LARA
LICENSING AND REGULATORY AFFAIRS
COMMUNITY AND HEALTH SYSTEMS

MI-LOGIN
ACCOUNT SET UP

FOR

MI-NATES PUBLIC USERS

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1) Overview

MI-NATES: Michigan Nurse Aide, Training, and Enforcement System (MI-NATES) is a web-based application that automates the process for applications, renewals, enforcement, communication, and payments related to nurse aide registrations, nurse aide trainer permits, and nurse aide training program permits in Michigan.

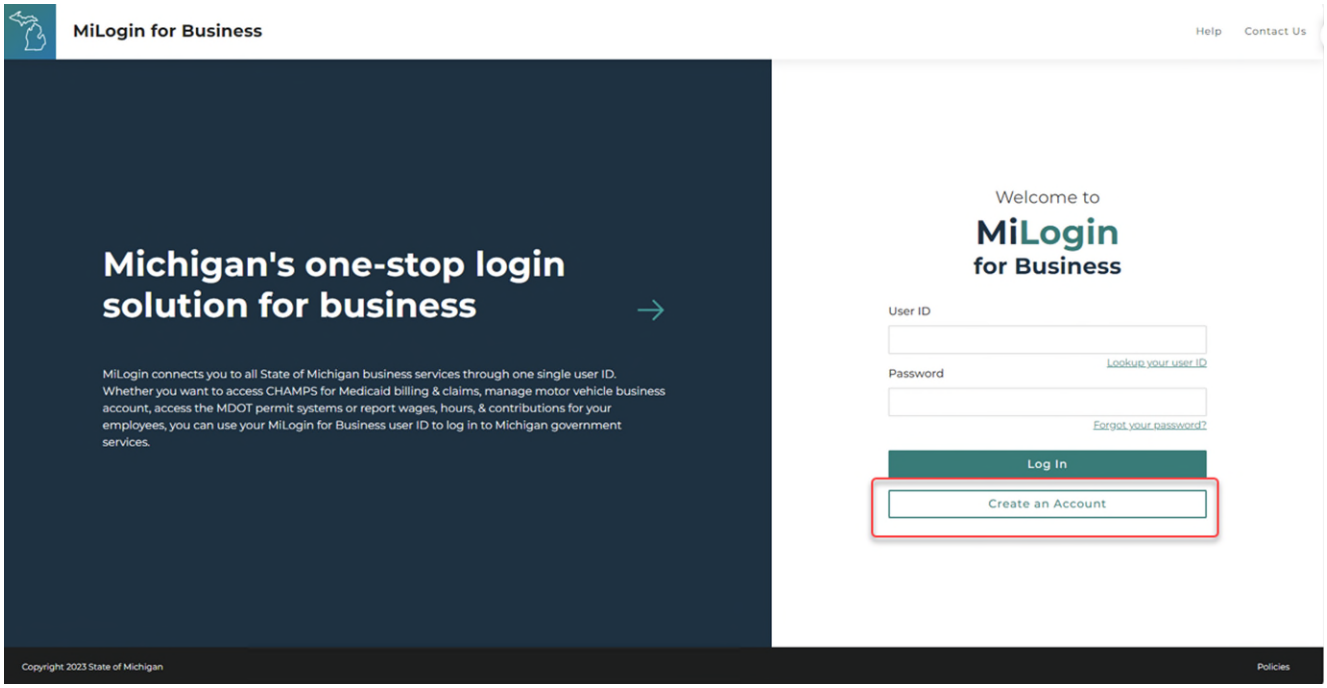
1a) Security

Users are required to use State of Michigan (SOM) Michigan Login (MILogin) to access the MI-NATES application. If you already have a MILogin ID, your username and password will stay the same.

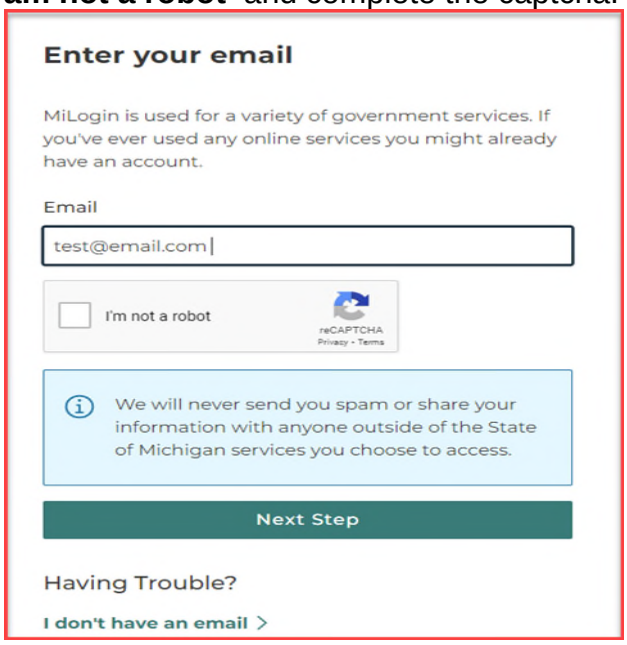
Confidentiality Notice: By using this system, you understand and consent to the following. This system includes confidential information as well as personal identification information that is intended solely for use by the authorized users in accordance with state and federal requirements. Any unauthorized review, use, disclosure, or distribution of this information is expressly prohibited.

