

Creating a MILogin for Third Party Account

Linking an existing MEIS Account to MILogin for Third Party Account

BEFORE YOU BEGIN: Please note 2 important facts about this process.

1. **There are 2 sections with multiple steps to complete**, to link your MEIS account to a MILogin for Third Party account. Section titles are highlighted throughout the document.
2. If you have multiple MEIS accounts, you will need to create a new MILogin for Third Party account to link to each MEIS account by repeating ALL the steps. **You cannot connect multiple MEIS accounts to one MILogin for Third Party account.**

SECTION 1 - Creating your MILogin for Third Party Account:

Step 1: Follow the Link [MILogin for Third Party](#) OR visit: milogintp.michigan.gov.

Step 2: Enter your information into the form.

Michigan.gov HELP CONTACT US

MILogin for Third Party

HOME

Create Your Account

1 Profile Information 2 Security Setup 3 Confirmation

Profile Information

Enter your profile information

* Required

* First Name Middle Initial * Last Name Suffix

* Email Address * Confirm Email Address

By providing an e-mail address, a new PIN can be sent to you to help with resetting a forgotten password.

* Work Phone Number Mobile Number

By providing a mobile number, a text message can be sent to you to help with resetting a forgotten password.

Step 3: Answer the challenge question and check the box that you agree to the Terms & Conditions.

* Verification Question: Which word from list "carload, exact, assail, portfolio" contains the letter "p"?

portfolio

I agree to the [terms & conditions](#).

Step 4: Click the NEXT button.

NEXT RESET

Step 5: Create your Username and Password.

Security Setup

Provide user id and password information to complete your profile

* Required

* User ID

Enter a User ID

* Password

Enter password

* Confirm New Password

Confirm 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 smithy9999.
- User ID cannot contain space.

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 (\$#%&-@~&*_+<->=>)
- Should not be one of the last 3 used passwords
- Should not be based on your User ID

*HINT: If you have multiple MEIS accounts you will need one MILogin for Third Party account for each MEIS number. Create a username that is specific to each agency and will help you remember which agency it belongs to.

Username Example: Agency Initials, your last name, your first initial, 4-digit code (give each of your agencies a number and use it here, for your reference).

Step 6: Set up your password recovery. Choose from one of the options.

* Security Options

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



Step 7: Click the CREATE ACCOUNT button.

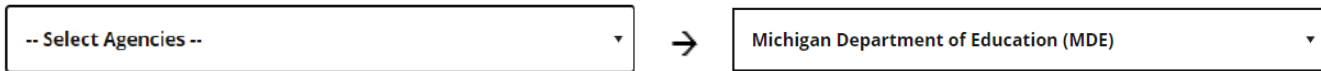
Please NOTE: At this point, you do not have access to any State of Michigan systems.

SECTION 2 - Linking your MEIS account to your MILogin for Third Party Account

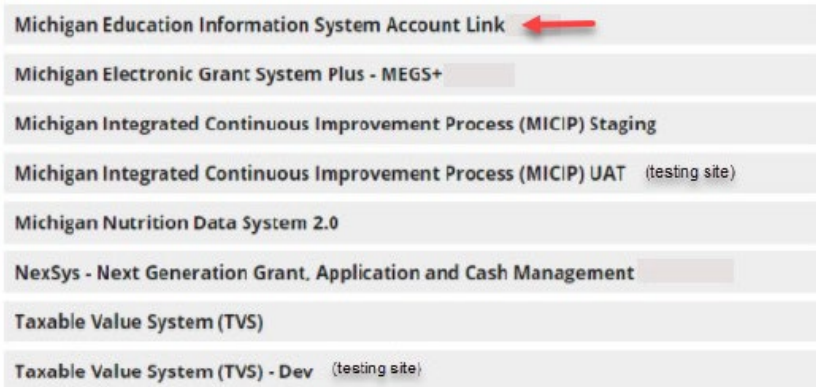
Step 1: Click on the HOME tab.



Step 2: Choose “Michigan Department of Education (MDE)” from the *Select Agencies* dropdown menu.

