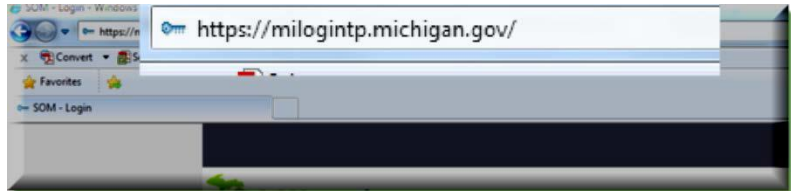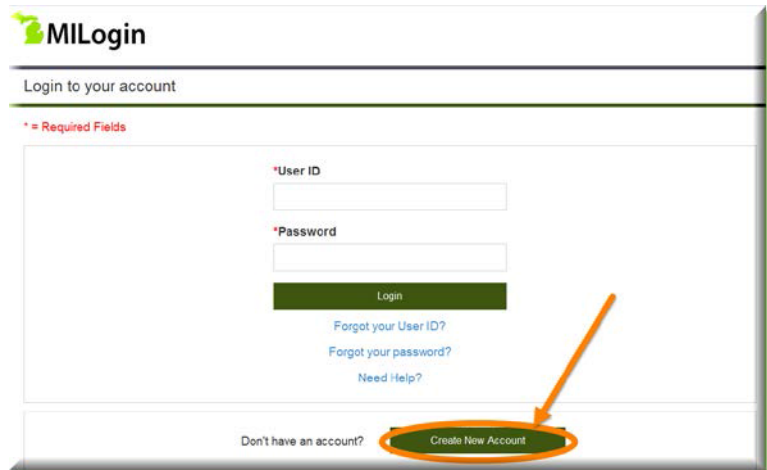**MILogin**

How to Create a New MILogin Account as a Case Manager

This guide is only needed for those who are case managers. You do **not** need to create a new account if you already have an account on the existing single sign on.

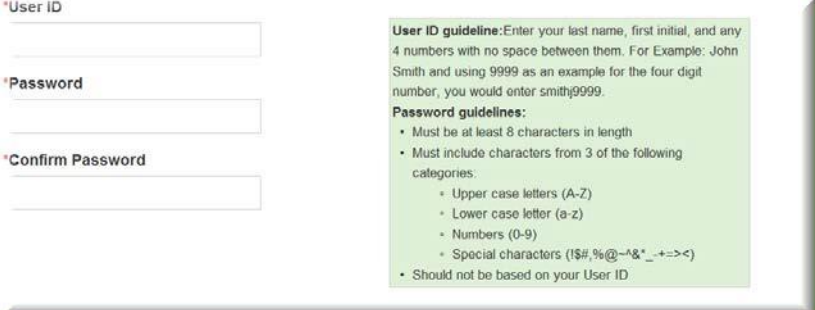- **Open** your browser and **Navigate** to https://milogintp.michigan.gov

- **Select** the "Create New Account" button from the MILogin Portal Page.

- Complete the requested information. **Select** "I agree" to terms and conditions

  Click the "Next" button.

- **Create** a User ID following the instructions of last name, first initial followed by 4 numeric digits and a qualifying password.
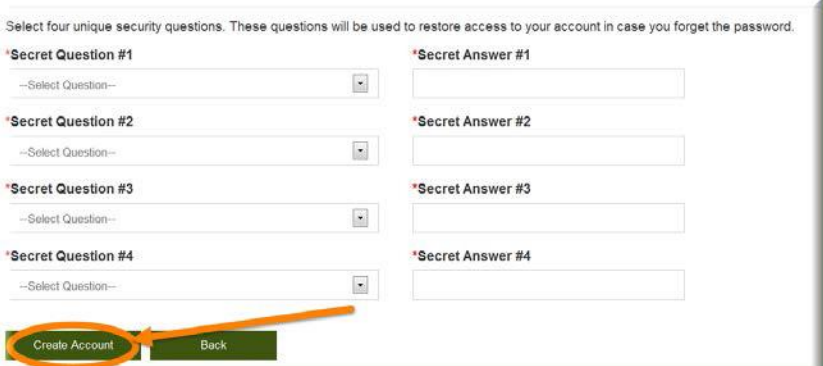
*User ID

*Password

*Confirm Password

User ID guideline: 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 letter (a-z)
  - Numbers (0-9)
  - Special characters (!$#,%@~^&*_-+=><)
- Should not be based on your User ID

- **Choose** your secret questions and provide answers. **Click** "Create Account" once finished.

Select four unique security questions. These questions will be used to restore access to your account in case you forget the password.

*Secret Question #1   --Select Question--   *Secret Answer #1

*Secret Question #2   --Select Question--   *Secret Answer #2

*Secret Question #3   --Select Question--   *Secret Answer #3
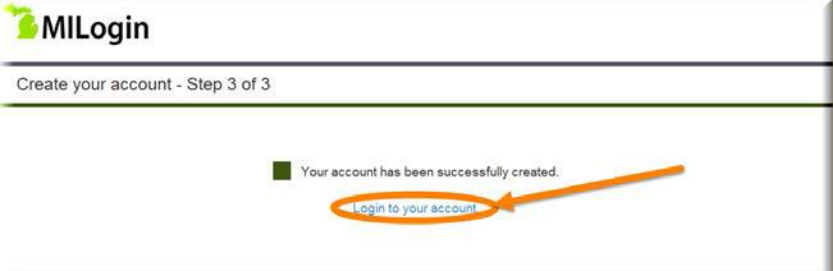
*Secret Question #4   --Select Question--   *Secret Answer #4

Create Account   Back

- Account creation successful. **Log out and close all internet browsers.**

MILogin

Create your account - Step 3 of 3

Your account has been successfully created.

Login to your account

- Open a new window and return to: **milogintp.michigan.gov** **Enter** the User ID and password you just created. **Click** Login.

Home   Help   MI.gov

MILogin

Login to your account

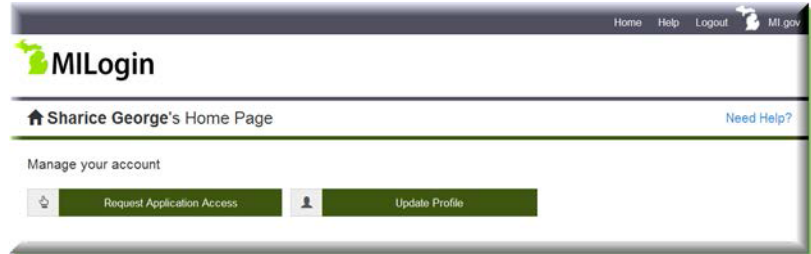* = Required Fields

*User ID
georges6

*Password
••••••••

Login

Need Help?

- You are now on your home page.

If you still have login issues, contact the Client Service Center at 1-877-651-2502 or create a request at http://requestit.state.mi.us/RequestIT/