Register for a MILogin ID at: https://milogintp.michigan.gov

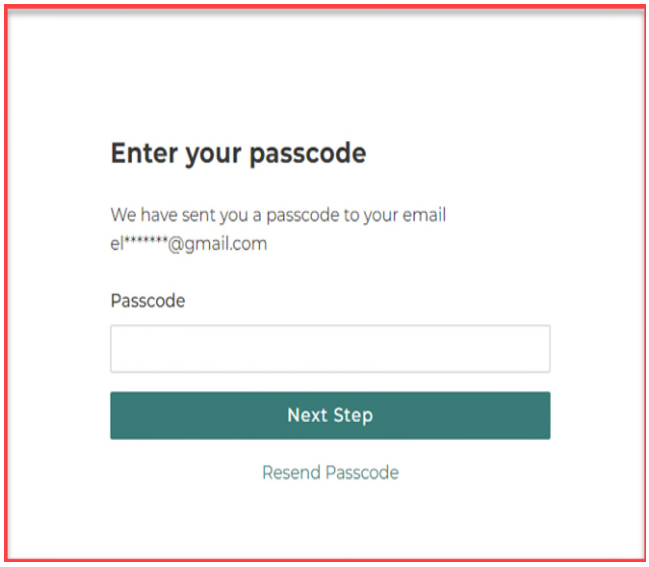
The following screen is presented. Select **'Create an Account'** to create a new User ID: ***If you already have a previous MiLOGIN third party account, enter your previous username and password and select Log In***



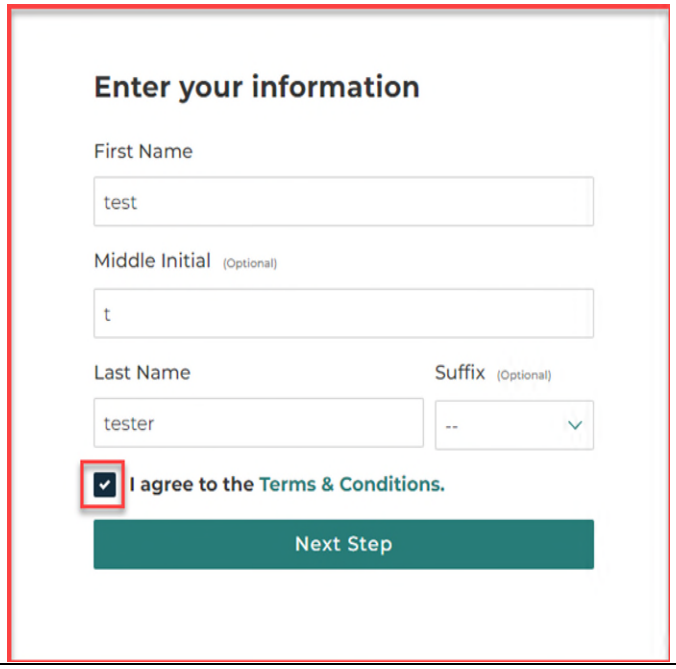
Step 1 - Email Verification
Enter your personal email address, then select **'I am not a robot'** and complete the captcha.



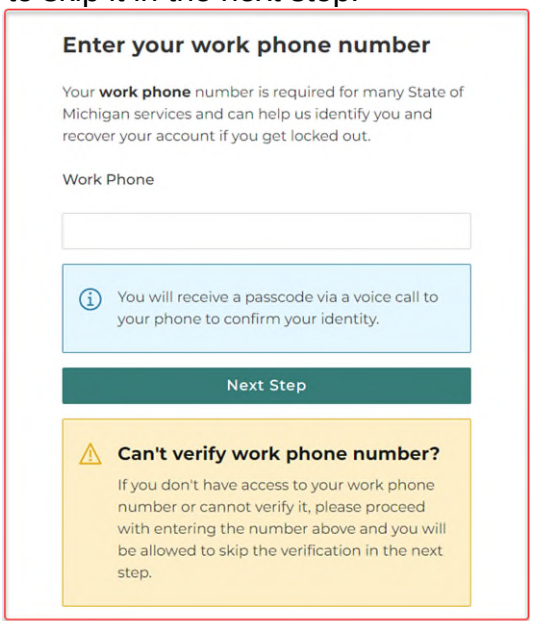
Step 2 –Passcode Verification
Open your email account used in Step 1, find the code that was sent and enter it on the box in this screen and then press **'Next Step'**.



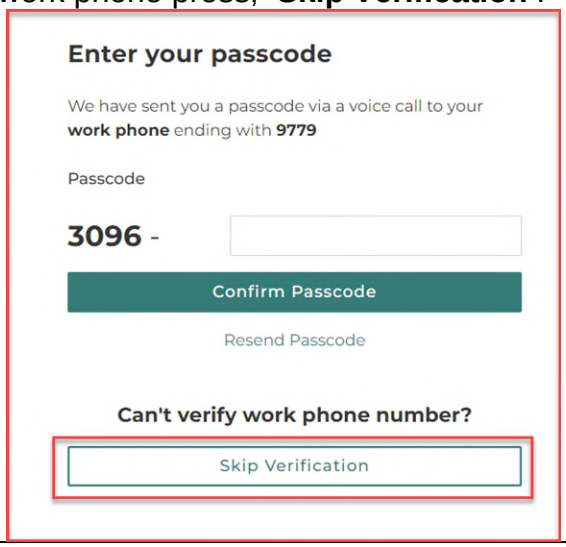
Step 3 – Profile Information
Enter your personal information and when completed, click the check box for '**I agree to the Terms & Conditions**.'