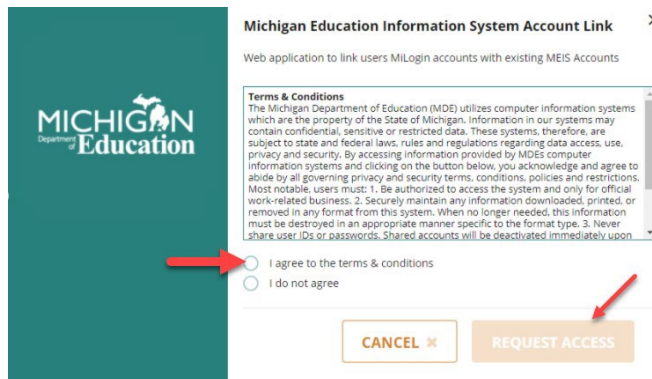


Step 3: Choose Michigan Education Information System (MEIS) from the options.



Step 4: Check that you agree to the Terms & Conditions.

Step 5: Click the REQUEST ACCESS button.



Step 6: Verify that your information is correct.

Step 7: Click the SUBMIT button.

*Email Address

FranksT1@michigan.gov

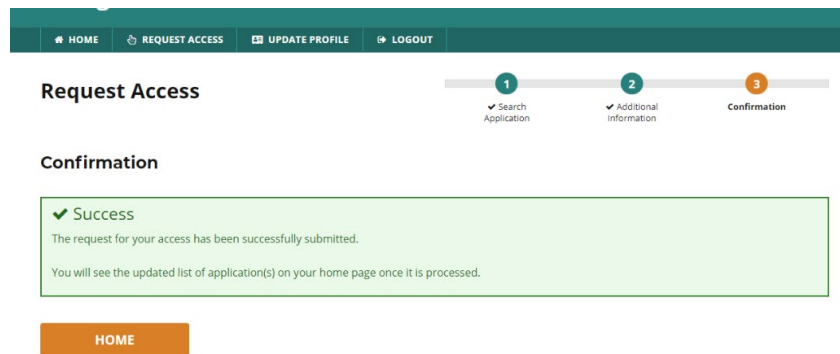
*Work Phone Number

517-335-0352

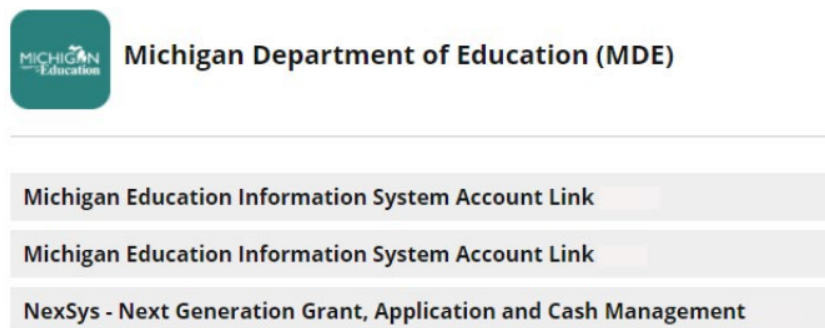
SUBMIT

RESET

Step 8: You will see a Confirmation page that looks like this.



Step 9: Logout of MILogin for Third Party and then log back in. [You can log in HERE](#). When you return to your MILogin for Third Party home screen you should see the new system added to your list of MDE systems selections.



Step 10: Check your email for a system generated email confirming your access.

Please Note: MILogin can react differently with different browsers. If you logged out and logged back in and do not see the MEIS account link option, close all browser windows and tabs before logging back in to MILogin. If you continue to have difficulties, contact the DTMB Client Service Center: 877-932-6424.

Step 11: Select the Michigan Education System Account link.



Step 12: Click that you Acknowledge/Agree to the Terms & Conditions.

