

AUTHORIZED OFFICIAL - APPROVING MIND 2.0 ACCESS

If you are listed in EEM as the Authorized Official, you will receive an email every time someone in your agency requests access to the MIND 2.0 system. This email will include a direct link to approve or deny the request.

- If you do not know if the person requesting access should have access, forward the email with the approval link to the appropriate staff member who can approve this request.
- Access requests must be approved or denied within 24 hours of receiving the request.
- Each program is allowed to have two MIND 2.0 Level 3's. The Level 3 is the person who certifies and submits the claims for reimbursement.
- Follow the instructions below to approve/deny a MIND 2.0 access request.

NOTE: If a person needs to change their access level in MIND 2.0, you must remove the prior access level before they can request the new level. They will contact you if this happens.

INSTRUCTIONS:

1. You will receive an email from MIND 2.0 with the requester's personal information as well as the program and the level of access being requested.
2. Click on the **Click Here** link in the email to be taken directly to the Agency Request Access.

Authorized official's Email

From: MIND20 <NoReply-MIND@michigan.gov>
Sent: Wednesday, July 14, 2021 10:53 AM
To: Your email address

Subject: Access Request to MDE's MIND 2.0 System

This User: Name of your MDE - Office of Health and Nutrition Services (MDE-OHNS1) has requested access to the MIND 2.0 system. The user has requested access to the following subsystems:

User Information:

First Name	Last Name	Phone	Email	MEIS Account Number	MILogin Account Number

Requesters personal information.

Requested Subsystems:

Agency Name	Subsystem Name	Access Level
MDE - Office of Health and Nutrition Services (MDE-OHNS1)	School Nutrition Program	4

Program and level of access requested.

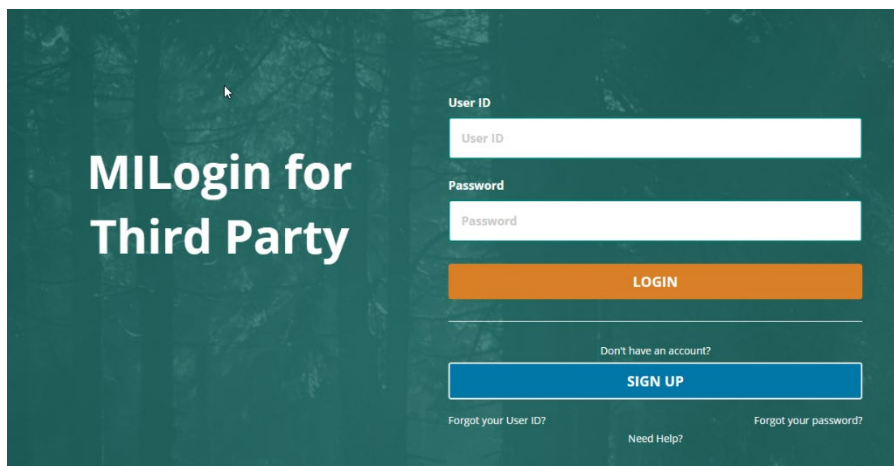
Grant or Deny User Access: [Click Here](#)

You are identified as the authorized official for this agency/office in the Educational Entity Master (EEM)/Program Office Profile. Kindly grant or deny access, as necessary. If you are not the person responsible, delegate the authority to the appropriate person in your agency by forwarding this email.

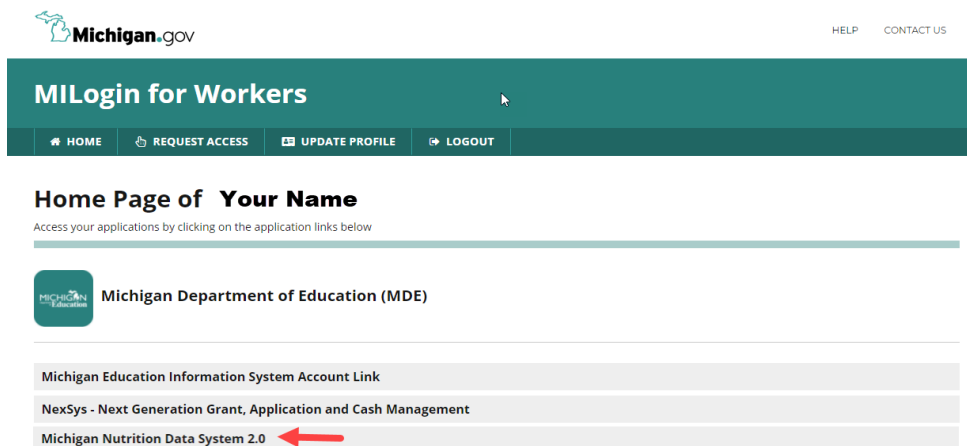
NOTE: IF you currently have MIND Level 3 access, you can also approve a request by clicking on the **Agency Request Access** tab of the MIND 2.0 home page.