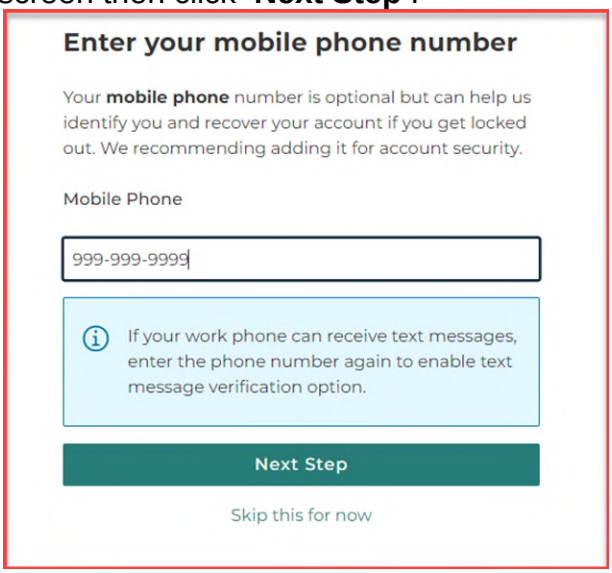
Step 4 – Work Phone Verification
Enter your work phone number on this screen and then press **'Next Step'**. If you are not at work to verify your work number you will be able to skip it in the next step.



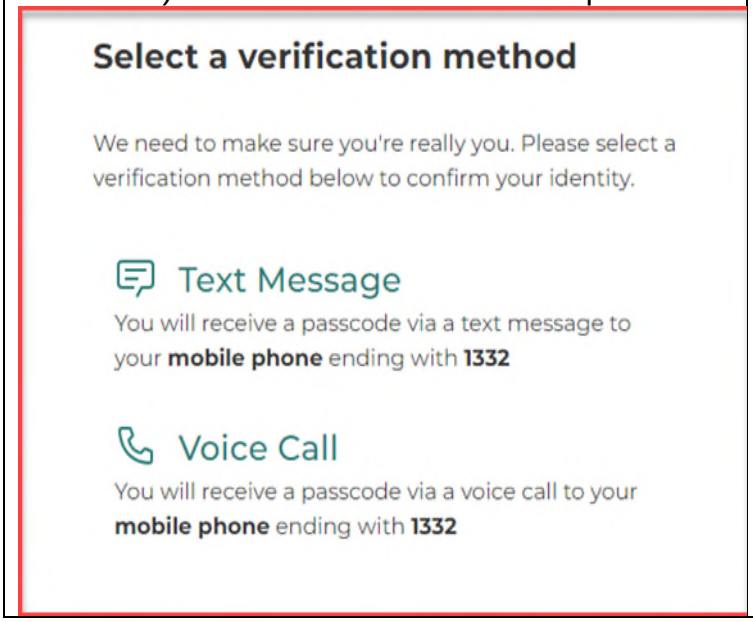
Step 5 – Passcode Verification
Answer your work phone for the passcode to confirm it. Enter the code on the screen and select **'Confirm Passcode'**. If you don't have access to your work phone press, **'Skip Verification'**.



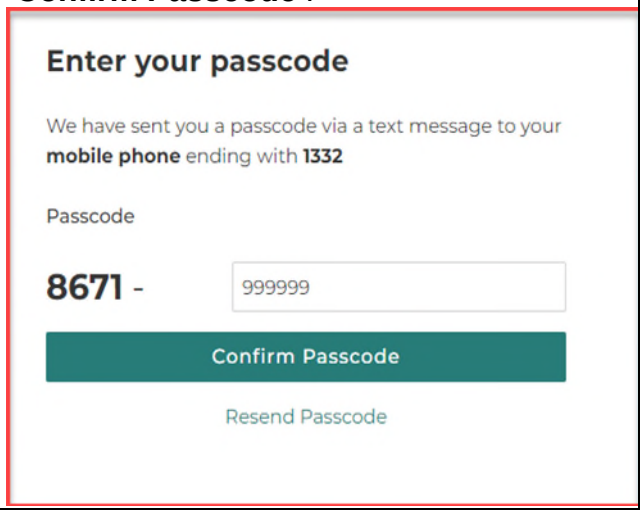
Step 6 – Mobile Phone Verification
Enter your mobile phone number on this screen then click **'Next Step'**.



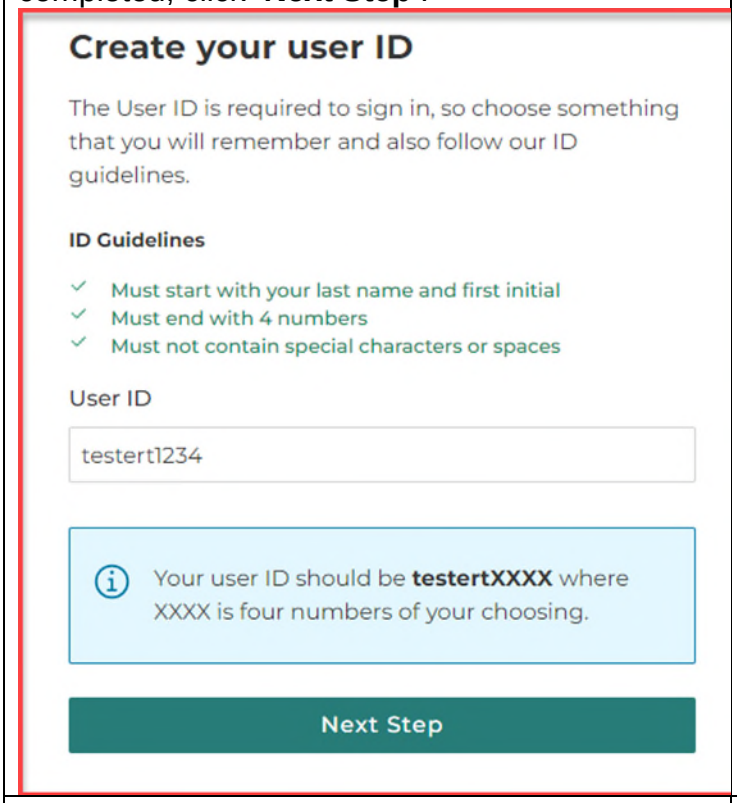
Step 7 – Verification Method
Select either verification method (Text Message or Voice Call) on the screen to receive the passcode.



