

> Job Aid: Accessing MiSACWIS for MDHHS and Non-MDHHS Users

This job aid lays out the steps that new MiSACWIS users will need to complete in order to access the system.

Security Trainings

All new MiSACWIS users will complete the MDHHS privacy and security computer based trainings (CBTs) to get access initially and then will need to complete the CBTs yearly to maintain access. If your office is using the Database Security Application (DSA), the completions dates of each CBT will be uploaded to the Demographics screen in DSA through an automated process. CBTs will be tracked in DSA and no manual training is required.

If your office is using the MiSACWIS Security Agreement form, DHS-815 (non-MDHHS form), DHS-816 (MDHHS local office form), or DHS 817 (MDHHS central office form), to request access, the certificate of completion MUST be submitted with the security form for access to be granted. The certificate of completion will be sent to the email associated to your user ID. Screenshots no longer need to be submitted with security agreement forms.

The CBTs are accessed through the State of Michigan Learning Center.

[MDHHS Learning Center Quick Reference Guide for State Employees](#)

[MDHHS Learning Center Quick Reference Guide for Non-State Employees](#)



Note

Refer to **Communication Issuance (CI) 20-028** for additional assistance

If you are unsure if your agency is using DSA, please email MDHHS-DSA-MiSACWIS@michigan.gov



Note

Refer to **Gaining Access: Michigan Statewide Automated Child Welfare System (MiSACWIS)** job aid for assistance on requesting DSA Access if your County/Agency is using DSA.

Accessing MiSACWIS for all users

All users must first create a MILogin account.

1. Access MILogin: <https://miloginworker.michigan.gov/uisecure/selfservice> (SOM users and contractors with a michigan.gov email account) OR <https://milogintp.michigan.gov/> (users outside SOM network). The MILogin Home page displays.

Create a new MILogin account (Non-MDHHS)

1. Using the non-MDHHS URL, navigate to MILogin.
2. On the login screen, click **SIGN UP**.

3. Complete the required boxes, agree to the terms and conditions, and click **NEXT**. Be sure your name, e-mail, and phone number correspond with those on your DHS-815 form.

4. On the next screen, create your User ID and password using the guidelines provided.

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- To help you recover your password, select **Email**, **Mobile (Text/SMS)**, or **Security Questions**. You can select multiple options.

The screenshot shows the 'MILogin for Third Party' page on Michigan.gov. The 'Create Your Account' section has a progress bar with three steps: 1. Profile Information (completed), 2. Security Setup (current step), and 3. Confirmation. The 'Security Setup' section prompts the user to 'Provide user id and password information to complete your profile'. It includes fields for 'User ID', 'Password', and 'Confirm New Password'. The 'Password' and 'Confirm New Password' fields have red 'X' icons indicating errors. To the right of these fields are 'User ID guidelines' and 'Password Guidelines'. Below these fields is the 'Security Options' section, which asks the user to choose their preferred password recovery method(s). Three options are shown: 'Email', 'Mobile (Text/SMS)', and 'Security Questions'. At the bottom are 'CREATE ACCOUNT' and 'BACK' buttons.

Michigan.gov HELP CONTACT US

MILogin for Third Party

HOME

Create Your Account

1 Profile Information 2 Security Setup 3 Confirmation

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 smithj9999.

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 letters (a-z)
 - Numbers (0-9)
 - Special characters (ISA %&~!@-!\$*~+<>=)
- Should not be one of the last 3 used passwords
- Should not be based on your User ID

* Security Options

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

Email Mobile (Text/SMS) Security Questions

CREATE ACCOUNT BACK

- If you select **Email** or **Mobile (Text/SMS)**, MILogin will display your email address or mobile number to confirm the information. A PIN will be sent to you via email or text. You will be prompted to enter this PIN in MILogin.
- If you select **Security Questions**, respond to the questions that appear.

The screenshot shows the 'Security Options' section of the MILogin for Third Party page. It prompts the user to 'To choose your preferred password recovery method(s), please click on the buttons below. Multiple options can be selected.' Three options are shown: 'Email', 'Mobile (Text/SMS)', and 'Security Questions'. The 'Security Questions' option is selected, indicated by a checkmark. Below the options is a section for 'Security Questions' with four dropdown menus for selecting questions and four text boxes for entering answers. At the bottom are 'CREATE ACCOUNT' and 'BACK' buttons.

