



COMMUNITY AND  
HEALTH SYSTEMS

# **MI-LOGIN ACCOUNT SET UP FOR MI-NATES PUBLIC USERS**

## Table of Contents

1) Overview .....	3
1a) Security .....	3
1b) Roles .....	7
1c) User Information .....	7
2) Creating a MI-NATES Account .....	8

## 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.

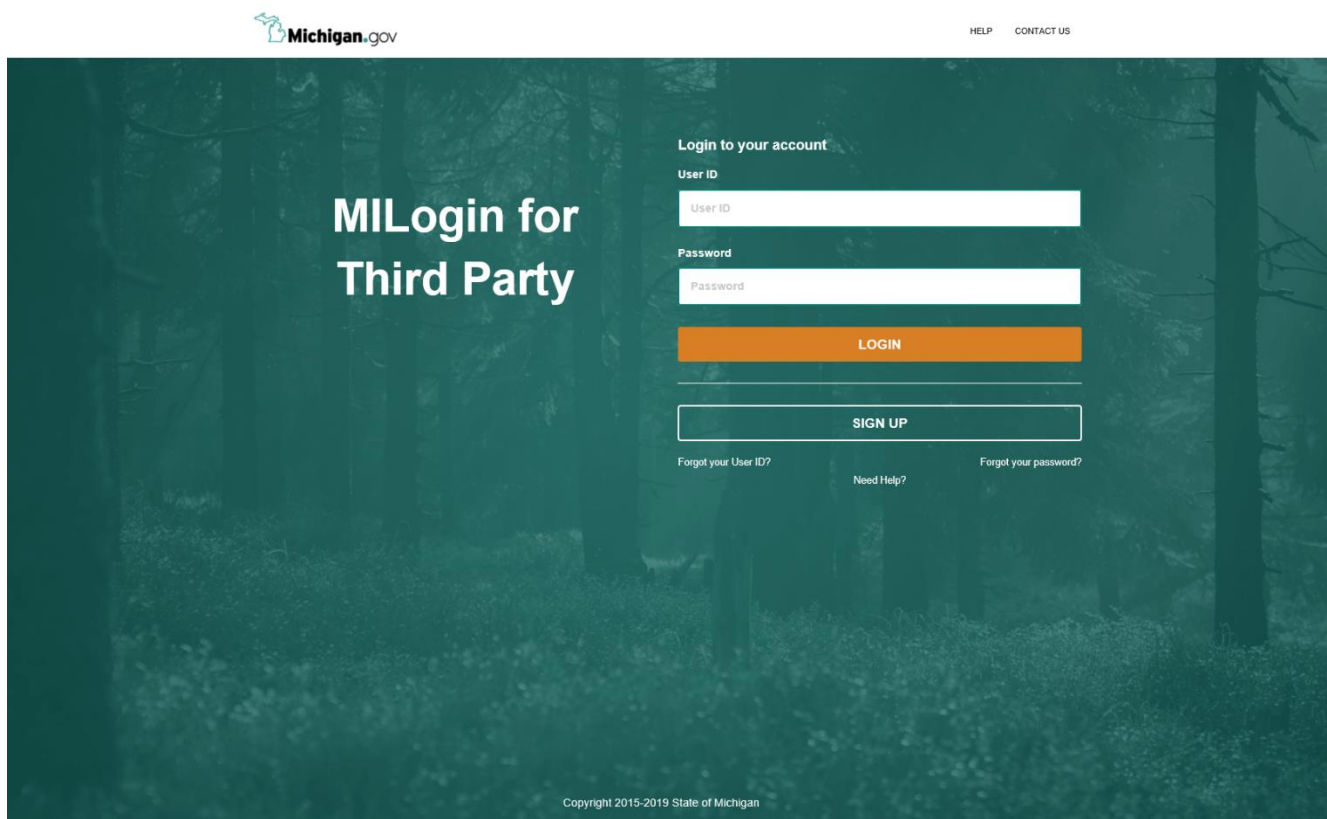
### 1a) Security

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 “Sign Up” to create a new User ID:



