subscribe to applications.



The screenshot shows the login page for the State of Michigan Single Sign On system. At the top, there is a header with the text "State of Michigan Single Sign On" and a small map of Michigan. Below the header, there are two input fields: "User ID" and "Password". A "Login" button is positioned below the password field. Below the login fields, there is a note: "* If you do not have a User ID, please click" followed by a "Register" button. At the bottom, there is a link that says "I forgot my Password".

Complete the requested information (some items are required *) and click 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 the registration page for the State of Michigan Single Sign On system, titled "REGISTRATION- Step 1". At the top, there is a header with the text "State of Michigan Single Sign On" and a small map of Michigan. Below the header, there is a note: "* Indicates required field". There are four input fields: "First Name *", "Middle Initial", "Last Name *", and "Email Address *". Below the input fields, there is a note: "NOTE: Users who have been assigned a State of Michigan email address must use this address to register." At the bottom, there are two buttons: "Continue" and "Clear". At the very bottom, there is a copyright notice: "Copyright © 2008 State Of Michigan. All rights reserved".

State of Michigan Single Sign On 

USER REGISTRATION CONFIRMATION

Please review the following information. Click Submit

First Name :
Initial :
Last Name :
Email Address :
Your User Id will be :

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State of Michigan employees will receive their conformation screen, click the Submit button and you have completed the registration process.

Non State of Michigan employees must create a unique UserID.

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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Enter data in the required fields. Click the Continue Button.

Note: State of Michigan employees will not see this screen.

State of Michigan Single Sign On

REGISTRATION- Step 2

Please Enter a four digit number to create a unique UserID : [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 * :

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The user can enter a four-digit number to add 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. Click the Continue button. The system displays the User Registration Confirmation page. The data that the new user entered displays so that the new user can review it before sending it to the SSO system. If there are corrections, click the Back button. If the information is correct, click the Submit Button.

State of Michigan Single Sign On

USER REGISTRATION CONFIRMATION

Please review the following information. Click Submit

First Name :
Initial :
Last Name :
Email Address :
Your User Id will be :

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This completes the registration. The user will receive an Email with the UserID and a temporary password.



State of Michigan Single Sign On

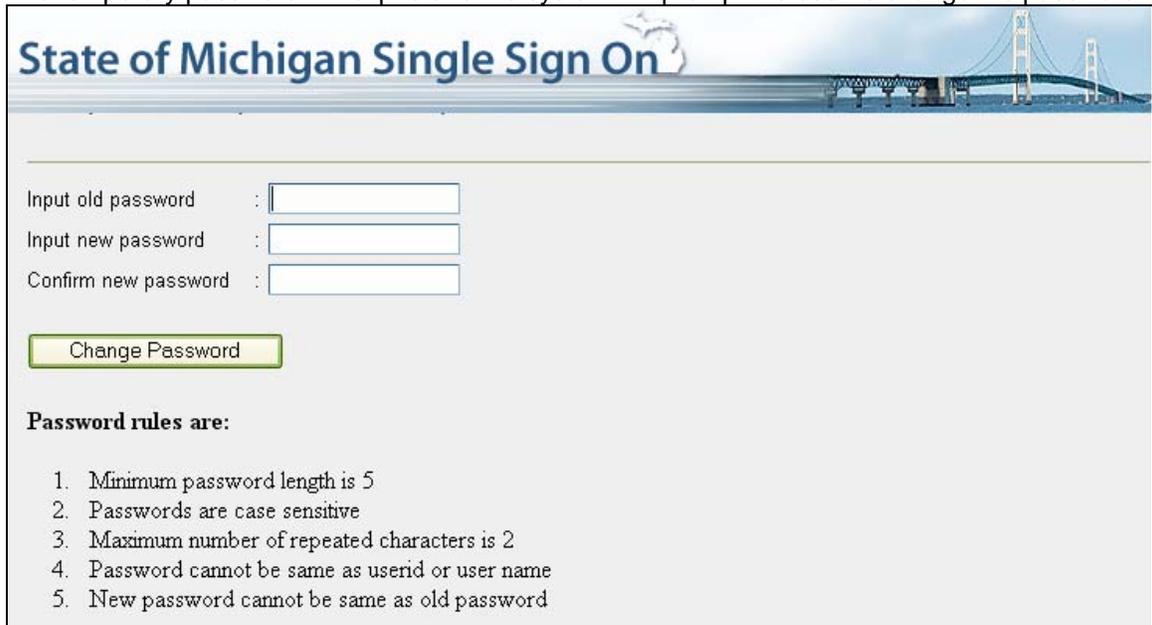
Your request to be registered to the Michigan Web Site is being processed. You will receive an Email within 24 hours with your User Id and password.