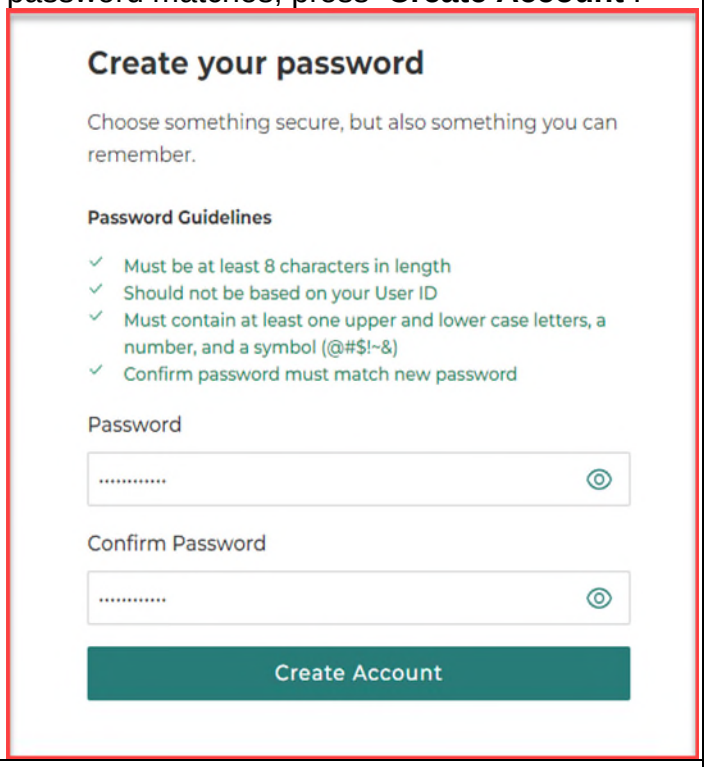
Step 8 – Passcode Verification
Either answer the voice call for the passcode or check your phone for a text message containing the passcode and enter it on the screen. Once entered, click **'Confirm Passcode'**.



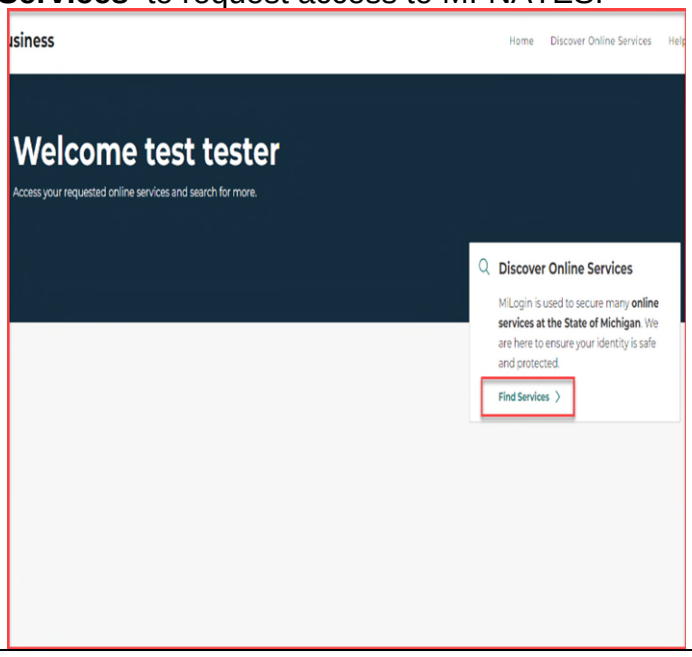
Step 9 – Create your User ID
Create a User ID, make sure you follow the ID Guidelines when creating the user ID. Once completed, click **'Next Step'**.



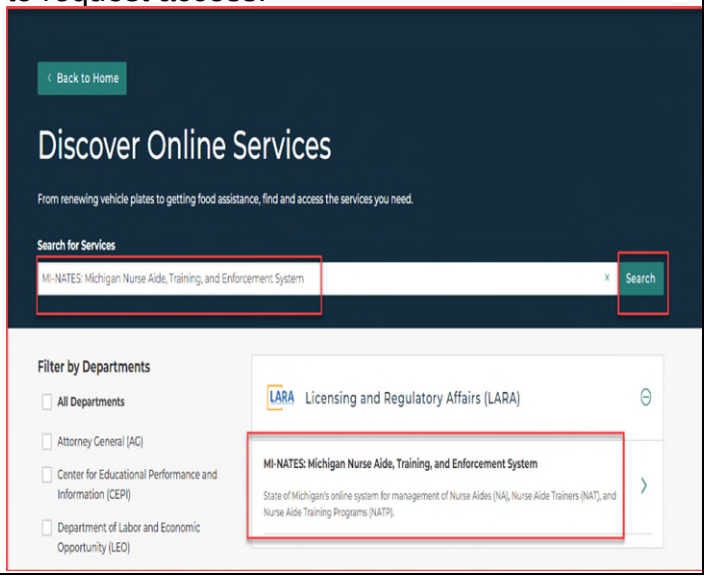
Step 10 – Create your Password
Create a password for your account, make sure it abides by the Password Guidelines listed on the screen. Once entered twice and the password matches, press **'Create Account'**.