* Security Options

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

Email Mobile (Text/SMS) Security Questions

* Security Questions

--Select Security Question #1-- Enter Security Answer #1

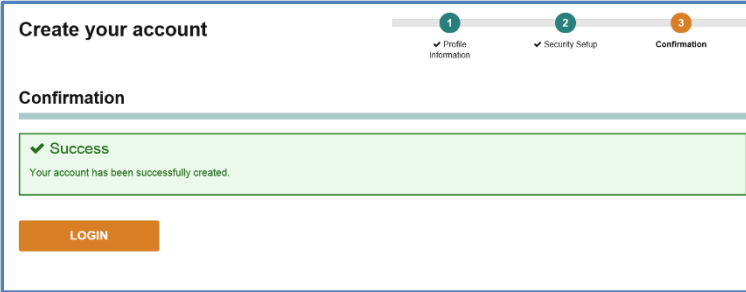
--Select Security Question #2-- Enter Security Answer #2

--Select Security Question #3-- Enter Security Answer #3

--Select Security Question #4-- Enter Security Answer #4

CREATE ACCOUNT BACK

8. Click **CREATE ACCOUNT**. You will receive a confirmation message.



9. Click **LOGIN**. You will be redirected to the login screen.
10. Sign in to MILogin with your new credentials. Your MILogin Home Page appears.
11. Click **UPDATE PROFILE** and confirm your work phone number is correct. To update the other information, such as your name and email address, please contact the Client Service Center.
12. Click **SUBMIT** to save any changes to your profile.

Logging in to MILogin (MDHHS)

As an MDHHS employee, you will not have a separate login for MILogin. When you sign in to your State of Michigan computer and navigate to MILogin, you will be automatically signed in. The next step to access MiSACWIS is to request the application.

Request MiSACWIS access (Non-MDHHS)

After you successfully create your MILogin account and completed **MiSACWIS Request From within Data Security Application (DSA)** or Submitted the **MDHS-815**, your next step is to subscribe to the MiSACWIS application.

You will receive an e-mail with instructions on how to subscribe to MiSACWIS, after Application Security completes your access to MiSACWIS. Also, included in the e-mail is a MiSACWIS PIN that you will need to subscribe to the MiSACWIS application.

After you submit your access request, you will need to obtain a Multifactor Authentication (MFA) code. A new MFA passcode is required daily. This allows you to access all applications in your profile. This passcode is reset each evening at midnight and will not have to be reset sooner as long as you do all of the following:

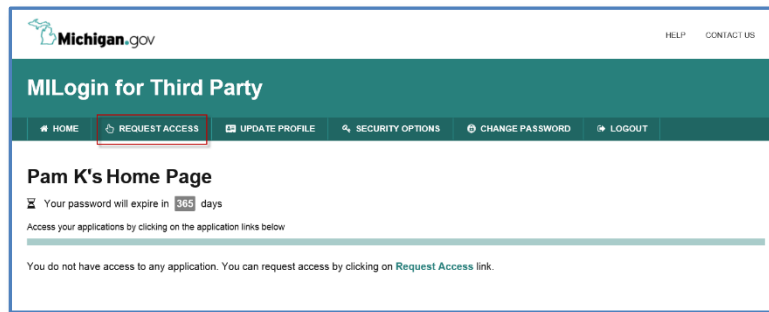
- Access MiSACWIS
- Use the same web browser
- Use the same Internet Protocol (IP) address

If you move from one office to another, you will again be prompted for an MFA code.

