

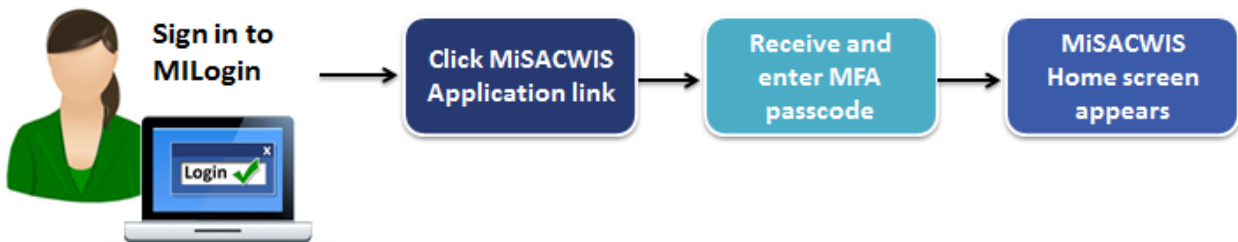
> Job Aid: Accessing MiSACWIS for Existing Users

As an existing MiSACWIS user, your account in Single Sign-On (SSO) has been migrated to an account in MILogin. After MILogin is live, you will access MiSACWIS using one of the processes below:

Existing MDHHS MiSACWIS User Login:

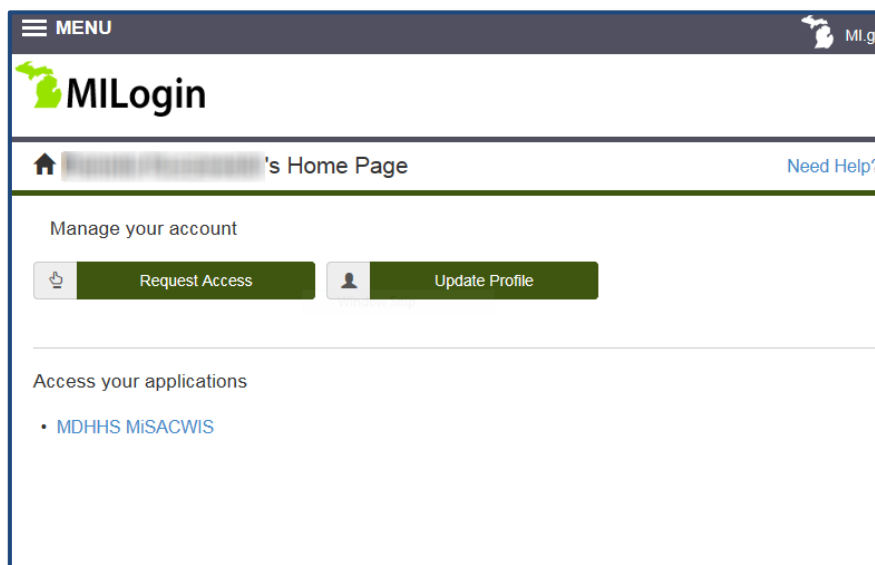


Existing Non-MDHHS MiSACWIS User Login:



To access MiSACWIS as an existing user (MDHHS):

1. On your State of Michigan computer, navigate to MILogin: <https://miloginworker.michigan.gov>. Your MILogin Home Page appears with the MDHHS MiSACWIS link already available to you.

