Michigan Disease Surveillance System

User Registration
QUICK REFERENCE

Getting Started

There are several steps required to access the Michigan Disease Surveillance System (MDSS):

1) Obtain a valid MILogin User ID and password (see section *MILogin Registration*)
2) Request permission to access MDSS (see section *Requesting Access to MDSS*)
3) Complete the MDSS user registration (see section *Registering with MDSS*)
4) Be assigned a role within MDSS (see section *Getting a User Role*)

MILogin Registration

If you have a valid MILogin *User ID* and *Password* (e.g., Michigan Care Improvement Registry/MCIR users), please proceed to the next section, *Requesting Access to MDSS*.

1. Using your Internet browser, navigate to the following website:
   - MILogin for Non-Michigan.gov emails - https://milogintp.michigan.gov/
   - MILogin for Michigan.gov emails – https://miloginworker.michigan.gov/

2. The "MILogin" page will display. Click the **Create an Account** button.

3. Enter your **work email address** (do not use a personal email account), check the **I'm not a robot** box, and then click **Next Step**. *A verification email will be sent to the address provided – go to your email to find your passcode.* Enter the passcode into the MILogin verification screen. Click **Next Step.**

4. In the next window, enter your first and last name. Check to box to agree to Terms & Conditions. Then click **Next Step**.

5. Enter your work phone number then click **Next Step**. You will receive a voice call to the number provided with a passcode. The number provided should be a **direct line to you** so that you receive the passcode. Enter the passcode into the MILogin verification screen. Click **Confirm Passcode.**

6. Enter your mobile phone number (*Entering your mobile phone number is optional but can help to recover a locked account*) then click **Next Step**. Select a verification method (text message or voice call). Enter your passcode and click **Confirm Passcode.**
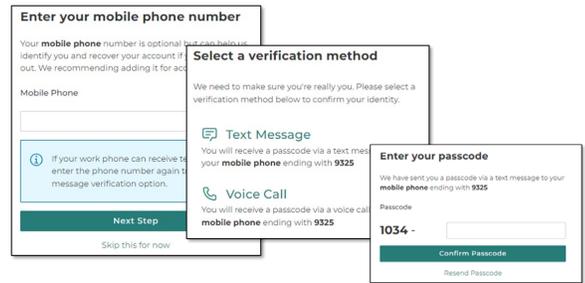
7. Create a User ID. The User ID must be last name, first initial, and any 4 numbers with no space between them.
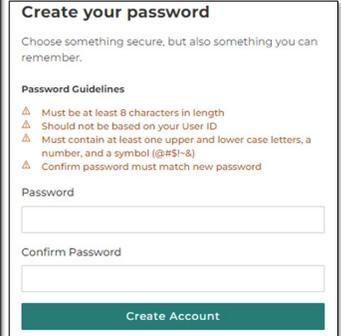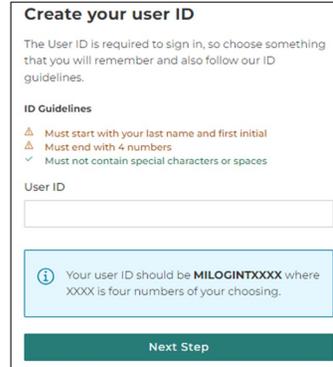
8. Create a qualifying password. **Click Create Account**.

9. Once your account is created successfully, the MILogin Home Page will appear. *If the Home Page does not appear, you can navigate to the MILogin website and enter your new User ID and password.*

Requesting Access to MDSS

Once you are a registered user of MILogin, you need to request access to MDSS.

1. Using your Internet browser, navigate to MILogin:
   - MILogin for Non-michigan.gov emails - https://milogintp.michigan.gov/
   - MILogin for Michigan.gov emails – https://miloginworker.michigan.gov/

2. Enter your MILogin *User ID* and *Password*.

3. Click the **Log In** button. The MILogin home page will display.
   - *If you see the **Michigan Disease Surveillance System** link on the Home Page, you already have permission to access MDSS. Proceed to the next section, <u>Registering with MDSS</u>.*

