



# SHOARS

STI/HIV Operations and Resource System

## **BHSP PARTNER REGISTRATION GUIDE**

FOR BHSP PARTNERS WITH A STATE OF MICHIGAN EMAIL ADDRESS

## **BHSP PARTNER REGISTRATION GUIDE**

BHSP Partner,

Welcome to the STI/HIV Operations and Resource System (SHOARS)! SHOARS is the place to interact with the Bureau of HIV and STI Programs (BHSP) at the Michigan Department of Health and Human Services (MDHHS). To get started on your SHOARS journey, you will need to create a SHOARS profile – this guide is designed to take you step-by-step through the process to request SHOARS access, create a user profile and access the services you need.

There are three distinct steps in creating your SHOARS profile.

1. Request access to SHOARS in MILogin.
2. Create a user profile in SHOARS.
3. Alignment of your profile.

Please follow this guide to successfully register for your SHOARS account. If you have any questions or difficulty, please reach out to the SHOARS team at

[MDHHS-SHOARS-Support@michigan.gov](mailto:MDHHS-SHOARS-Support@michigan.gov)

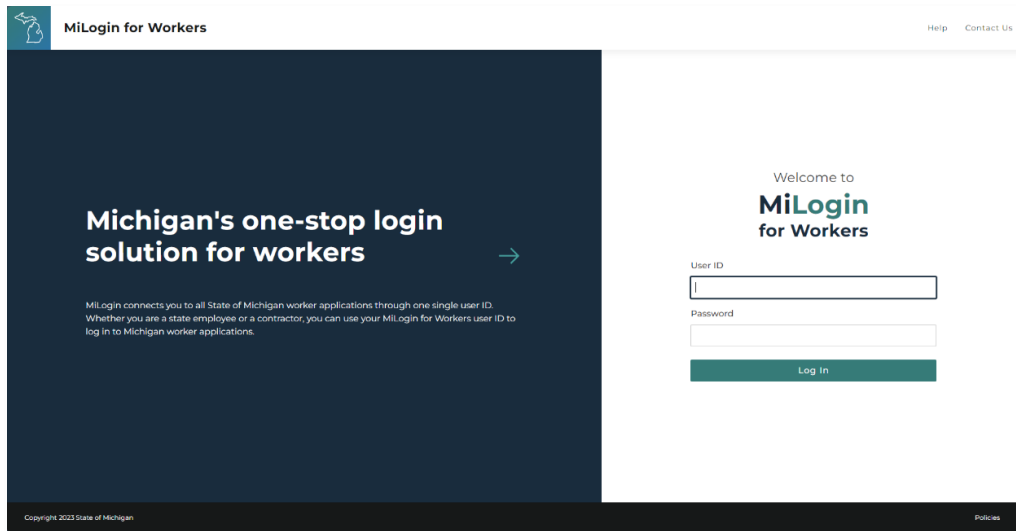
Thanks!

The SHOARS Team

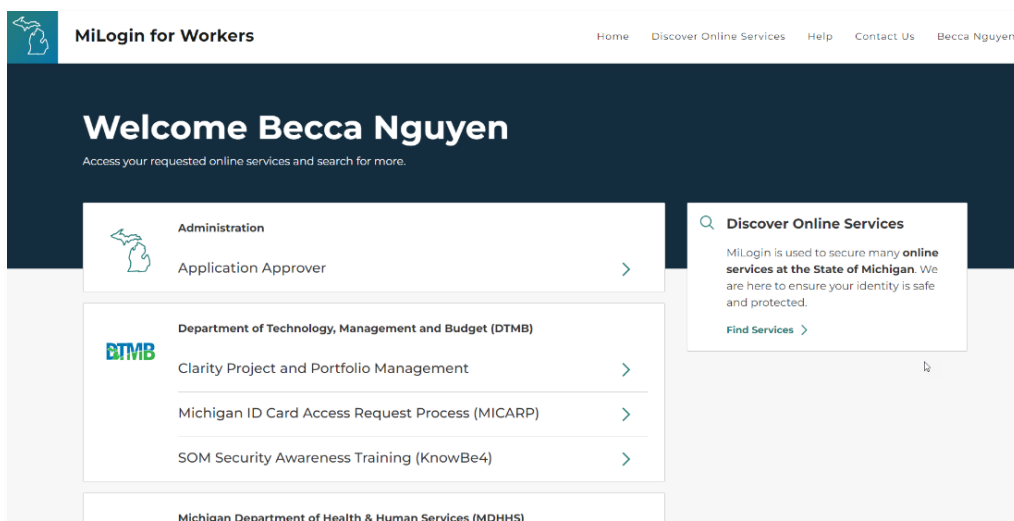
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### STEP 1: REQUEST ACCESS TO SHOARS THROUGH MILOGIN