Step 11 – MILOGIN home screen
Once the account has been created you will be transferred to your home screen. Click **'Find Services'** to request access to MI-NATES.

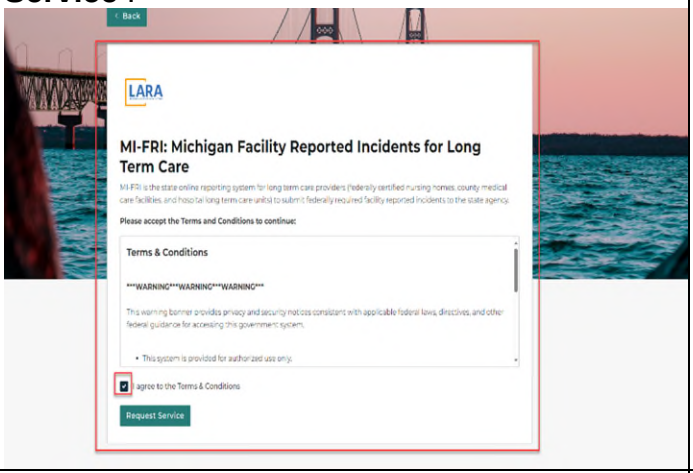


Step 12 – Getting MI-NATES access
On the Discover Online Services screen, search for MI-NATES in the **'Search for Services'** bar. Once on the screen, click on MI-NATES listed under Licensing and Regulatory Affairs (LARA) to request access.



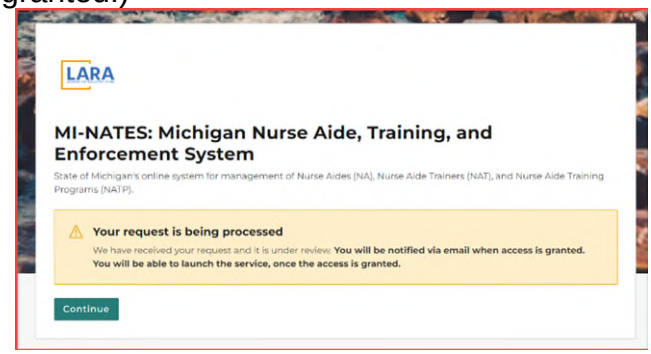
Step 13 – Requesting MI-NATES

Once MI-NATES has been chosen from S**tep 12** above, you will receive the Request Service screen. If you agree to the Terms & Conditions of the system, check the **'I agree to the Terms & Conditions'** box and then click **'Request Service'**.



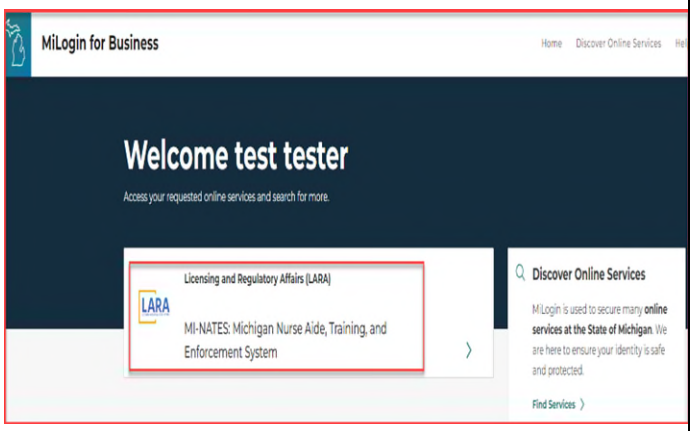
Step 14 – Request is being Processed

Once you have requested access for MI-NATES in **Step 13** you will be given this screen. Watch for an email to the email address you signed up for MILOGIN with to see when access has been granted, this usually only takes a few minutes. (You may need to sign out of MILOGIN and back in to see the program once access has been granted.)



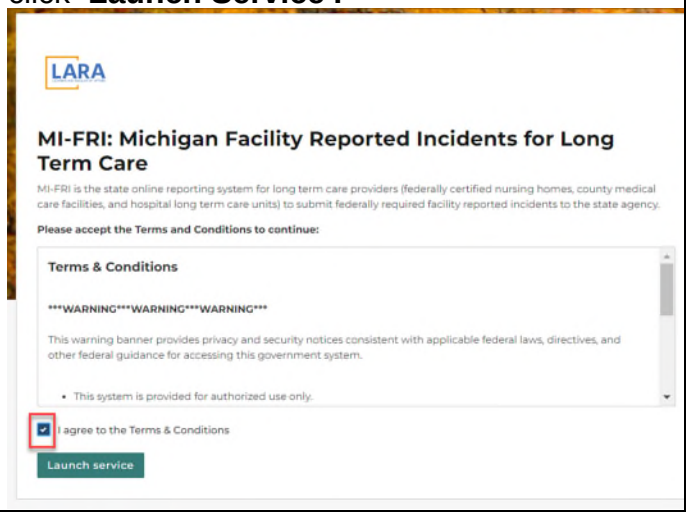
Step 15 – Signing into MI-NATES

Once access has been confirmed via email. Make your way back to your home screen on MILOGIN. (Your name will be listed at the top of this screen) You will see MI-NATES listed, Click on MI-NATES to launch the program.



Step 16 – MI-NATES Terms & Conditions

Whenever MI-NATES is launched you will see the Terms & Conditions screen, read over them and if you approve, click the check box **'I agree to the Terms & Conditions',** and then click **'Launch Service'.**



Role-based security within the application controls access to specific functionality in MI-NATES.