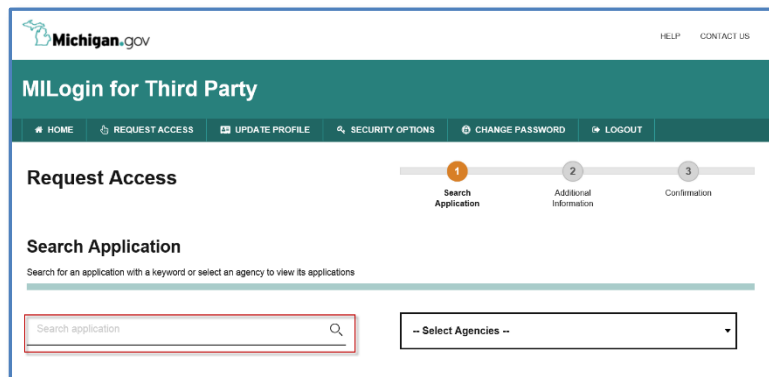
> Job Aid: Accessing MiSACWIS for MDHHS and Non-MDHHS Users

To request MiSACWIS access:

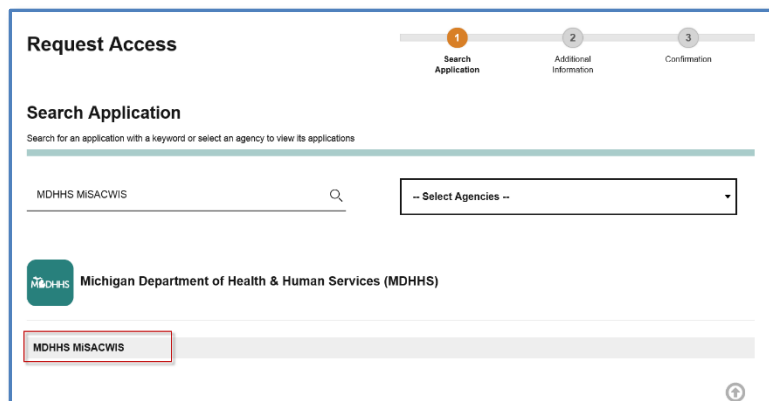
1. On your MILogin Home Page, click **REQUEST ACCESS**.



2. In the search box, type *MiSACWIS*. A list appears.



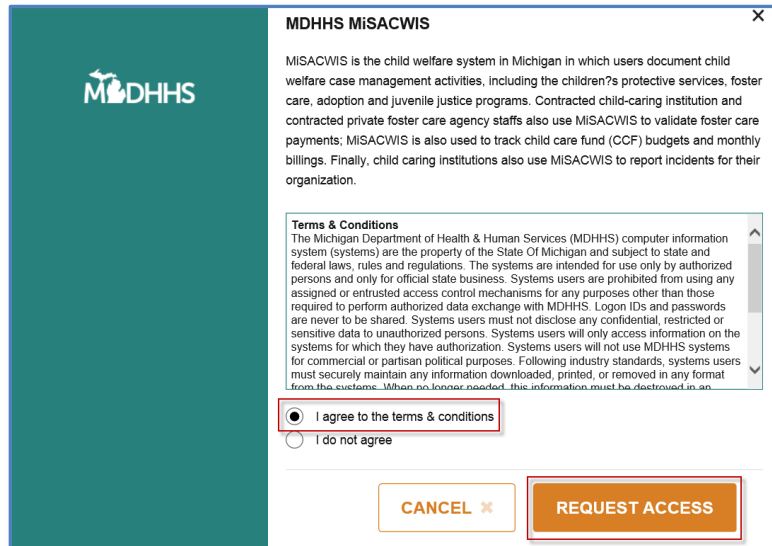
3. Select **MDHHS MiSACWIS** from the list. A link for the requested application appears below.



4. Click the MDHHS MiSACWIS link. The terms and conditions for the system appear.

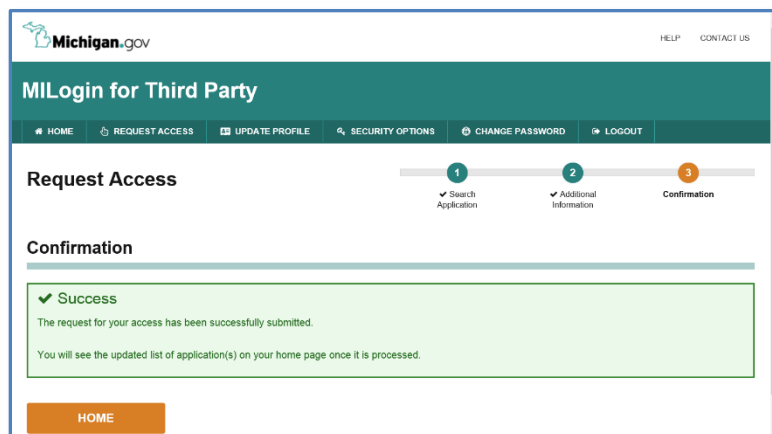
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2. Confirm the application you requested, read the terms and conditions, and click **REQUEST ACCESS**.