1. Navigate to the [MiLogin for Workers](#). Enter your credentials and select LOGIN.

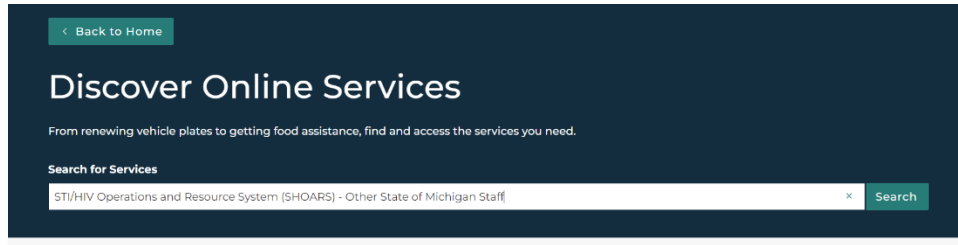


2. Once in MiLogin, select "Find Services" from the right text box titled **Discover Online Services**, you can also select it from the top next to "Home."



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3. Search for **“STI/HIV Operations and Resource System (SHOARS) – Other State of Michigan Staff”** in the application search bar. Make sure the text exactly matches this name. Click on the name in the drop-down menu and click search. \*



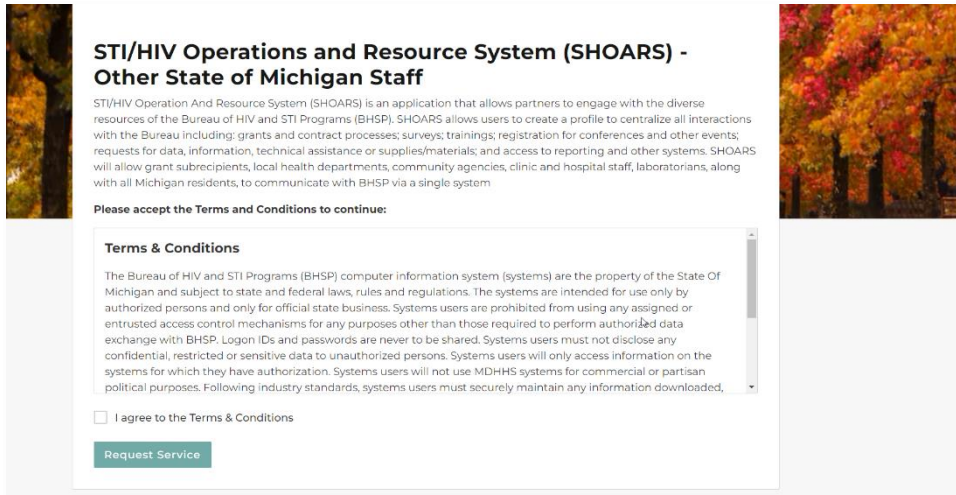
\* *SHOARS for Other State of Michigan Staff is for state employees that still work with the Bureau of HIV/STI Programs but are not part of the Bureau. Please select only this version of SHOARS.*

4. The following search box should populate, select the option **“STI/HIV Operations and Resource System (SHOARS) – Other State of Michigan Staff”** shown below:



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5. The following window should open. Select the checkbox labeled **“I agree to the Terms & Conditions”** shown below and click **“Request Service.”**



**STI/HIV Operations and Resource System (SHOARS) - Other State of Michigan Staff**

STI/HIV Operation And Resource System (SHOARS) is an application that allows partners to engage with the diverse resources of the Bureau of HIV and STI Programs (BHSP). SHOARS allows users to create a profile to centralize all interactions with the Bureau including: grants and contract processes; surveys; trainings; registration for conferences and other events; requests for data, information, technical assistance or supplies/materials; and access to reporting and other systems. SHOARS will allow grant subrecipients, local health departments, community agencies, clinic and hospital staff, laboratorians, along with all Michigan residents, to communicate with BHSP via a single system.