1b) Roles

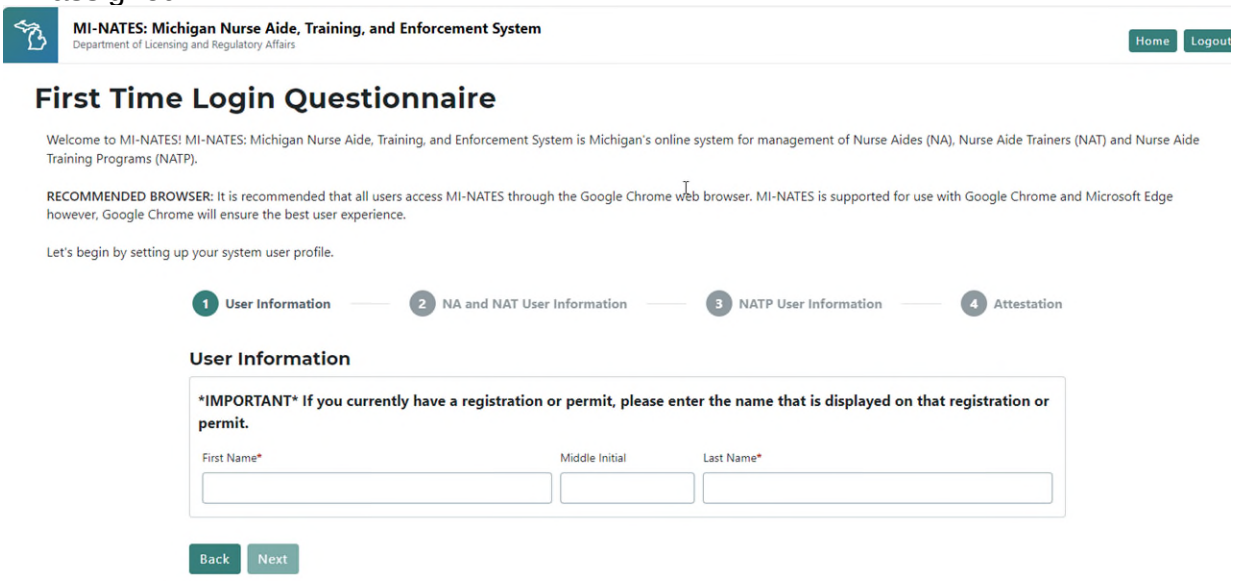
The different roles available for public users in MI-NATES include:

ROLE	ACCESS LEVEL
NA (Nurse Aide)	Apply for a new NA registration, renew your existing NA registration, review and update information related to your NA registration
NAT (Nurse Aide Trainer)	Apply for a new NAT permit, renew your existing NAT permit, review and update information related to your NAT registration
NATP (Nurse Aide Training Program) *	Apply for a new NATP permit, renew an existing NATP registration, review and update information related to your NATP registration

***Nurse Aide Training Programs (NATP) can have one user in MI-NATES as the sole Authorized Representative responsible for the NATP permit.**

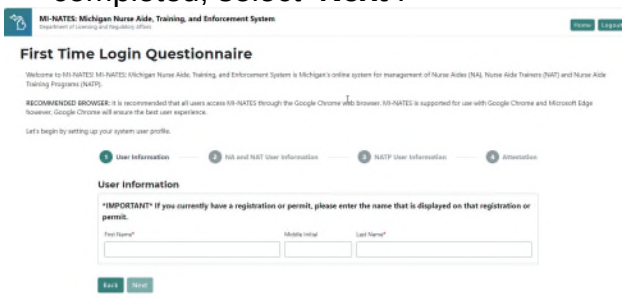
1c) First Time Login Questionnaire: User Information

The User Information screens determine the login and access level for MI-NATES users. The screens collect a user's name, email, phone number, last 4 digits of the SSN and desired access information. The user must have an active MILogin ID before they can be given authorization to log into MI-NATES. If an individual does not have an active MILogin record and a User Profile Record in MI-NATES, they are not able to log into MI-NATES. The User Profile for a NA, NAT, and NATP is created based on the selections made by the user the first time they login to the system. Only a State Agency (SA) Administrator has the ability to de-activate a MI-NATES user. The SA can view all User Profiles in MI-NATES. The user's access is controlled by the role(s) assigned.

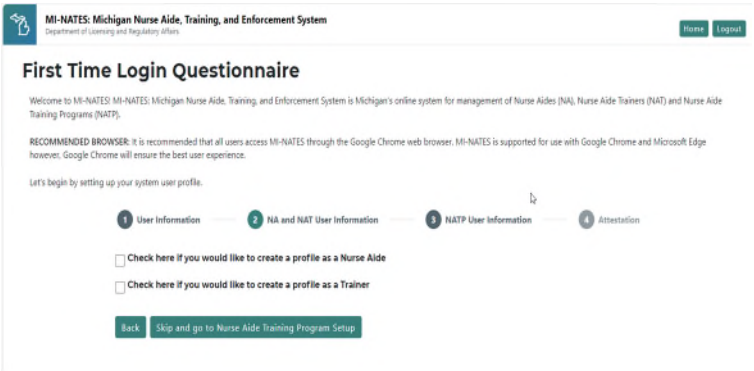


2) Creating a MI-NATES Account: First Time Login Questionnaire

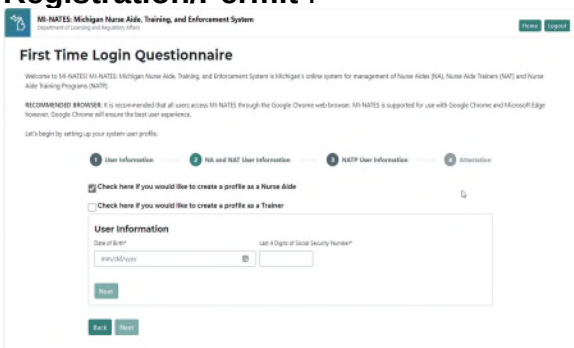
Screen 1 - User Information: This screen is for any/all roles (NA, NAT, NATP), previously registered or permitted; or first-time individuals looking to apply for registration and/or a permit. Enter User Information First Name, Middle Initial, Last Name. **If you currently have a registration or permit with the State of Michigan, you must enter your name exactly as it is currently displayed on that registration or permit**. Once completed, select **'Next'**.



