



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\***

Michigan's one-stop login solution for business →

Michigan connects you to all State of Michigan business services through one single user ID. Whether you want to access CHAMPS for Medicaid billing & claims, manage motor vehicle business account, access the MDOT permit systems or report wages, hours, & contributions for your employees, you can use your MiLogin for Business user ID to log in to Michigan government services.

Welcome to  
**MiLogin**  
for Business

User ID

Password

[Lookup your user ID](#)

[Forgot your password?](#)

**Log In**

**Create an Account**

Copyright 2023 State of Michigan Policies

### Step 1 - Email Verification


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


**Enter your email**

MiLogin is used for a variety of government services. If you've ever used any online services you might already have an account.

Email

test@email.com|

☐ I'm not a robot  reCAPTCHA  
Privacy • Terms

 We will never send you spam or share your information with anyone outside of the State of Michigan services you choose to access.

**Next Step**

Having Trouble?

[I don't have an email >](#)

### 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'**.

**Enter your passcode**

We have sent you a passcode to your email  
el\*\*\*\*\*@gmail.com

Passcode

**Next Step**

[Resend Passcode](#)

### Step 3 – Profile Information

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

**Enter your information**

First Name

test

Middle Initial (Optional)

t

Last Name

tester

Suffix (Optional)

--

☒ I agree to the [Terms & Conditions](#).

**Next Step**


### 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.


**Enter your work phone number**

Your **work phone** number is required for many State of Michigan services and can help us identify you and recover your account if you get locked out.

Work Phone

 You will receive a passcode via a voice call to your phone to confirm your identity.

**Next Step**

 **Can't verify work phone number?**

If you don't have access to your work phone number or cannot verify it, please proceed with entering the number above and you will be allowed to skip the verification 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'**.

#### Enter your passcode

We have sent you a passcode via a voice call to your **work phone** ending with **9779**

Passcode

**3096** -

**Confirm Passcode**

Resend Passcode

Can't verify work phone number?

**Skip Verification**

### Step 6 – Mobile Phone Verification

Enter your mobile phone number on this screen then click **'Next Step'**.

#### Enter your mobile phone number

Your **mobile phone** number is optional but can help us identify you and recover your account if you get locked out. We recommend adding it for account security.

Mobile Phone

**i** If your work phone can receive text messages, enter the phone number again to enable text message verification option.

**Next Step**


Skip this for now

### Step 7 – Verification Method


Select either verification method (Text Message or Voice Call) on the screen to receive the passcode.

#### Select a verification method

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

 **Text Message**

You will receive a passcode via a text message to your **mobile phone** ending with **1332**

 **Voice Call**

You will receive a passcode via a voice call to your **mobile phone** ending with **1332**

### 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'**.

#### Enter your passcode

We have sent you a passcode via a text message to your **mobile phone** ending with **1332**

Passcode

**8671** -

**Confirm Passcode**

Resend 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'**.

#### Create your user ID

The User ID is required to sign in, so choose something that you will remember and also follow our ID guidelines.

##### ID Guidelines

- ✓ Must start with your last name and first initial
- ✓ Must end with 4 numbers
- ✓ Must not contain special characters or spaces

User ID

testert1234



Your user ID should be **testertXXXX** where XXXX is four numbers of your choosing.

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'**.

#### Create your password

Choose something secure, but also something you can remember.

##### Password Guidelines

- ✓ Must be at least 8 characters in length
- ✓ Should not be based on your User ID
- ✓ Must contain at least one upper and lower case letters, a number, and a symbol (@#\$!~&)
- ✓ Confirm password must match new password

Password

\*\*\*\*\*



Confirm Password

\*\*\*\*\*



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.

Business

Home Discover Online Services Help

Welcome test tester

Access your requested online services and search for more.



##### Discover Online Services

MIlogin is used to secure many online services at the State of Michigan. We are here to ensure your identity is safe and protected.

Find Services >

### 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.

Back to Home

#### Discover Online Services

From renewing vehicle plates to getting food assistance, find and access the services you need.