Please accept the Terms and Conditions to continue:

**Terms & Conditions**

The Bureau of HIV and STI Programs (BHSP) 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 BHSP. Logon 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,

I agree to the Terms & Conditions

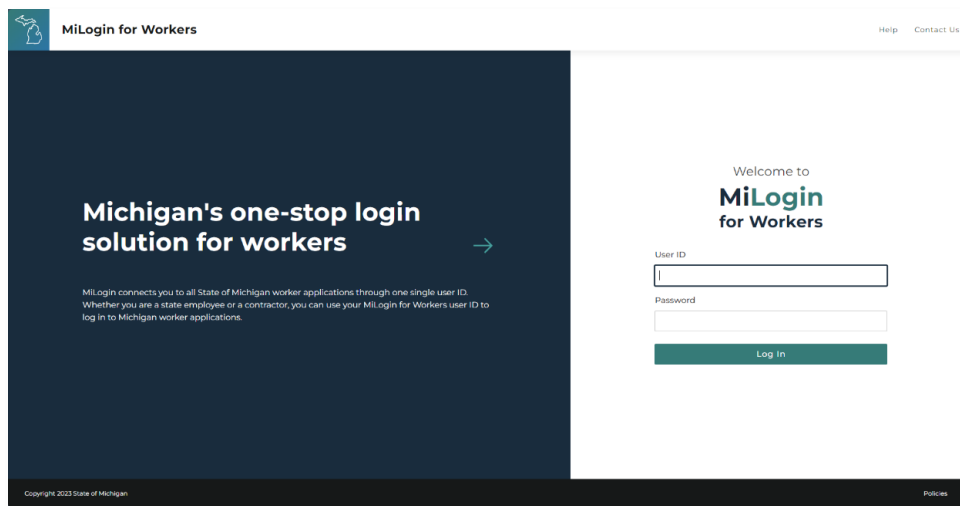
[Request Service](#)

6. Give 48 business hours for approval to SHOARS, once approved you will receive an email stating you're approved and will be able to access SHOARS through your MiLogin for Workers homepage.

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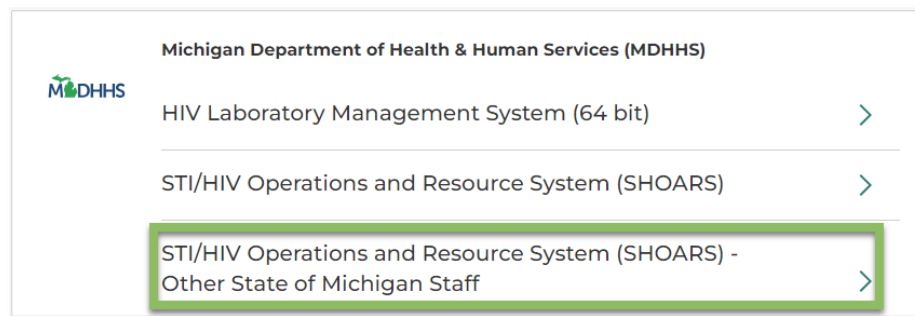
### STEP 2: CREATE A USER PROFILE IN SHOARS

1. After you have been given access to SHOARS, you will receive a confirmation email. Return to [MiLogin for Workers](#) and use your previously created username and password.



*NOTE: You will return to this homepage to access SHOARS in the future.*

2. Once you access MiLogin, you'll be taken to a list of all the programs you can access through the State of Michigan. Select the **"STI/HIV Operations and Resource System (SHOARS) – Other State of Michigan Staff."**



*NOTE: If you do not see the SHOARS application on the MiLogin homepage, try opening MiLogin in a different browser.*

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3. Agree to and acknowledge the terms and conditions. Click **“Launch Service”**

**STI/HIV Operations and Resource System (SHOARS)**

STI/HIV Operation And Resource System (SHOARS) is an application that allows partners to engage with the diverse resources of the Bureau of HIV and STI Programs (BHSP). SHOARS allows users to create a profile to centralize all interactions with the Bureau including grants and contract processes, surveys, trainings, registration for conferences and other events, requests for data, information, technical assistance or supplies/materials, and access to reporting and other systems. SHOARS will allow grant subrecipients, local health departments, community agencies, clinic and hospital staff, laboratorians, along with all Michigan residents, to communicate with BHSP via a single system.