The screenshot shows the MILogin for Third Party login page. The page has a dark teal background with a forest scene. In the top left corner, there is a logo for Michigan.gov. In the top right corner, there are links for HELP and CONTACT US. The main heading on the left is "MILogin for Third Party". On the right side, there is a login form with the following elements:

- Section: Login to your account
- Field: User ID (with a white input box)
- Field: Password (with a white input box)
- Button: LOGIN (orange)
- Button: SIGN UP (white)
- Links: Forgot your User ID?, Need Help?, and Forget your password?

At the bottom of the page, there is a copyright notice: Copyright 2015-2019 State of Michigan.



**Completing the Registration screens:** User must enter information where there is an "\*" above the box in order to move forward and complete your Profile Information. If you agree to the terms and conditions, select next.

**Michigan.gov** HELP CONTACT US

**MILogin for Third Party**

HOME

**Create Your Account**

1 Profile Information 2 Security Setup 3 Confirmation

**Profile Information**  
Enter your profile information

\* Required

\* First Name: John Middle initial: A \* Last Name: Doe Suffix:

\* Email Address: myemail@gmail.com \* Confirm Email Address: myemail@gmail.com

\* Work Phone Number: 855-555-5555 Mobile Number: 855-555-5555

\* Verification Question: Which word from list "carload, exact, assail, portfolio" contains the letter "p"?  
portfolio

I agree to the [terms & conditions](#).

NEXT RESET

HOME

**Create Your Account**

1 Profile Information 2 Security Setup 3 Confirmation

**Security Setup**  
Provide user id and password information to complete your profile

\* Required

\* User ID: DoeJ9999

\* Password: [masked] ✓

\* Confirm New Password: [masked] ✓

**User ID guidelines:**

- 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 (SR % @ ~ \$ \* \_ + = < > |)
- Should not be one of the last 3 used passwords
- Should not be based on your User ID

**\* Security Options**  
To choose your preferred password recovery method(s), please click on the buttons below. Multiple options can be selected.