##### Search for Services

MI-NATES: Michigan Nurse Aide, Training, and Enforcement System

Search

##### Filter by Departments

- ☐ All Departments
- ☐ Attorney General (AG)
- ☐ Center for Educational Performance and Information (CEPI)
- ☐ Department of Labor and Economic Opportunity (LEO)

LARA Licensing and Regulatory Affairs (LARA)

MI-NATES: Michigan Nurse Aide, Training, and Enforcement System

State of Michigan's online system for management of Nurse Aides (NA), Nurse Aide Trainers (NAT), and Nurse Aide Training Programs (NATP).



### Step 13 – Requesting MI-NATES

Once MI-NATES has been chosen from **Step 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’**.

Back

**LARA**

**MI-FRI: Michigan Facility Reported Incidents for Long Term Care**

MI-FRI is the state online reporting system for long term care providers (federally certified nursing homes, county medical care facilities, and hospital long term care units) to submit federally required facility reported incidents to the state agency.

Please accept the Terms and Conditions to continue:

**Terms & Conditions**

\*\*\*WARNING\*\*\*WARNING\*\*\*WARNING\*\*\*

This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this government system.

- This system is provided for authorized use only.

☐ I agree to the Terms & Conditions

**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.)

**LARA**

**MI-NATES: Michigan Nurse Aide, Training, and Enforcement System**

State of Michigan's online system for management of Nurse Aides (NA), Nurse Aide Trainers (NAT), and Nurse Aide Training Programs (NATP).

**Your request is being processed**

We have received your request and it is under review. You will be notified via email when access is granted. You will be able to launch the service, once the access is granted.

**Continue**

### 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.

MiLogin for Business

Home Discover Online Services

**Welcome test tester**

Access your requested online services and search for more.

**LARA**

Licensing and Regulatory Affairs (LARA)

**MI-NATES: Michigan Nurse Aide, Training, and Enforcement System**

Discover Online Services

MiLogin is used to secure many online services at the State of Michigan. We are here to ensure your identity is safe and protected.

Find Services >

### 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’**.

**LARA**

**MI-FRI: Michigan Facility Reported Incidents for Long Term Care**

MI-FRI is the state online reporting system for long term care providers (federally certified nursing homes, county medical care facilities, and hospital long term care units) to submit federally required facility reported incidents to the state agency.

Please accept the Terms and Conditions to continue:

**Terms & Conditions**

\*\*\*WARNING\*\*\*WARNING\*\*\*WARNING\*\*\*

This warning banner provides privacy and security notices consistent with applicable federal laws, directives, and other federal guidance for accessing this government system.

- This system is provided for authorized use only.

☒ I agree to the Terms & Conditions

**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.

**MI-NATES: Michigan Nurse Aide, Training, and Enforcement System**  
Department of Licensing and Regulatory Affairs

HomeLogout

## First Time Login Questionnaire

Welcome to MI-NATES! MI-NATES: Michigan Nurse Aide, Training, and Enforcement System is Michigan's online system for management of Nurse Aides (NA), Nurse Aide Trainers (NAT) and Nurse Aide Training Programs (NATP).

**RECOMMENDED BROWSER:** It is recommended that all users access MI-NATES through the Google Chrome web browser. MI-NATES is supported for use with Google Chrome and Microsoft Edge however, Google Chrome will ensure the best user experience.

Let's begin by setting up your system user profile.

1 User Information

2 NA and NAT User Information

3 NATP User Information

4 Attestation

### User Information

**\*IMPORTANT\*** If you currently have a registration or permit, please enter the name that is displayed on that registration or permit.

First Name\*

Middle Initial


Last Name\*

BackNext



## 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'.


**MI-NATIES: Michigan Nurse Aide, Training, and Enforcement System**  
 Department of Licensing and Professional Regulation

[Home](#)
[About](#)

## First Time Login Questionnaire

Welcome to MI-NATIES! MI-NATIES: Michigan Nurse Aide, Training, and Enforcement System is Michigan's online system for management of Nurse Aides (NAI), Nurse Aide Trainers (NAT), and Nurse Aide Training Programs (NATP).