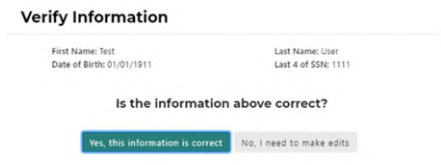
Screen 2 - NA and NAT User Information: User will select the type of system access they wish to obtain. If the user has an existing registration or permit; or wish to apply for the Nurse Aide registration or Nurse Aide Trainer permit, one or both boxes may be selected at this time. If access is only needed as a NATP, the **'Skip and go to Nurse Aide Training Program Setup'** button can be selected.



Screen 2(a) – Selecting one or both checkboxes prompt fields for additional user information to appear. Complete the necessary boxes (DOB and SSN), then select **'Search for an Existing Registration/Permit'**.

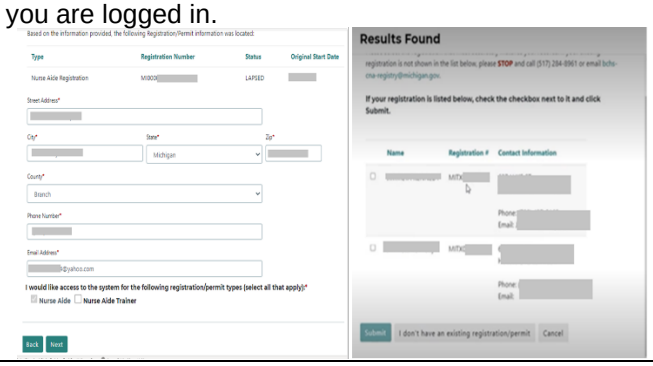


A pop-up will appear, asking the user to verify their information.

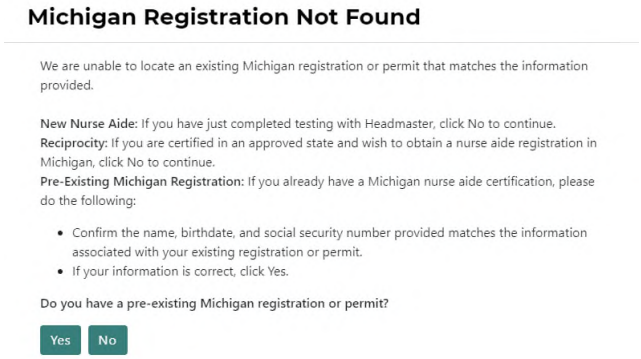


Screen 2(b) - If you have a pre-existing registration or permit, your information will appear. If more than one registration record found, another pop-up will appear with the results. Please select your registration by clicking the checkbox next to the name and then select submit. This will bring you to screen 2(d).

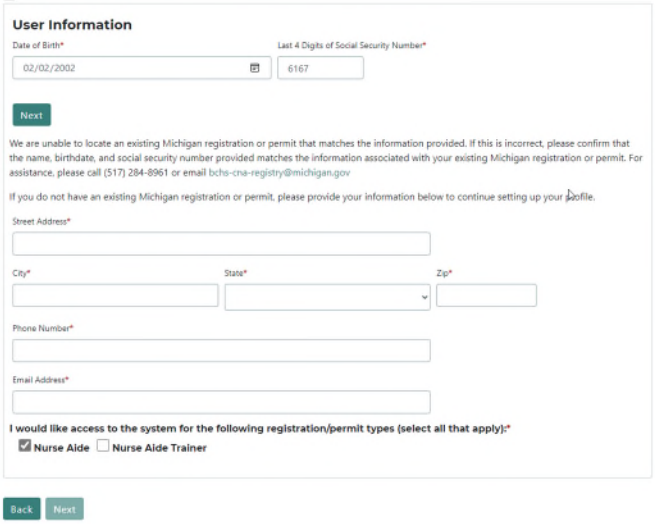
Note: *If you recently had a name change and the results do not match the first and last name you entered in step 1, selecting one of the user options will result in a pop-up. The pop-up explains that the name you entered does not match the user you chose. Select **'ok'** and you will be redirected to the first screen. You must enter your name as it appeared on the selected record and repeat the search process. You will be able to make a name change once you are logged in.



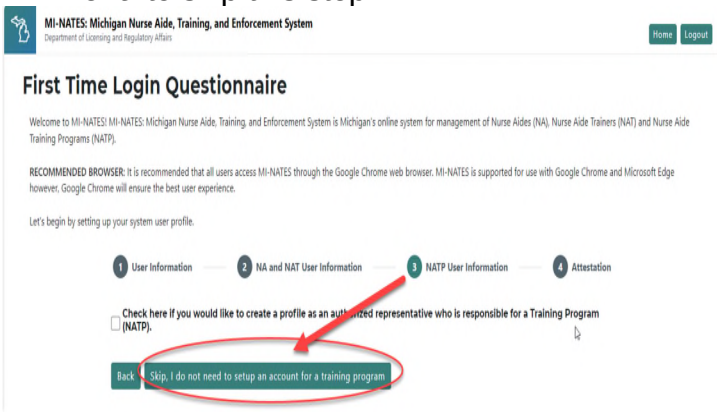
Screen 2(c) – If you are a new candidate or out of state applicant and you do not have a pre-existing registration, select **'I don't have an existing registration/permit'.** Another pop-up will appear asking if you have a pre-existing registration or permit. Selecting **'no'** will allow you to fill in user information. Selecting **'yes'** will bring you back to screen 1 asking for your first and last name.



