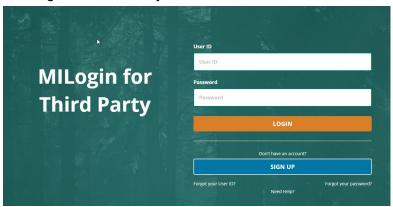


VERIFYING MIND 2.0 USERS AND ACCESS LEVELS

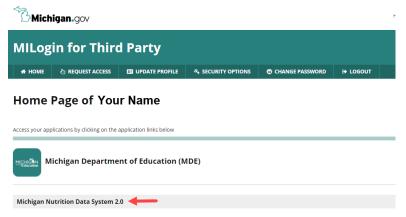
The Authorized Official listed in EEM can remove MIND 2.0 access when they are approving an access request. They can remove any MIND 2.0 access, including Levels 1, 2, and 3.

The MIND 2.0 Level 3 user can remove MIND 2.0 Level 1 and Level 2 access only.

1. Log in to your MILogin for Third Party account.



2. Choose Michigan Nutrition Data System 2.0 from the Menu.



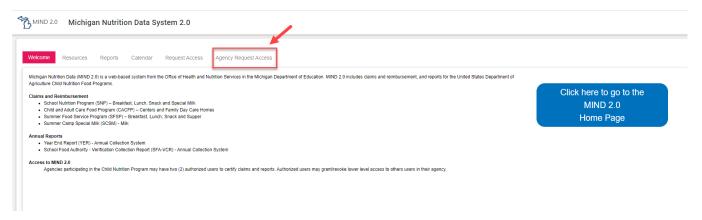
3. Click the Acknowledge/Agree button.



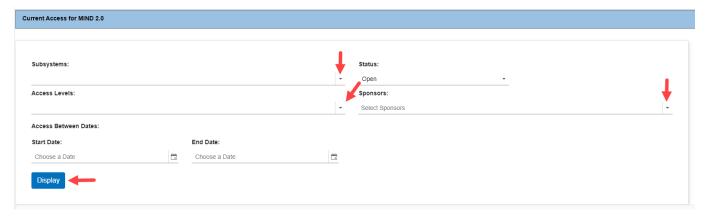


VERIFYING MIND 2.0 USERS AND ACCESS LEVELS

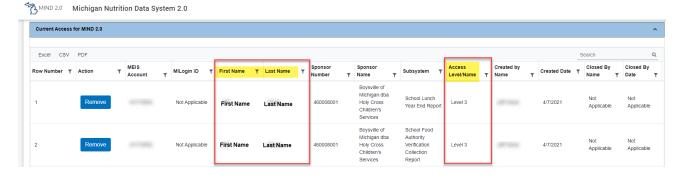
4. Click on the Request Access tab



- 5. In the Current Access for MIND 2.0 section, enter information in the following areas:
 - a. Subsystem: Use the dropdown to choose the program access you want to review.
 - b. Access Levels: Use the dropdown menu to choose the access levels you want to review.
 - c. Status: Leave as Open to see the current users and their access levels.
 - d. **Sponsors:** Type the name or use the dropdown menu to choose the agency for the program.
 - e. Click the **Display** button to see users and their access levels.



6. Review the list of names and what access they have.



Michigan Department of Education Office of Health and Nutrition Services



VERIFYING MIND 2.0 USERS AND ACCESS LEVELS

7. If there are multiple names you can **search for a specific name** by clicking on the filter icon next to the first or last name and start typing the person's name where it says, "Enter the value". Choose the correct name out of the names that populate and click the Filter button.