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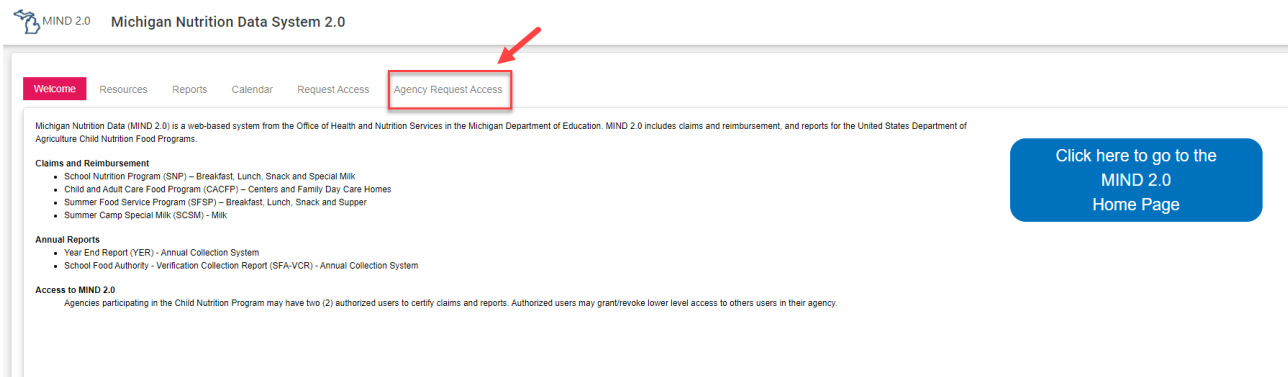
3. Log in through your MILogin for Third Party account. [MILogin - Login \(michigan.gov\)](https://milogin.michigan.gov)¹



4. Click on the **Michigan Nutrition Data System 2.0** link.



5. Click on the **Agency Request Access** tab.



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6. Open the **Pending Access Requests for MIND 2.0** section above the Current Access for MIND 2.0. If this section is not visible, click on the “^” at the far right of the blue box to open it.

MIND 2.0 Michigan Nutrition Data System 2.0

Welcome Resources Reports Calendar Request Access **Agency Request Access**

Pending Access Requests for MIND 2.0 ^

Note: If you do not see the request on this page, it is possible that the user has cancelled their request. You might receive an email regarding the same.

Excel CSV PDF Search

Row Number	Sponsor Number	Sponsor Name	Username	Subsystem Name	Access Level
1	14SC03500	CAMP FIRE RIVER BEND INC	[Redacted]	Summer Camp Special Milk	Level 3
2	14SC04500	BAIRLAKE BIBLE CAMP	[Redacted]	Summer Camp Special Milk	Level 3

7. **Verify current MIND Level 3 Users** by looking in the Current Access for MIND 2.0 section. Each program is ONLY allowed to have two Level 3s.

Use the dropdown menus to choose the following:

- a. **Subsystem:** (Program person is requesting access to)
- b. **Access Level:** Choose Level 3 Agency Read Write and Certify
- c. **Status:** Leave as Open
- d. **Sponsors:** Type in the agency name or use the dropdown to choose the agency that the person is requesting access to
- e. Click the **Display** button

Current Access for MIND 2.0

Subsystems: Status:

Access Levels: Sponsors:

Access Between Dates:

Start Date: End Date:

Display

8. Review the list of people who currently have Level 3 access and decide the following:
- a. Should the person requesting access be a MIND Level 3?
 - b. Are there already two MIND Level 3s listed? Who will you remove to add the new person? If you don't want to remove either one of the current level 3's, you can deny the request.

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9. **Removing a MIND 2.0 Level 3 user.** Under the Current Access for MIND 2.0 section, click the **Remove** button next to the person's name who you want to remove.