Screen 2(d) - If not auto filled, user MUST fill in the boxes with personal information and select, **'Next'**. User cannot move forward without completing ALL boxes.



Screen 3 – NATP User Information: This screen is intended ONLY for those seeking access as the sole authorized representative for a Nurse Aide Training Program (NATP). If access is desired for a new or existing NATP permit, the user will check the box to create a profile. If applying for a NA or NAT, and not applying for a NATP permit, user will select **'Next'** to skip this step.

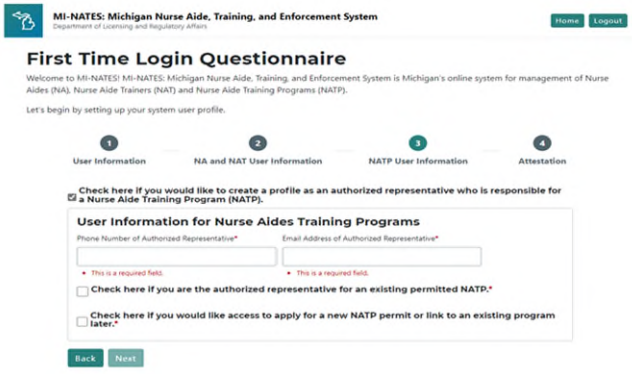


Screen 3(a) – As the authorized representative of a Nurse Aide Training Program, the user must provide the phone number and email address to be associated with their user profile.

If the new user is an authorized representative for an existing NATP (the NATP is currently permitted and has already been assigned a permit number), then the user will select the first box and will be prompted to provide the permit number of the NATP they are associated with.

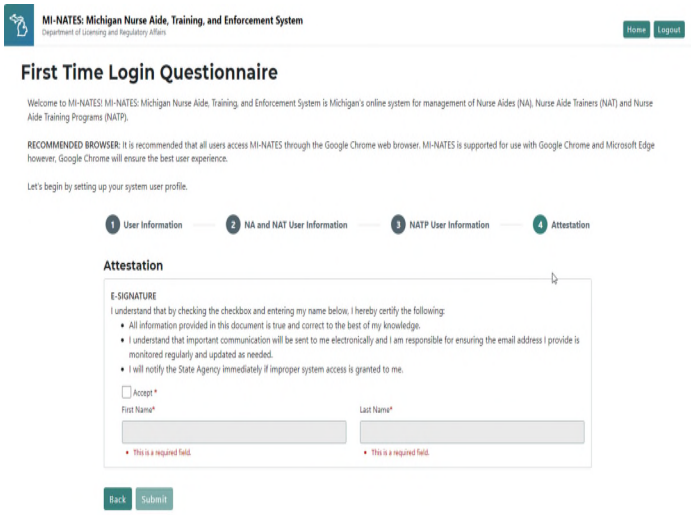
If the new user is going to be the authorized representative for a new NATP (intends to apply for a new NATP permit), then they will select the second box.

If the new user is the authorized representative for more than one NATP, they can provide the details for one NATP here, and can easily add more later, using the option on their dashboard once setup is complete.

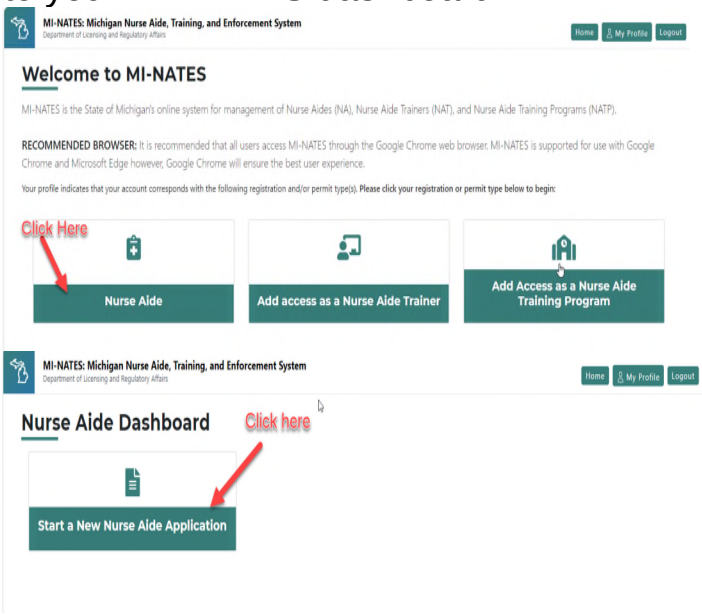


Screen 4 - Attestation: E-Signature: After selecting **'Next'** on screen 3, the user must click the box to accept the terms and submit an e-signature in order to gain access to the MI-NATES application.

Once complete, the user will automatically be re-directed to their MI-NATES Dashboard screen.



Screen 5 – MI-NATES Dashboard
Once the First Time Login Questionnaire has been completed you will be brought to your MI-NATES dashboard.



Once system access has been achieved, please refer to the MI-NATES User Guides for Nurse Aides, Nurse Aide Trainers, or Nurse Aide Training Programs for helpful information on the various MI-NATES screens, features, and the application or renewal processes.

The User Guides can be found at www.michigan.gov/bchs.