4. Click **Find Services** in the Discover Online Services Box to open a search page.
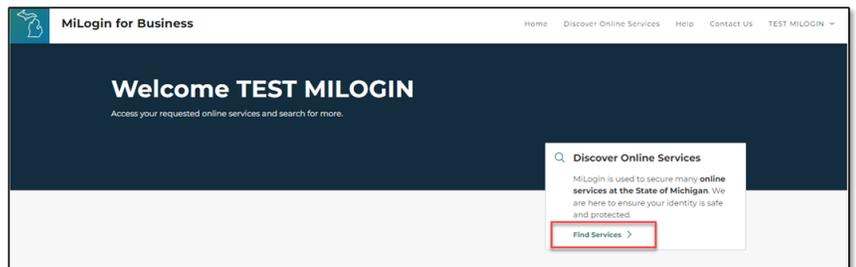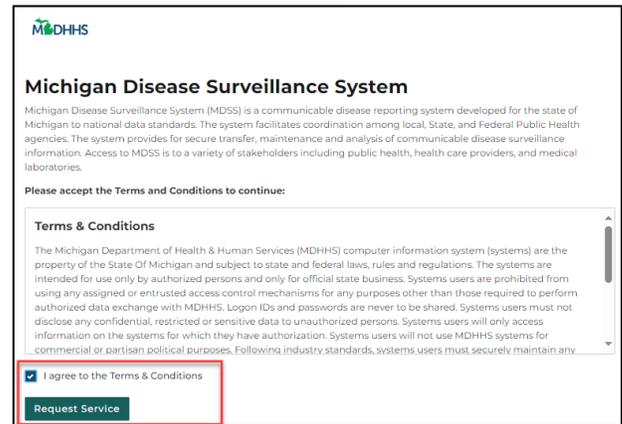

5. Type **Michigan Disease Surveillance System** into the search box and click **Search**.
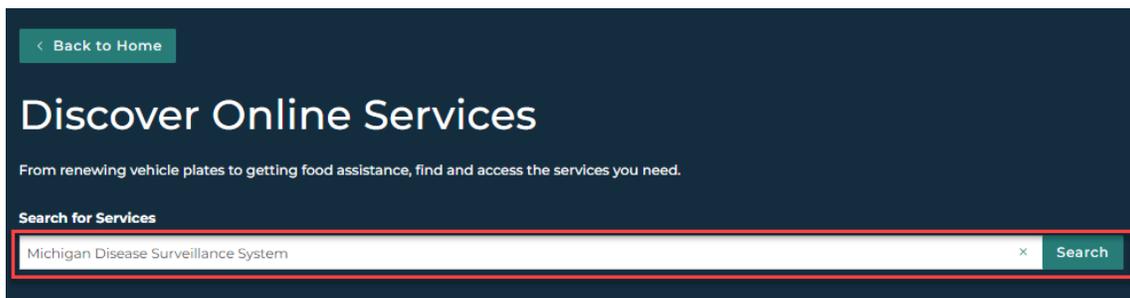
6. Click on the Michigan Disease Surveillance System application that appears on the screen.

7. Check the box to agree to the Terms & Conditions and then click **Request Service**.


8. A message will appear that the request is being processed. Click **Continue** to return to the MILogin Home Page. You must complete the next section "Registering with MDSS" for access to the system.

Registering with MDSS

The final step to gaining MDSS access is to register with MDSS. Follow the steps below to register with MDSS.

1. Using your Internet browser, navigate to MILogin:
   - MILogin for Non-michigan.gov emails - https://milogintp.michigan.gov/
   - MILogin for Michigan.gov emails – https://miloginworker.michigan.gov/
2. Enter your MILogin *User ID* and *Password*, then click the **Log In** button.
3. Click the **Michigan Disease Surveillance System** link.
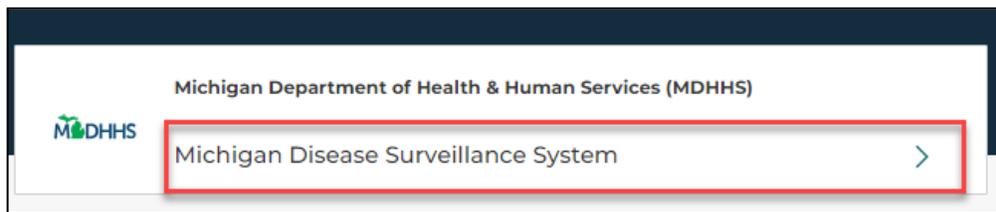
4. Check the box to agree to Terms & Conditions and click **Launch Service**.

