



The Job Aid explains how partners can use MI Bridges to manage their organization. Partners and MDHHS staff can use the information in this Job Aid to assist partners with managing their organization.

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## Important Information

With MI Bridges, there are many features built specifically for partners who have the manage organization permission, such as:

- **Organization Information:** Partners have the ability to edit their organizations phone number, tax id, organization type, lead point of contact, authorized representative, etc. from their manage organization menu.
- **Add A Navigator:** Partners who have the Manage Organization permission have the ability to add a new navigator to their organization.
- **Add A New Location:** Partners who have Manage Organization permission can add a new location to their organization if they have multiple locations.
- **Partner Preferences:** Partners can customize their settings from the partner settings menu.

## Manage Organization

1. From the Navigation Bar, click **[Organization]**. The **Manage Organization** page displays.

MI Bridges Home Manage Organization Reports Settings Logout

## Truenorth Community Services Organization

Organization Information Locations Active Users Removed Users

### Contact Information

Legal Organization Name \* Truenorth Community Services

Commonly Used Name Truenorth Community Services

Phone Number \* 123-098-1209

Tax ID \* 13-7120837

Website

Counties Served Select a county

Organization Type \* Other

Community Action Agency X

### Lead Point of Contact

Please select a Lead Point of Contact Patricia Baughman

### Authorized Representative

First Name \* Patricia

Last Name \* Baughman

Phone Number \* 293-123-0917

Email \* patriciabaughman@mailinator.com

### Change History

LOCATION	VERIFICATION TYPE	CURRENT LOE	REQUESTED LOE	DATE SUBMITTED	DATE APPROVED
Truenorth Community Services	New Organization		Navigation, Referral	08/22/2018	08/23/2018

Save and Update

Cancel

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2. To edit organizational information, click **[Edit]**. The fields on this page become active.
3. After editing information click **[Save and Update]**. The edits save.

## Locations

1. Click the **[Locations]** tab. The **[Locations]** page displays.

2. Click **[Add New Location]**. The **New Organization** fields display.
3. Type a **Name of Location, Physical Address, City, County, State, Zip Code,** and **Level of Engagement.**
4. Click **[Save and Update]**. The new location saves.

## Active Users

1. Click the **[Active Users]** tab. The **[Active Users]** page displays.

# How To Manage Your Organization

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MI Bridges | Home | Manage | Organization | Reports | Settings | Logout

### Truenorth Community Services Organization

Organization Information | Locations | Active Users | Removed Users

Manage, edit and view current users and their information.

Lead Point of Contact Search...

CPID	NAME	PERMISSIONS	NO. OF CLIENTS	LOCATION	TRAINED
PENDING	Pending User	Navigator	0	6308 S Warn...	Not Trained
174580-002	Patricia Baughman	Navigator, Referral, Users, Metrics	6	6308 S Warn...	Trained: 08/02/2018

+ Add New User

2. Click **[Add New User]**. The **New User** fields display.

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First Name: [ ] Last Name: [ ]  
Email: johnsmith@abc.com  
Role/User Permissions  
You may only select roles that match the organization's Level of Engagement.  
 Provide Navigation  Manage Referrals  Manage Organization  
 View Metrics