The screenshot shows a window titled "MDHHS MiSACWIS" with a close button (X) in the top right corner. On the left is a teal sidebar with the MDHHS logo. The main content area contains a paragraph describing MiSACWIS as a child welfare system in Michigan. Below this is a "Terms & Conditions" section with a scrollable text area. At the bottom, there are two radio buttons: "I agree to the terms & conditions" (which is selected) and "I do not agree". Below the radio buttons are two orange buttons: "CANCEL" and "REQUEST ACCESS".

3. On the next screen, enter the **SACWIS Pin** you received via email. Your email address and work phone number will be prepopulated for you.
4. Click **SUBMIT**. You will receive a confirmation.



The screenshot shows the "MiLogin for Third Party" interface. At the top is the Michigan.gov logo and a navigation bar with links: HOME, REQUEST ACCESS, UPDATE PROFILE, SECURITY OPTIONS, CHANGE PASSWORD, and LOGOUT. Below the navigation bar is a "Request Access" section with a progress indicator showing three steps: 1. Search Application, 2. Additional Information, and 3. Confirmation. The "Confirmation" step is currently active. Below the progress indicator is a "Confirmation" section with a green box containing a checkmark and the text "Success". Below this is a message: "The request for your access has been successfully submitted. You will see the updated list of application(s) on your home page once it is processed." At the bottom is an orange "HOME" button.

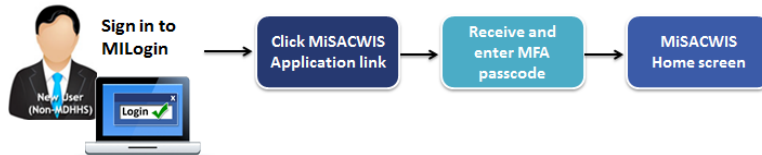
When your request is processed, the link to the MiSACWIS application will appear on your MiLogin home screen.

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Login to MiSACWIS (Non-MDHHS)

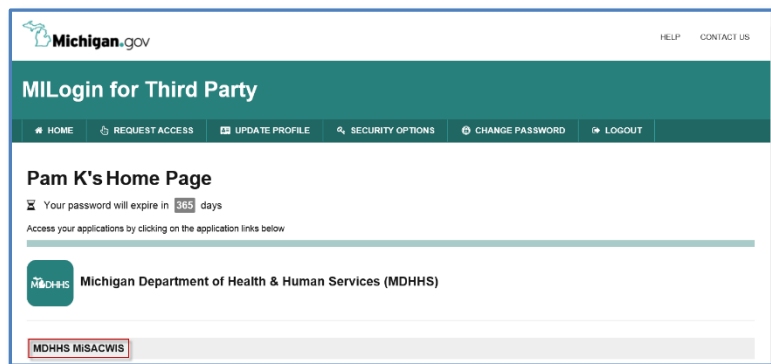
As a non-MDHHS worker, you will need to obtain an MFA passcode to use MiSACWIS. The MFA passcode is reset every day at midnight. After you create your MLogin account and request access to MiSACWIS, your routine login process will be as follows:

Non-MDHHS Login:

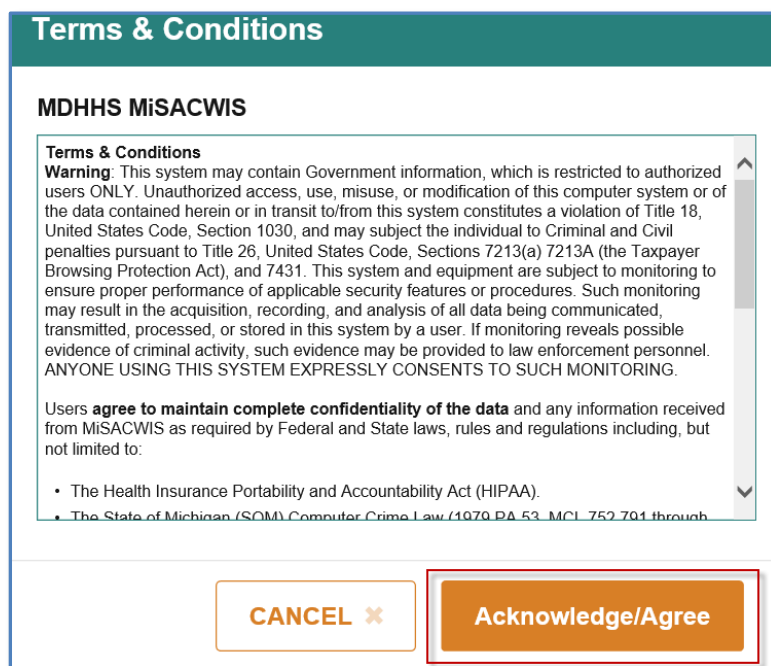


To login to MiSACWIS:

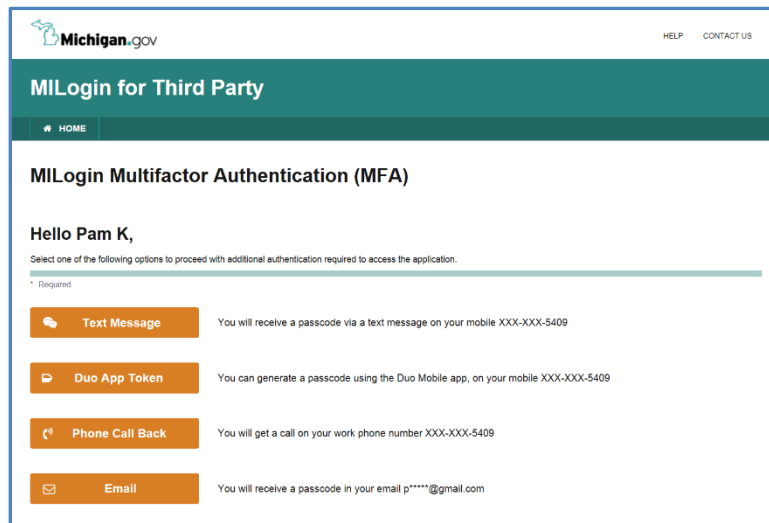
1. Sign in to MLogin. Your MLogin Home Page appears.



2. Click MDHHS MiSACWIS. The MiSACWIS usage agreement will appear.



3. Read the usage agreement and click **ACKNOWLEDGE/AGREE**. The MILogin Multifactor Authentication (MFA) screen appears.



4. Select your preferred method of receiving your MFA passcode.
 - If you select **Text Message** or **Email**, you will be directed to a screen where you will enter your passcode received via text or email. Your MiSACWIS Home Desktop screen will appear.
 - If you select **Phone Call Back**, you will receive an immediate phone call. 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.
5. To register your device as a security authentication token, select **Register Device**. Follow the instructions you receive via text message on your device. After registration is complete, your phone can be used to generate your MFA passcode via the Duo Mobile App. In MILogin, you will be directed to a screen where you will enter your passcode. Your MiSACWIS Home Desktop screen will appear.

After your device has been registered, the **Register Device** button changes to read **Duo App Token**. You can use this method in the future to enter the passcode generated via your device's Duo Mobile App.

Change your password (Non-MDHHS)

Before your password expires, click **Change Password** on your MILogin Home Page to create a new password. If your password has already expired, you will need to contact the MiSACWIS Help Desk at 1-855-659-6599 to have your password reset.