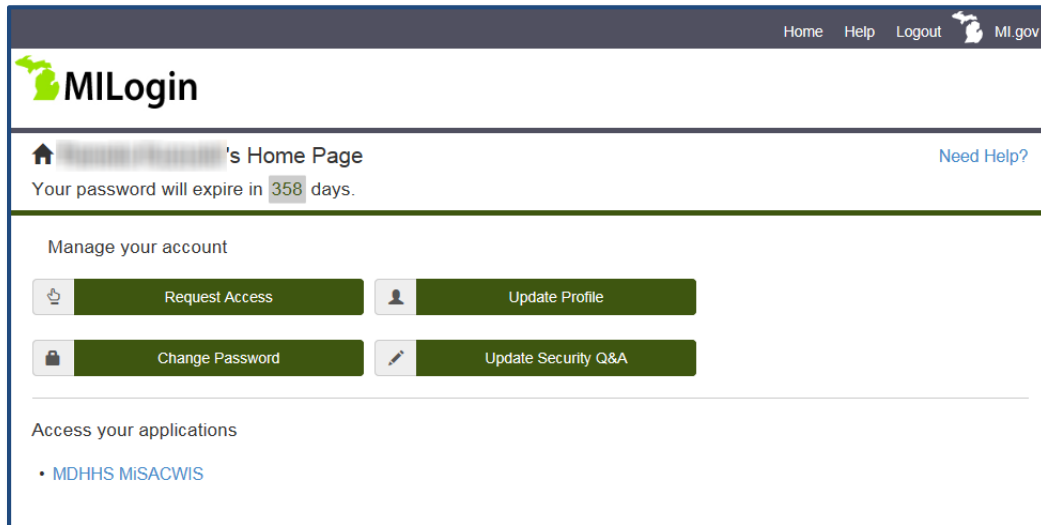


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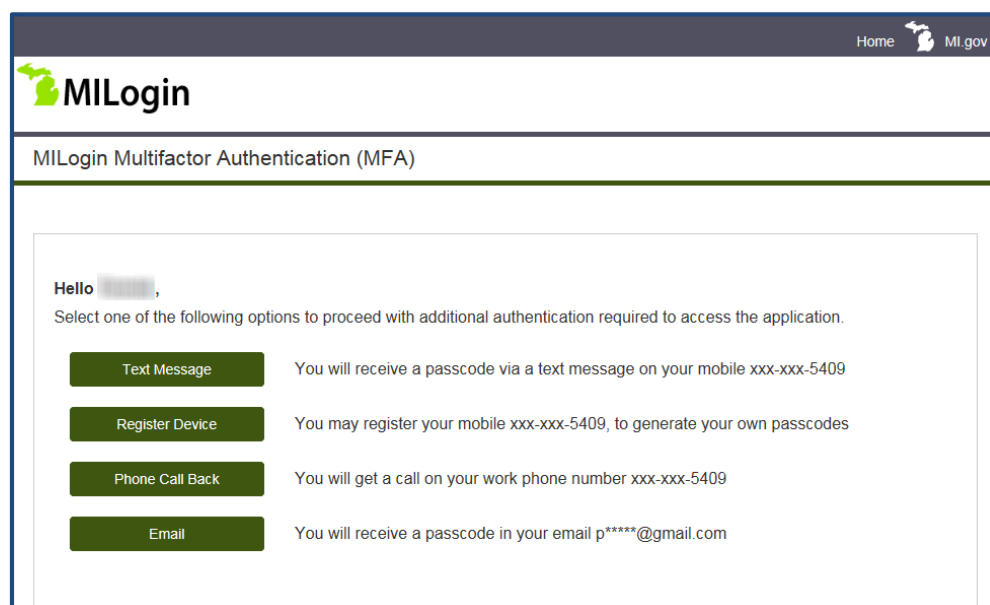
2. Click MDHHS MiSACWIS. The MiSACWIS usage agreement appears.
3. Read the usage agreement and click **Acknowledge/Agree**. You will be directed to your MiSACWIS Home Desktop screen.

To access MiSACWIS as an Existing User (Non-MDHHS):

1. Sign in to MILogin: <https://milogintp.michigan.gov>. Your MILogin Home Page appears.



2. Click **Update Profile** and ensure your work phone and cell phone numbers are up to date. If you make any changes, click **Submit**. If no changes are needed, click Return to home page at the bottom of the screen.
3. Click MDHHS MiSACWIS. The MiSACWIS usage agreement appears.
4. Read the usage agreement and click **Acknowledge/Agree**. The Multifactor Authentication screen appears.



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5. Select the method in which you want to receive your MFA passcode.
6. If you selected **Text Message, Email, or Register Device/Duo App Token**, you will be directed to a screen where you will enter your passcode received in a text, email, or from your phone's Duo Mobile App. Your MiSACWIS Home Desktop screen will appear.

If you selected **Phone Call Back**, follow the instructions over the phone. You will be prompted to press any key on your phone. This key selection will log you into MiSACWIS.



Note

As a non-MDHHS worker, or when you use MiSACWIS Mobile, you will need to obtain an MFA code every 24 hours to use MiSACWIS. For more details on MiSACWIS Mobile and MILogin, refer to your *Getting Started Guide*.