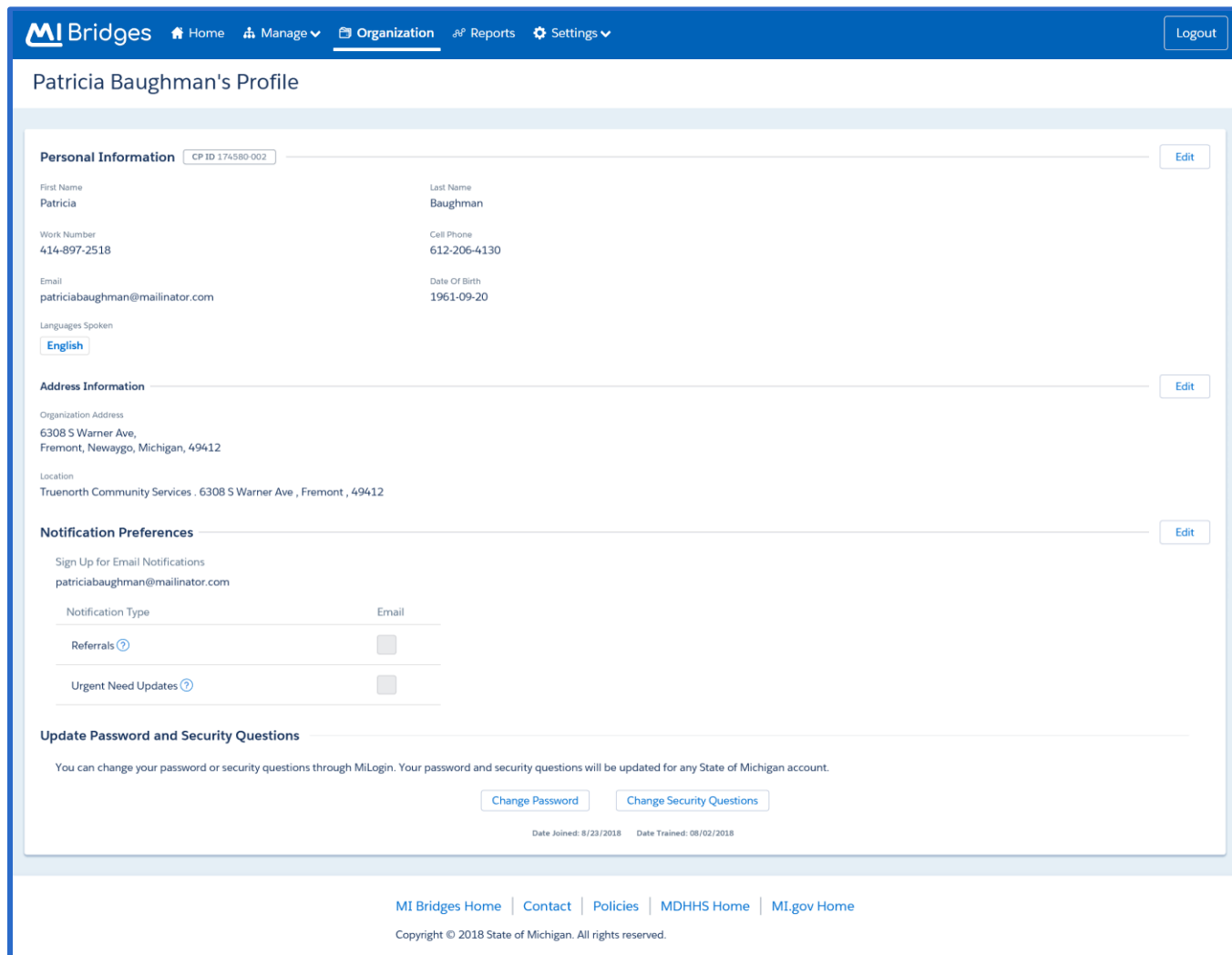
Cancel Add User

# How To Manage Your Organization

3. Enter the new user's **First Name**, **Last Name**, and **Email**.
4. Check the **box** next to the permissions you want your new user to have.

## Partner Preferences

1. From the partner dashboard, click  the **Preferences** page displays.



The screenshot shows the 'Patricia Baughman's Profile' page in the MI Bridges system. The page has a blue header with navigation links: Home, Manage, Organization (selected), Reports, and Settings. A 'Logout' button is in the top right. The profile is divided into three main sections, each with an 'Edit' button on the right:

- Personal Information** (CP ID 174580-002):
  - First Name: Patricia
  - Last Name: Baughman
  - Work Number: 414-897-2518
  - Cell Phone: 612-206-4130
  - Email: patriciabaughman@mailinator.com
  - Date Of Birth: 1961-09-20
  - Languages Spoken: English
- Address Information**:
  - Organization Address: 6308 S Warner Ave, Fremont, Newaygo, Michigan, 49412
  - Location: Truenorth Community Services, 6308 S Warner Ave, Fremont, 49412
- Notification Preferences**:
  - Sign Up for Email Notifications: patriciabaughman@mailinator.com
  - Notification Type: Email
  - Referrals:
  - Urgent Need Updates:

At the bottom, there is a section for 'Update Password and Security Questions' with buttons for 'Change Password' and 'Change Security Questions'. Below this are the dates 'Date Joined: 8/23/2018' and 'Date Trained: 08/02/2018'. The footer contains links for MI Bridges Home, Contact, Policies, MDHHS Home, and MI.gov Home, along with a copyright notice: 'Copyright © 2018 State of Michigan. All rights reserved.'

2. Click **[Edit]**. The Personal Information, Address Information, and Notification Preferences fields activate.
3. Click **[Save and Update]**. The new information saves.

## Frequently Asked Questions



**Q. Who in my organization can make these changes**

A. Only navigators that have the “Manage Organization” permission can make these changes. A total of 3 users in your organization can have the “Manage Organization” permission.

**Q. What notifications can I get as a navigator?**

A. If you are a referral organization you can receive a daily email notifying you of any new referrals sent to your organization. If you are a navigator you can receive a notification each time your client is triggered in MI Bridges as having an urgent need.