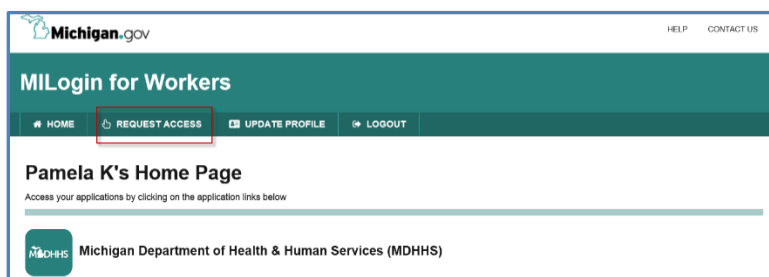
Request MiSACWIS access (MDHHS)

After you successfully create your MILogin account and complete **MiSACWIS Request Form** within the **Data Security Application (DSA)** or have submitted your **DHS-816** or **DHS-817**, your next step is to subscribe to the MiSACWIS application.

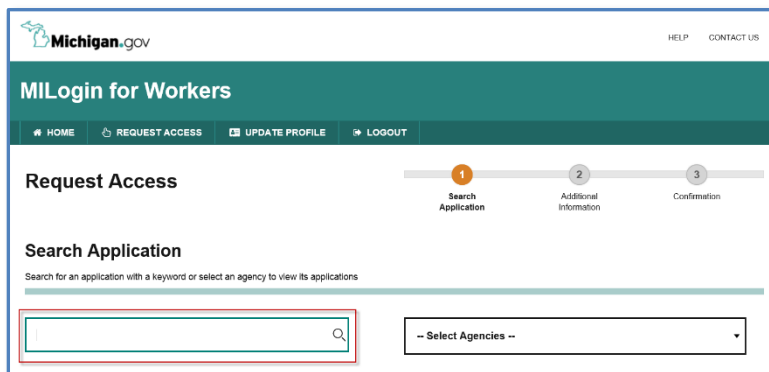
As an MDHHS employee, you will not have a separate login for MILogin. When you sign into your State of Michigan computer and navigate to MILogin, you will be automatically signed in.

To request MiSACWIS access:

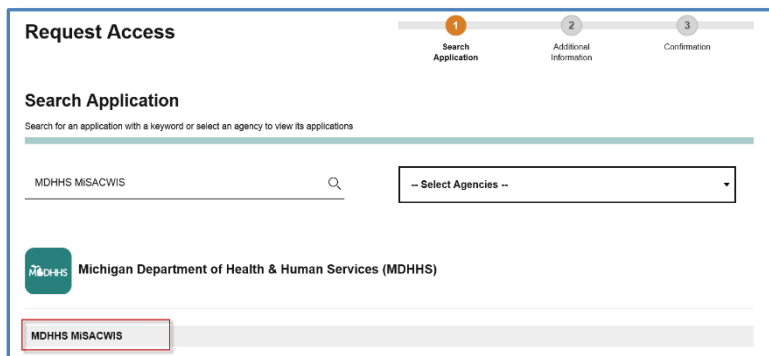
1. On your MILogin Home Page, click **Request Access**.



2. In the search box, type *MiSACWIS*. A list appears.



3. Select **MDHHS MiSACWIS** from the list. A link will appear at the bottom of the screen.



4. Click the **MDHHS MiSACWIS** link. The terms and conditions window appears.

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5. Read the terms and conditions, click the **I agree to the terms & conditions** option and then click **Request Access**.

MDHHS MiSACWIS

MiSACWIS is the child welfare system in Michigan in which users document child welfare case management activities, including the children's protective services, foster care, adoption and juvenile justice programs. Contracted child-caring institution and contracted private foster care agency staffs also use MiSACWIS to validate foster care payments; MiSACWIS is also used to track child care fund (CCF) budgets and monthly billings. Finally, child caring institutions also use MiSACWIS to report incidents for their organization.