**RECOMMENDED BROWSER:** It is recommended that all users access MI-NATIES through the Google Chrome web browser. MI-NATIES is supported for use with Google Chrome and Microsoft Edge browsers. Google Chrome will ensure the best user experience.

Let's begin by setting up your system user profile.

1

2

3

4

User Information

Full and First User Information

NATP User Information

Activation


### User Information

**\*IMPORTANT\*** If you currently have a registration or permit, please enter the name that is displayed on that registration or permit.

First Name*	Mobile Initial	Last Name*
<input type="text"/>	<input type="text"/>	<input type="text"/>

[Back](#)
[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.



**MI-NATES: Michigan Nurse Aide, Training, and Enforcement System**  
Department of Learning and Regulatory Affairs

[Home](#) [Logout](#)

## First Time Login Questionnaire

Welcome to MI-NATES! MI-NATES: Michigan Nurse Aide, Training, and Enforcement System is Michigan's online system for management of Nurse Aides (NA), Nurse Aide Trainers (NAT) and Nurse Aide Training Programs (NATP).

**RECOMMENDED BROWSER:** It is recommended that all users access MI-NATES through the Google Chrome web browser. MI-NATES is supported for use with Google Chrome and Microsoft Edge however, Google Chrome will ensure the best user experience.

Let's begin by setting up your system user profile.

1

User Information

2

NA and NAT User Information

3

NATP User Information

4

Attestation

☐ Check here if you would like to create a profile as a Nurse Aide

☐ Check here if you would like to create a profile as a Trainer

[Back](#) [Skip and go to Nurse Aide Training Program Setup](#)

**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’**.

**MI-NATES: Michigan Nurse Aide, Training, and Enforcement System**  
 Management of training and regulatory affairs.

## First Time Login Questionnaire

Welcome to MI-NATES! MI-NATES: Michigan Nurse Aide, Training, and Enforcement System is Michigan's online system for management of Nurse Aides (NA), Nurse Aide Trainers (NAT), and Nurse Aide Training Programs (NATP).

**RECOMMENDED BROWSER:** It is recommended that all users access MI-NATES through the Google Chrome web-browser. MI-NATES is supported for use with Google Chrome and Microsoft Edge. However, Google Chrome will ensure the best user experience.

Let's begin by setting up your system user profile.

1 User Information    2 NIS and NATE User Information    3 NATEP User Information    4 Introduction

☒ Check here if you would like to create a profile as a Nurse Aide

☐ Check here if you would like to create a profile as a Trainer

### User Information

Date of Birth\*      Last 6 Digits of Social Security Number\*

mm/dd/yyyy      [ ]

[Next](#)

[Back](#)    [Exit](#)

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

### Verify Information

First Name: Test	Last Name: User
Date of Birth: 01/01/1911	Last 4 of SSN: 1111

Is the information above correct?

☒ Yes, this information is correct

☐ No, I need to make edits

**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.

Based on the information provided the following registration level information was located:

Name	Registration Number	Status	Original Start Date
Nurse Aida Registration	1000000	LAPSED	

User Email\*

City\*

State\*

County\*

Phone Number\*

Email Address\*

I would like access to the system for the following registration/permit types (select all that apply):  
☒ Nurse Aide ... Nurse Aide Trainer

**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.

### Michigan Registration Not Found

We are unable to locate an existing Michigan registration or permit that matches the information provided.

**New Nurse Aide:** If you have just completed testing with Headmaster, click No to continue.

**Reciprocity:** If you are certified in an approved state and wish to obtain a nurse aide registration in Michigan, click No to continue.

**Pre-Existing Michigan Registration:** If you already have a Michigan nurse aide certification, please do the following:

- Confirm the name, birthdate, and social security number provided matches the information associated with your existing registration or permit.
- If your information is correct, click Yes.

Do you have a pre-existing Michigan registration or permit?