**Please accept the Terms and Conditions to continue:**

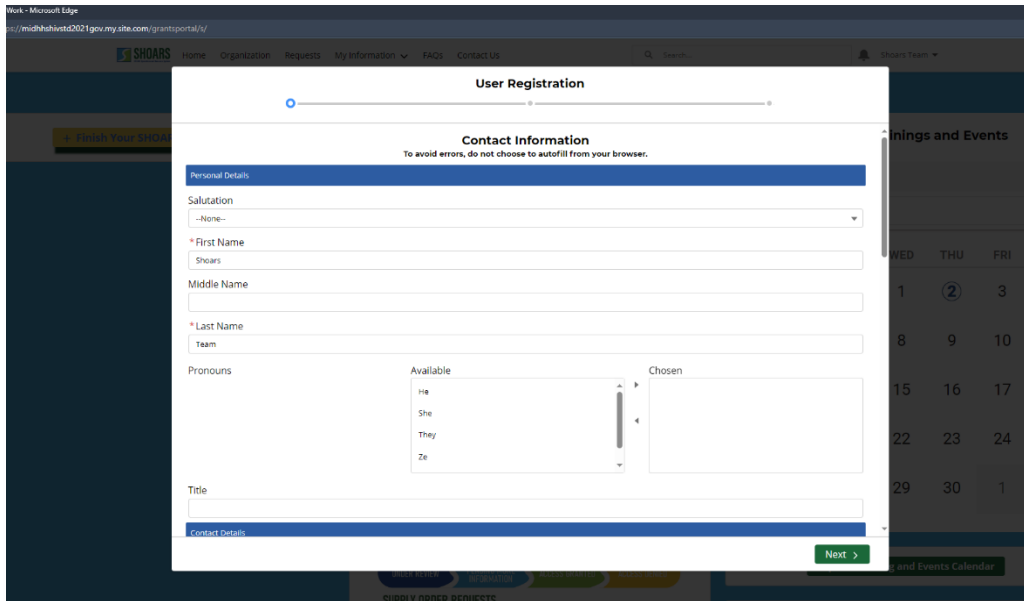
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I agree to the Terms & Conditions

[Launch service](#)

4. The first time you visit SHOARS, you will be asked to create a SHOARS user profile with BHSP-required information. This is to make sure that when you request something in SHOARS, BHSP can better serve you.



The screenshot shows a web browser window displaying the SHOARS User Registration page. The page title is "User Registration" and the section is "Contact Information". A warning message states: "To avoid errors, do not choose to autofill from your browser." The form includes the following fields:

- Personal Details:**
  - Salutation: Dropdown menu with "--None--" selected.
  - \* First Name: Text input field with "Shears" entered.
  - Middle Name: Text input field.
  - \* Last Name: Text input field with "Team" entered.
- Pronouns:** A selection interface with an "Available" list containing "He", "She", "They", and "Ze", and an empty "Chosen" list.
- Title:** Text input field.

A "Next >" button is located at the bottom right of the form. The background shows a navigation menu with "Home", "Organization", "Requests", "My Information", "FAQs", and "Contact Us".

\*Required fields will be identified by a red asterisk.

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5. Our registration form is broken into sections.
- On page 2 ensure you select the right area (Local Health Department, Community Based Organization, and Medical Provider/Health Care Worker.)

Select any areas that pertain to you ⓘ

Available	Chosen
Agency/Community Based Organization (CBO)	Local Health Department (LHD)
Medical Provider/Healthcare Worker	
Other	

- On page 3 you'll need to select your primary role as it relates to your organization to ensure you receive proper communications.

### Additional Details

Please note, these selections are not tied to your permissions within SHOARS, this will help us streamline communications, newsletters, and event invites to the appropriate groups.

Primary role in relation to the Bureau of HIV and STI Programs (select up to three)

Available	Chosen
Academic (University Faculty/Staff)	Information Technology Staff
Accountant/Financial Manager	
Administrative Support	
Business Analyst	

- Also, on page 3 you'll need to select professional interests for dependency on additional communications our bureau may send out.

Professional Interests (select all that apply)

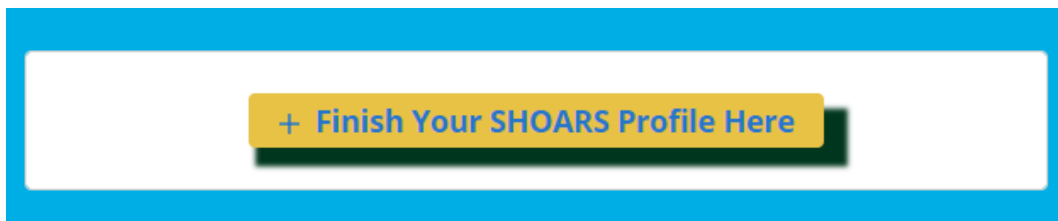
Available	Chosen
Accreditation	HIV Services
Adolescent Health	Hospital System/Medical Setting
AIDS Drug Assistance Programs	Local Health Department
Community Advisory Bodies (MHAC/SEM HAC)	Medicaid/Medicare