Terms & Conditions
The Michigan Department of Health & Human Services (MDHHS) computer information system (systems) are the property of the State Of Michigan and subject to state and federal laws, rules and regulations. The systems are intended for use only by authorized persons and only for official state business. Systems users are prohibited from using any assigned or entrusted access control mechanisms for any purposes other than those required to perform authorized data exchange with MDHHS. Login IDs and passwords are never to be shared. Systems users must not disclose any confidential, restricted or sensitive data to unauthorized persons. Systems users will only access information on the systems for which they have authorization. Systems users will not use MDHHS systems for commercial or partisan political purposes. Following industry standards, systems users must securely maintain any information downloaded, printed, or removed in any format from the system. When no longer needed, this information must be destroyed in an

☒ I agree to the terms & conditions
☐ I do not agree

CANCEL **REQUEST ACCESS**

6. On the next screen, you will see your email and work phone number have been prepopulated for you. Enter the **SACWIS Pin** you received via email.
7. Click **Submit**. You will receive a confirmation message.

Michigan.gov **HELP** **CONTACT US**

MILogin for Workers

Request Access

Confirmation

✓ **Success**
The request for your access has been successfully submitted.
You will see the updated list of application(s) on your home page once it is processed.

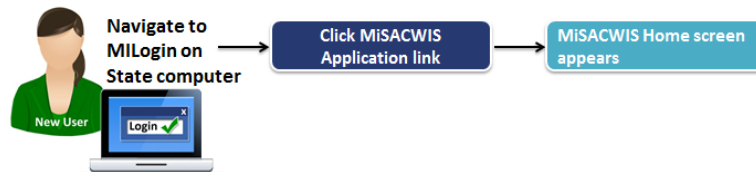
HOME

When your request is processed, the link to the MiSACWIS application will appear on your MiLogin home screen.

Login to MiSACWIS (MDHHS)

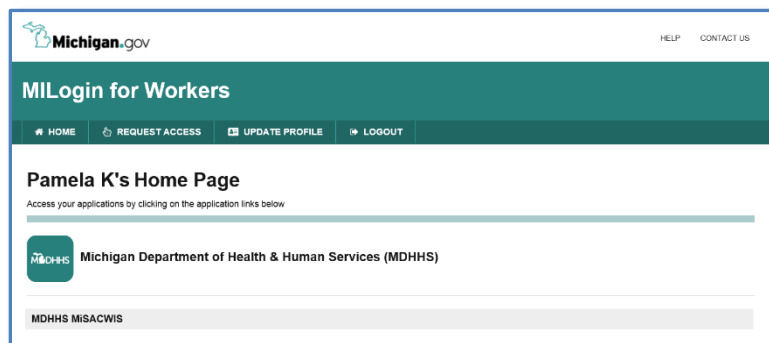
As an MDHHS worker, you access MiSACWIS directly from the application link in MILogin.

MDHHS Login:



To login to MiSACWIS:

1. On your State of Michigan computer, navigate to MILogin. Your MILogin Home Page appears.



2. Click MDHHS MiSACWIS. The MiSACWIS usage agreement will appear.

Terms & Conditions

MDHHS MiSACWIS

Terms & Conditions

Warning: This system may contain Government information, which is restricted to authorized users ONLY. Unauthorized access, use, misuse, or modification of this computer system or of the data contained herein or in transit to/from this system constitutes a violation of Title 18, United States Code, Section 1030, and may subject the individual to Criminal and Civil penalties pursuant to Title 26, United States Code, Sections 7213(a) 7213A (the Taxpayer Browsing Protection Act), and 7431. This system and equipment are subject to monitoring to ensure proper performance of applicable security features or procedures. Such monitoring may result in the acquisition, recording, and analysis of all data being communicated, transmitted, processed, or stored in this system by a user. If monitoring reveals possible evidence of criminal activity, such evidence may be provided to law enforcement personnel. ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH MONITORING.

Users **agree to maintain complete confidentiality of the data** and any information received from MiSACWIS as required by Federal and State laws, rules and regulations including, but not limited to:

- The Health Insurance Portability and Accountability Act (HIPAA).
- The State of Michigan (SOM) Computer Crime Law (1979 PA 53, MCL 752.701 through

CANCEL **Acknowledge/Agree**

3. Read the usage agreement and click **Acknowledge/Agree**. Your MiSACWIS Home Desktop screen appears.

Password Resets (MDHHS)

Since your MILogin password is tied to your network password, you will need to contact the Client Service Center at 517-241-9700 or 1-800-968-2644 to reset your password.