Current Access for MIND 2.0

Subsystems: School Nutrition Program | Status: Open

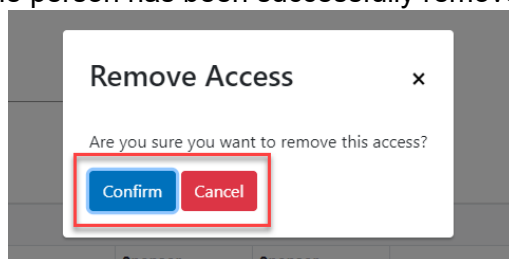
Access Levels: Level 3 Agency Read Write and Certify | Sponsors: Allegan County Youth Home (030008001)

Access Between Dates: Start Date: Choose a Date | End Date: Choose a Date

Display

Row Number	Action	MEIS Account	MILogin ID	First Name	Last Name	Sponsor Number	Sponsor Name	Subsystem	Access Level/Name	Created by Name	Created Date	Closed By Name	Closed By Date	La	Ac	Da
1	Remove					030008001	Allegan County Youth Home	School Nutrition Program	Agency Read Write and Certify		10/22/2020	Not Applicable	Not Applicable	5.	1	
2	Remove					030008001	Allegan County Youth Home	School Nutrition Program	Agency Read Write and Certify		9/30/2014	Not Applicable	Not Applicable	5.	1	

10. Click the **Confirm** button to remove the person's access. Click the **Cancel** button to return to the Current Access for MIND 2.0. A **Success! Message** will appear for a moment, in the upper right-hand corner, when the person has been successfully removed.



11. Verify that the chosen person has been removed from the system by clicking the **Display** button.

Current Access for MIND 2.0

Subsystems: School Nutrition Program | Status: Open

Access Levels: Level 3 Agency Read Write and Certify | Sponsors: Allegan County Youth Home (030008001)

Access Between Dates: Start Date: Choose a Date | End Date: Choose a Date

Display

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12. Scroll back up to the Pending Access Requests for MIND 2.0. to approve the MIND 2.0 access request.

Michigan Nutrition Data System 2.0

Welcome Resources Reports Calendar Request Access **Agency Request Access**

Pending Access Requests for MIND 2.0

Note: If you do not see the request on this page, it is possible that the user has cancelled their request. You might receive an email regarding the same.

Excel CSV PDF Search

Row Number	Action	Sponsor Number	Sponsor Name	Username	Subsystem Name	Access Level
1	Approve/Deny	01010	Alcona Community Schools	[Redacted]	School Nutrition Program	Level 3
2	Approve/Deny	02010	AuTrain-Onota Public Schools	[Redacted]	Child and Adult Care Food Program	Level 1
3	Approve/Deny	02010	AuTrain-Onota Public Schools	[Redacted]	Family Day Care Homes	Level 2
4	Approve/Deny	02010	AuTrain-Onota Public Schools	[Redacted]	Summer Camp Special Milk	Level 1
5	Approve/Deny	02010	AuTrain-Onota Public Schools	[Redacted]	Summer Camp Special Milk	Level 3

Process Requests

13. Click on **Approve/Deny** link.

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Excel CSV PDF Search

Row Number	Action	Sponsor Number	Sponsor Name	Username	Subsystem Name	Access Level
1	Approve/Deny	01010	Alcona Community Schools	[Redacted]	School Nutrition Program	Level 3
2	Approve/Deny	02010	AuTrain-Onota Public Schools	[Redacted]	Child and Adult Care Food Program	Level 1
3	Approve/Deny	02010	AuTrain-Onota Public Schools	[Redacted]	Family Day Care Homes	Level 2
4	Approve/Deny	02010	AuTrain-Onota Public Schools	[Redacted]	Summer Camp Special Milk	Level 1
5	Approve/Deny	02010	AuTrain-Onota Public Schools	[Redacted]	Summer Camp Special Milk	Level 3

Process Requests

14. Approve or deny access by clicking on the radial button to the left of the word.

Michigan Nutrition Data System 2.0

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Pending Access Requests for MIND 2.0