Terms & Conditions

The Michigan Department of Education (MDE) utilizes computer information systems which are the property of the State of Michigan. Information in our systems may contain confidential, sensitive or restricted data. These systems, therefore, are subject to state and federal laws, rules and regulations regarding data access, use, privacy and security. By accessing information provided by MDE's computer information systems and clicking on the button below, you acknowledge and agree to abide by all governing privacy and security terms, conditions, policies and restrictions. Most notable users must: 1. Be authorized to access the system and only for official work-related business. 2. Securely maintain any information downloaded, printed, or removed in any format from this system. When no longer needed, this information must be destroyed in an appropriate manner specific to the format type. 3. Never share user IDs or passwords. Shared accounts will be deactivated immediately upon discovery. 4. Never disclose any confidential, sensitive or restricted data to unauthorized individuals. 5. Give their expressed consent to the monitoring of their activities in the system. If such monitoring reveals possible evidence of unauthorized or criminal activity, the evidence may be provided to administrative or law enforcement officials for disciplinary action and/or prosecution.

CANCEL ✖ **Acknowledge/Agree**

Step 13: Enter your **MEIS account Login Name** and **current password**.

Step 14: Check the system agreement checkbox.

Step 15: Click the **Link Account** button.

Michigan Education Information System Account Link
Michigan Department of Education

Welcome to the Michigan Education Information System (MEIS) Account Link

To complete the MILogin and MEIS account link, please do the following:

- Enter your MEIS Login and Password below
- Review the Agreement
- Check the Agreement Checkbox
- Click "Link Account"
- Once complete a confirmation screen will appear

Once you receive the confirmation you will have successfully linked your MILogin and MEIS accounts.

Close this window to return to the MILogin Home page.

If you are having difficulties linking your MILogin and MEIS accounts please contact: 517-335-0505

Press 1 for the Michigan Online Educator Certification System (MOECS), or email MDE-EducatorHelp@michigan.gov

Press 2 for MDE Programs, then press:

- 1 for the Michigan Nutrition Data System (MIND)
- 2 for the Cash Management System (CMS)
- 3 for the OEAA Secure Site
- 4 for the Michigan Electronic Grants System Plus (MEGS+)
- 5 for the Michigan School Health Survey System or MIPHy

* = Required

MILogin Account STORMS

* Login Name:

* Password:

I agree to protect my user identification and password from unauthorized use.

Link Account

Step #13

Step #14

Step #15

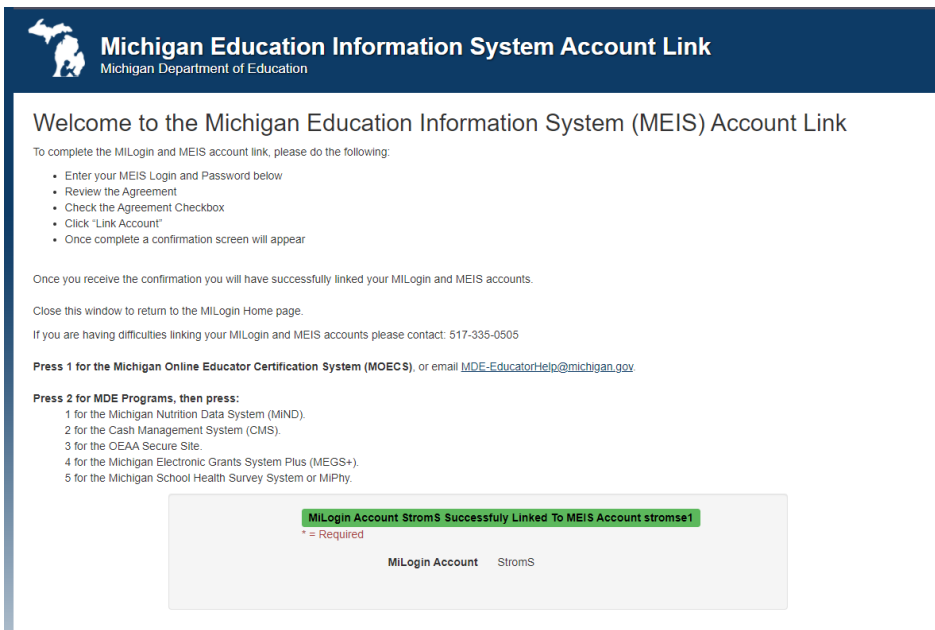
PLEASE NOTE: If you do not enter the correct MEIS Login and Password after five consecutive tries you will be locked out for 20 minutes. If you are unsure of your MEIS password please visit www.Michigan.gov/MEIS, click the MEIS logo and scroll down to reset your MEIS password.