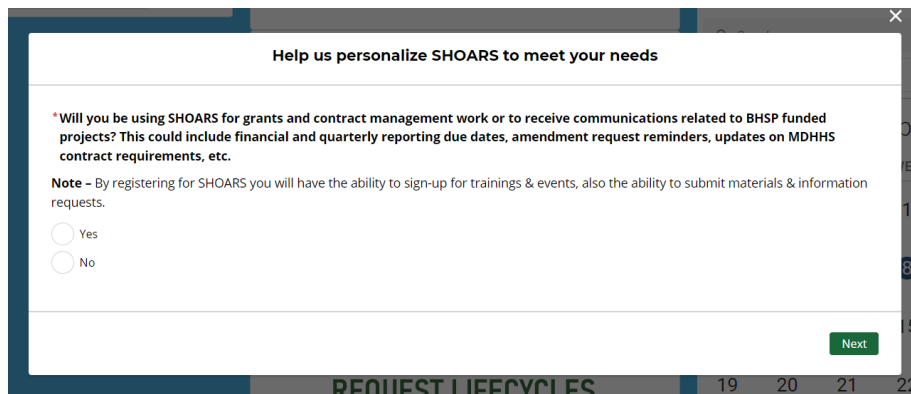
## **STEP 3: Alignment of Your Profile**

*NOTE: Anyone with SHOARS will have the access to sign-up for trainings & events as well as can submit materials and information requests. If you need access to grant and contract management functions, please continue to request access as outlined in the next portion of our training.*

1. Click “+ **Finish Your SHOARS Profile Here**” to begin the process on gaining access to the Grants and Contract Management functionality of SHOARS.



2. Confirm you need SHOARS grants and contracts access or the ability to receive communications related to BHSP funded projects.

A screenshot of a survey window titled "Help us personalize SHOARS to meet your needs". The question is: "Will you be using SHOARS for grants and contract management work or to receive communications related to BHSP funded projects? This could include financial and quarterly reporting due dates, amendment request reminders, updates on MDHHS contract requirements, etc." Below the question is a "Note" stating: "By registering for SHOARS you will have the ability to sign-up for trainings & events, also the ability to submit materials & information requests." There are two radio button options: "Yes" and "No". A green "Next" button is located at the bottom right of the survey area. The window has a dark blue header and a grey footer with the text "REQUEST LIFECYCLES" and page numbers "19 20 21 22".

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- Determine if you're a partner agency user that receives funding or if you're a MDHHS employee outside of the Bureau of HIV and STI Programs.

**Help us personalize SHOARS to meet your needs**

**\*Are you an Amendment Approver or a Subrecipient user?**

MDHHS Amendment Approver – Select this option if you are an MDHHS employee outside of BHSP using SHOARS to manage contract amendments

Partner Agency User – Select this option if your agency receives funding from or contracts with BHSP

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- Select your role as it relates to EGrAMS, if you are aligned to multiple projects, you will be able to select them.

**Help us personalize SHOARS to meet your needs**

**\*Select your role**

**Authorized Official** – Authorized to submit project applications and sign a legal binding agreement on behalf of your agency.  
**Note:** This role must match what your organization and project has listed in EGrAMS.

**Project Director** – A person from your agency responsible for performing administrative tasks such as: assigning other agency users, activating and deactivating users, restricting access to projects, etc.  
**Note:** This role must match what your organization and project has listed in EGrAMS.

**Financial Officer** – Oversees financial operations and submits financial reports for your agency.  
**Note:** This role must match what your organization and project has listed in EGrAMS. Please ensure you select Grant Liaison/Coordinator, Grant Manager, or Accountant/Financial Manager as your primary role in your user profile.

**Project Team Member** – Other individuals who work with BHSP funded programs, but do not serve as the lead staff.  
**Note:** There is no limit on number of project team members, the permissions for this role can vary and are approved by the associated Project Director.

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5. Unless you are an Authorized Official, input your Organization(s) and Project(s) and **“Submit.”**

Help us personalize SHOARS to meet your needs

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Select Organizations and Projects

\*Your Organization

\*Your Project Name

[+ Add Alignment](#)

[Previous](#) [Submit](#)

6. Success! You're now registered for SHOARS and can access trainings and events, supply ordering, and *if* you said “Yes” for grants management, upon approval, you will be able to see important amendment information and receive our communications!