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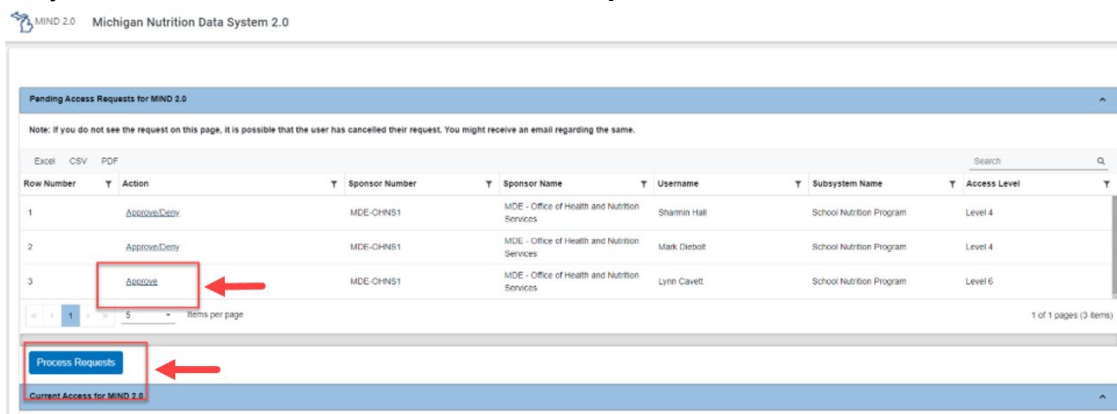
Excel CSV PDF Search

Row Number	Action	Sponsor Number	Sponsor Name	Username	Subsystem Name	Access Level
1	Approve	01010	Alcona Community Schools	Lori McDonald	School Nutrition Program	Level 3
2	<input checked="" type="radio"/> Approve <input type="radio"/> Deny <input type="radio"/> Hold	02010	AuTrain-Onota Public Schools	Sai Rekha Devarashetty	Child and Adult Care Food Program	Level 1
3	Approve/Deny	02010	AuTrain-Onota Public Schools	Sai Rekha Devarashetty	Family Day Care Homes	Level 2
4	Approve/Deny	02010	AuTrain-Onota Public Schools	Sai Rekha Devarashetty	Summer Camp Special Milk	Level 1
5	Approve/Deny	02010	AuTrain-Onota Public Schools	Diane Block	Summer Camp Special Milk	Level 3

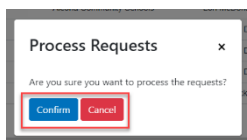
Process Requests

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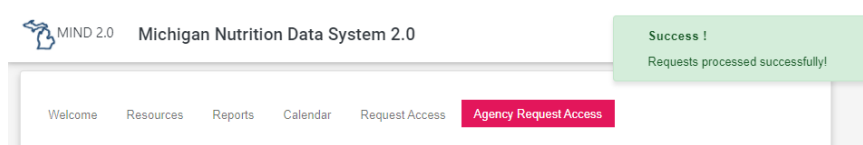
15. Review your action and then click the **Process Requests** button.



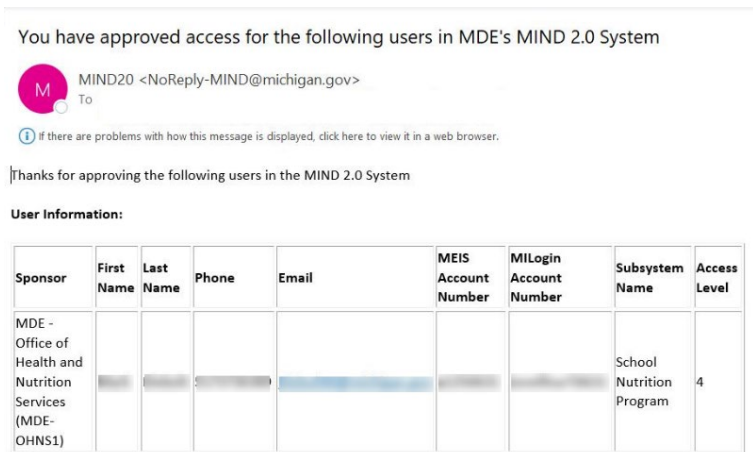
16. Click the **Confirm** button or the **Cancel** button to process or cancel the request.



17. A Success! Message will appear when the request has been successfully processed.



18. A confirmation email will be sent to the person requesting access, letting them know the access has been approved AND an email will be automatically sent to you confirming your approval or denial.



If you are not the person who granted this access, kindly contact the Security Administrator, Email: PackerK1@michigan.gov

Page Links:

¹<https://milogintp.michigan.gov/eai/tplogin/authenticate?URL=/>