For additional support with linking your MILogin Third Party Account to your MEIS account please contact the MDE:

Phone: 517-241-5000 or

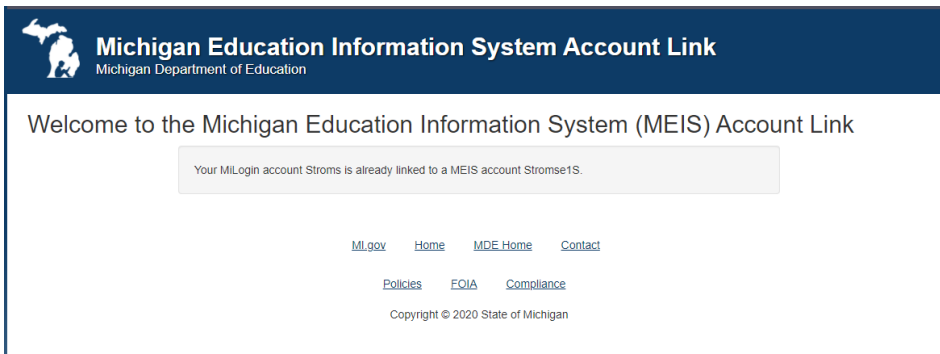
Email: MDE-EducatorHelp@Michigan.gov

Step 16: Receive MEIS Welcome page upon successful linking of accounts. This confirmation page will note the MILogin for Third Party Username linked to the MEIS account.



The screenshot shows the Michigan Education Information System Account Link page. At the top, there is a Michigan state logo and the text "Michigan Education Information System Account Link" and "Michigan Department of Education". Below this, the heading reads "Welcome to the Michigan Education Information System (MEIS) Account Link". A list of instructions follows: "To complete the MILogin and MEIS account link, please do the following:" followed by a bulleted list: "Enter your MEIS Login and Password below", "Review the Agreement", "Check the Agreement Checkbox", "Click 'Link Account'", and "Once complete a confirmation screen will appear". Below the list, it states "Once you receive the confirmation you will have successfully linked your MILogin and MEIS accounts." and "Close this window to return to the MILogin Home page." It also provides contact information: "If you are having difficulties linking your MILogin and MEIS accounts please contact: 517-335-0505" and "Press 1 for the Michigan Online Educator Certification System (MOECS), or email MDE-EducatorHelp@michigan.gov". A section titled "Press 2 for MDE Programs, then press:" lists options: "1 for the Michigan Nutrition Data System (MIND)", "2 for the Cash Management System (CMS)", "3 for the OEAA Secure Site", "4 for the Michigan Electronic Grants System Plus (MEGS+)", and "5 for the Michigan School Health Survey System or MIPhy". At the bottom, a green message box states "MILogin Account StromS Successfully Linked To MEIS Account stromse1" with a red asterisk indicating a required field. Below the message box, the text "MILogin Account StromS" is visible.

NOTE: If you linked an account and attempt to link the same account again, the system will give you the following message, noting the MILogin User ID that has already been linked.



The screenshot shows the Michigan Education Information System Account Link page. At the top, there is a Michigan state logo and the text "Michigan Education Information System Account Link" and "Michigan Department of Education". Below this, the heading reads "Welcome to the Michigan Education Information System (MEIS) Account Link". A message box states "Your MILogin account Stroms is already linked to a MEIS account Stromse1S." Below the message box, there are links for "MI.gov", "Home", "MDE Home", and "Contact". There are also links for "Policies", "FOIA", and "Compliance". At the bottom, it says "Copyright © 2020 State of Michigan".

Please Note: Once you have created your MILogin for Third Party account and linked it to your MEIS account, there is nothing further for you to do at this time.

When the each of the systems go live, MDE will notify users how to request access to each MDE system, as they become available.