Close

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Once the email is received login to SSO.

The temporary password will expire and the system will prompt the user to change the password.



State of Michigan Single Sign On

Input old password :

Input new password :

Confirm new password :

Change Password

Password rules are:

1. Minimum password length is 5
2. Passwords are case sensitive
3. Maximum number of repeated characters is 2
4. Password cannot be same as userid or user name
5. New password cannot be same as old password

Enter data in the password fields. Click the Change Password button.

The system displays to the user the Challenge/Response Answers screen. Answer the six questions (and confirm these answers). This will allow the user to reset their passwords (if the password is forgotten) in the future by answering these questions.

State of Michigan Single Sign On

User ID: [Sign Off](#)

Change Challenge/Response Answers

Change your answers and click OK. You must provide an answer to each challenge.

What was the name of your first school?
Answer: Confirm Answer:

What is your fathers middle name?
Answer: Confirm Answer:

Who was your childhood hero?
Answer: Confirm Answer:

What was the make of your first car?
Answer: Confirm Answer:

What is your all-time favorite sports team?
Answer: Confirm Answer:

What is the name of the city you were born in?
Answer: Confirm Answer:

Enter data in the fields and click the OK button.

State of Michigan Single Sign On

User ID: [Sign Off](#)

Change Challenge/Response Answers

Your challenge/response answers have been updated.

Click the OK button.

The screenshot shows the 'State of Michigan Single Sign On' header with a Michigan map icon. Below the header, there is a 'User ID:' label on the left and a 'Sign Off' link on the right. The main content area is titled 'Account Maintenance' and contains three bullet points: 'Change My Personal Information', 'Change My Password', and 'Change My Challenge/Response Answers'. At the bottom of this section is a 'Done' button.

Click the Done button.

The system will display the State of Michigan Single Sign On portal page.

The screenshot shows the 'State of Michigan Single Sign On' header. Below the header, the main heading is 'Application Portal'. Underneath, it says 'WELCOME ,'. A message states: 'You are NOT currently subscribed for any applications. If you wish to subscribe for application access please click on the [Subscribe to Applications](#) link below.' At the bottom, there are three links: 'Subscribe to Applications', 'Account Maintenance', and 'Sign Off'.

The File Transfer application is not available at this time.

Step 2: Subscription to File Transfer Application

Click the Subscribe to Applications link.

The screenshot shows the 'State of Michigan Single Sign On' header. Below the header, the heading is 'SUBSCRIPTION'. The text 'Please Select from the list' is followed by two dropdown menus. The first dropdown menu is set to 'Dept of Community health' and the second is set to 'DCH File Transfer'. Below the dropdowns are 'Next' and 'Back' buttons. At the bottom, there is a copyright notice: 'Copyright © 2008 State Of Michigan. All rights reserved'.

Select Dept of Community health in the first drop down list box. Select DCH File Transfer in the second drop down list box. Click the Next button.

State of Michigan Single Sign On

Subscription For: DCH File Transfer

* Indicates required field

Work Phone* Your E-mail*

(Include area code eg: 517-123-3456)

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Enter Work Phone and E-mail. Click the Continue button.

Click the Submit button.

State of Michigan Single Sign On

Your subscription request has been submitted successfully. You will be notified upon approval.

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Click the Close button.

This completes the subscription to the application thru Single Sign On.

The next time you login to SSO, the DCH- File Transfer Application will be available.

State of Michigan Single Sign On

Application Portal

WELCOME ,

You are currently subscribed to the following applications:

- [DCH-File Transfer](#)

[Subscribe to Applications](#) [Add new Roles to Existing Subscription](#)
[Account Maintenance](#) [Sign Off](#)

Click the DCH File Transfer link. The system displays the New User page.