Yes No

**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.

**User Information**

Date of Birth\* 02/02/2002 Last 4 Digits of Social Security Number\* 6167

**Next**

We are unable to locate an existing Michigan registration or permit that matches the information provided. If this is incorrect, please confirm that the name, birthdate, and social security number provided matches the information associated with your existing Michigan registration or permit. For assistance, please call (517) 284-6961 or email bchs-cna-registry@michigan.gov

If you do not have an existing Michigan registration or permit, please provide your information below to continue setting up your profile.

Street Address\*

City\* State\* Zip\*

Phone Number\*

Email Address\*

I would like access to the system for the following registration/permit types (select all that apply):\*

☒ Nurse Aide ☐ Nurse Aide Trainer

**Back Next**

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

**MI-NATES: Michigan Nurse Aide, Training, and Enforcement System**  
Department of Licensing and Regulatory Affairs

**First Time Login Questionnaire**

Welcome to MI-NATES! MI-NATES: Michigan Nurse Aide, Training, and Enforcement System is Michigan's online system for management of Nurse Aides (NA), Nurse Aide Trainers (NAT) and Nurse Aide Training Programs (N ATP).

**RECOMMENDED BROWSER:** It is recommended that all users access MI-NATES through the Google Chrome web browser. MI-NATES is supported for use with Google Chrome and Microsoft Edge however, Google Chrome will ensure the best user experience.

Let's begin by setting up your system user profile.

1 User Information 2 NA and NAT User Information 3 N ATP User Information 4 Attestation

Check here if you would like to create a profile as an authorized representative who is responsible for a Training Program (N ATP).

**Back Skip, I do not need to setup an account for a training program**

**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 N ATP (the N ATP 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 N ATP they are associated with.

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

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

**MI-NATES: Michigan Nurse Aide, Training, and Enforcement System**  
Department of Licensing and Regulatory Affairs

**First Time Login Questionnaire**

Welcome to MI-NATES! MI-NATES: Michigan Nurse Aide, Training, and Enforcement System is Michigan's online system for management of Nurse Aides (NA), Nurse Aide Trainers (NAT) and Nurse Aide Training Programs (N ATP).

Let's begin by setting up your system user profile.

1 User Information 2 NA and NAT User Information 3 N ATP User Information 4 Attestation

Check here if you would like to create a profile as an authorized representative who is responsible for a Nurse Aides Training Program (N ATP).

**User Information for Nurse Aides Training Programs**

Phone Number of Authorized Representative\* Email Address of Authorized Representative\*

• This is a required field. • This is a required field.

☐ Check here if you are the authorized representative for an existing permitted N ATP.

☐ Check here if you would like access to apply for a new N ATP permit or link to an existing program later.

**Back Next**

**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.

The screenshot shows the 'First Time Login Questionnaire' for the MI-NATES system. It includes a progress bar with four steps: 1. User Information, 2. NA and NAT User Information, 3. NATP User Information, and 4. Attestation. The 'Attestation' step is currently active. Below the progress bar, there is an 'E-SIGNATURE' section with a checkbox for 'Accept' and two text input fields for 'First Name' and 'Last Name'. Red text below the input fields indicates 'This is a required field'. At the bottom of the form are 'Back' and 'Submit' buttons.

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

The screenshot shows the MI-NATES Dashboard. At the top, there is a header with the MI-NATES logo, the text 'MI-NATES: Michigan Nurse Aide, Training, and Enforcement System', and links for 'Home', 'My Profile', and 'Logout'. Below the header, there is a 'Welcome to MI-NATES' section with a brief description of the system. A 'RECOMMENDED BROWSER' section follows, stating that Google Chrome is recommended. Below this, there is a section for 'Your profile' with a list of registration and permit types. Three buttons are visible: 'Nurse Aide', 'Add access as a Nurse Aide Trainer', and 'Add Access as a Nurse Aide Training Program'. A red arrow points to the 'Nurse Aide' button with the text 'Click Here'. Below this, there is a 'Nurse Aide Dashboard' section with a 'Start a New Nurse Aide Application' button. A red arrow points to this button with the text 'Click here'.

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](http://www.michigan.gov/bchs).