Michigan Disease Surveillance System

Michigan Disease Surveillance System (MDSS) is a communicable disease reporting system dev
Michigan to national data standards. The system facilitates coordination among local, State, and
agencies. The system provides for secure transfer, maintenance and analysis of communicable
information. Access to MDSS is to a variety of stakeholders including public health, health care p
laboratories.

Please accept the Terms and Conditions to continue:

Terms & Conditions

The Michigan Department of Health & Human Services (MDHHS) computer information syste
property of the State Of Michigan and subject to state and federal laws, rules and regulations.
intended for use only by authorized persons and only for official state business. Systems users
using any assigned or entrusted access control mechanisms for any purposes other than thos
authorized data exchange with MDHHS. Logon IDs and passwords are never to be shared. Sys
disclose any confidential, restricted or sensitive data to unauthorized persons. Systems users
information on the systems for which they have authorization. Systems users will not use MD
commercial or partisan political purposes. Following industry standards, systems users must

☑ I agree to the Terms & Conditions

Launch service

5. Select a verification method for multifactor authentication. Enter the passcode and click **Confirm Passcode**.

Select a verification method

We need to make sure you're really you. Please select a verification method below to verify your identity.

📞 Voice Call
You will receive a passcode via a voice call to your **work phone** ending with **9325**

🔲 Enroll Authenticator
To enroll Authenticator App for TOTP (Time based One Time Passcode), download any well-known MF authenticator app (for ex. Microsoft Authenticator, Google Authenticator, Authy etc.)

Enter passcode

We have sent you a passcode via a voice call to your phone ending with 9325

Passcode

7038 — [   ]

Confirm Passcode

Try another way

6. The User Registration form will display:

7. Complete User Type, Place of Employment, Position Title, Employment Address (this allows for jurisdiction assignment for approvals) and check the boxes for the module(s) where access is needed.

    - As check boxes are selected, extra boxes are inserted below to indicate the level of access that is needed as well as the reason access is needed. These boxes need to be completed for each requested module.
    - The level of access is a generic level that should be used to guide the new user to assess what level access they feel they need. The levels **do not necessarily correspond to a specific level** in any of the modules.   The Access levels that can be requested are: Read Only, Data Entry, Standard Access, and Administrator.

8. When all required fields are complete, Click **Register** at the bottom of the screen. The requests for each module will be sent to the appropriate administrator(s) for approval.

9. While requests are pending approval, the following message will display if new users try to access the system. This message will also display if the user previously had access to modules, but that access has been inactivated.
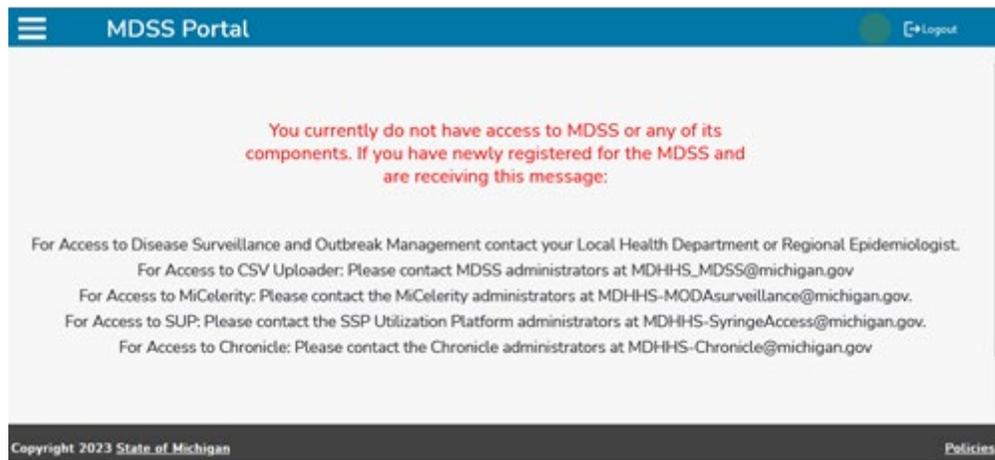
Getting a User Role

After you have completed the *Getting Started* checklist, the appropriate local health jurisdiction administrator will review your registration information and assign an appropriate access level (role). Your local health jurisdiction administrator should notify you once your role is assigned.

Maintaining an Active Acocunt

To maintain an active account, users must log into the MDSS at least every 60 days. A warning email will be sent to users who have been inactive for 45 days and their account will be inactivated after 60 days of inactivity.