Email Mobile (Text/SMS) Security Questions

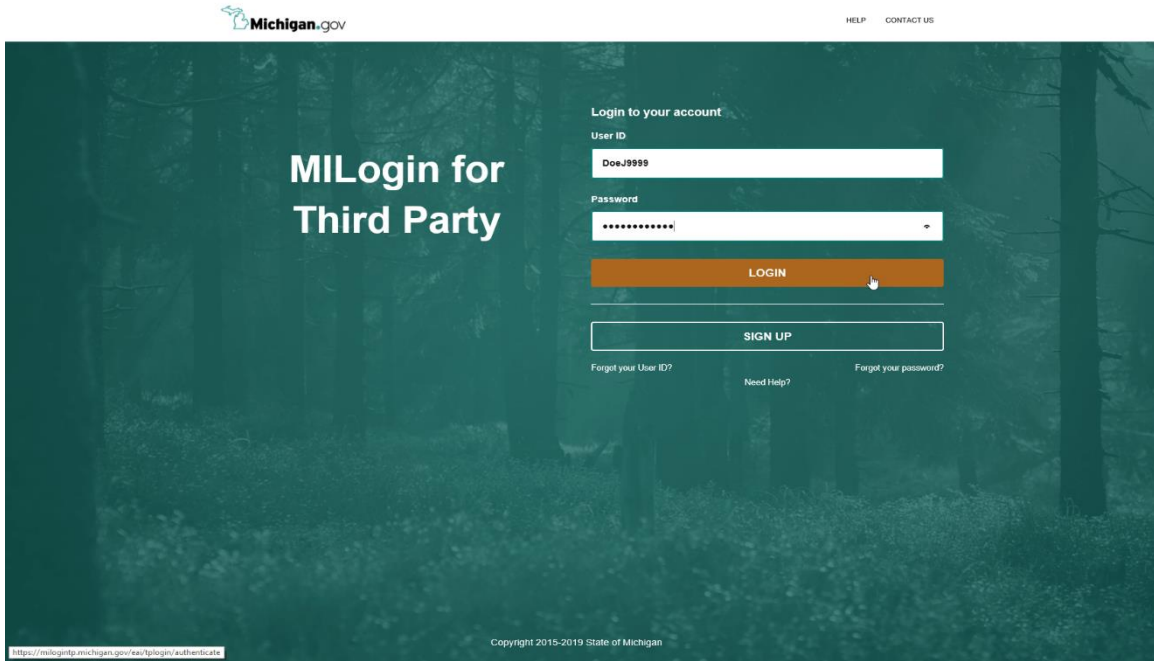
CREATE ACCOUNT BACK

To Create a User ID, enter your Last Name, First Letter of your First Name and a 4-digit number of your choosing. Enter an e-mail address and phone number. Once you have created a User ID and password, select which Security Option from the choices below that you would like to use for password recovery. These are implemented to protect the system from malicious attempts to flood the system with ID requests. Select CREATE ACCOUNT.

If you have an existing account with an expired password, and the system prompts you to change your password, follow the instructions on the screen to create your new password.

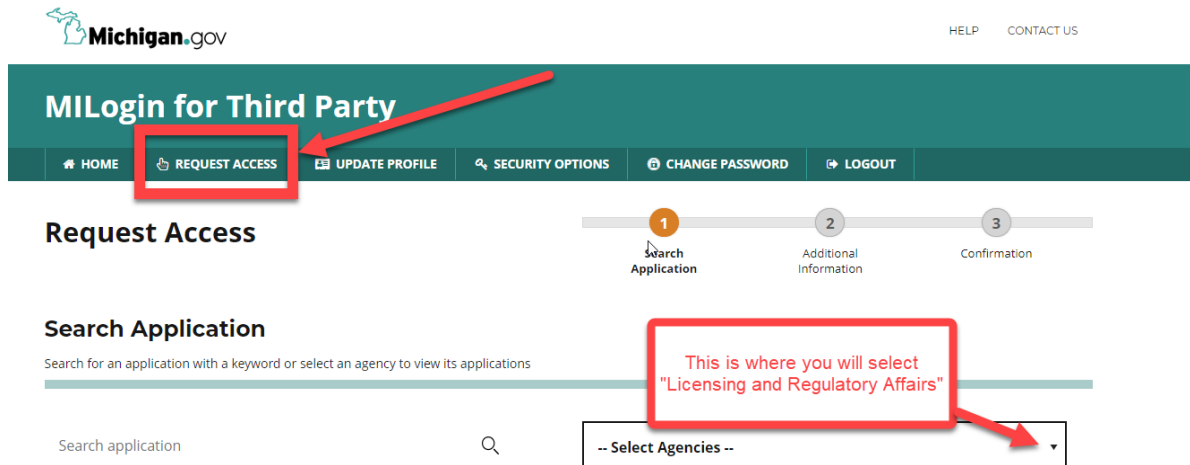
Complete the challenge questions so that you can reset your own password if problems occur in the future.

- ♦ If you experience issues setting the new password, contact the DTMB Client Service Center at 1-800-968-2644 for assistance.



**\*\*\*The next steps can be completed any time on or after July 26, 2023\*\*\***

After successfully creating an account in MILogin, the user must request access to the MI-NATES Application. From the “**Select Agencies**” drop-down menu, user will select “**Licensing and Regulatory Affairs**” (LARA), this will create a list of options where the user will then select “MI-NATES: Michigan Nurse Aide, Training, and Enforcement System” and then select “**REQUEST ACCESS**”. (See Screen Shots below)



## Request Access



### Search Application

Search for an application with a keyword or select an agency to view its applications

Search application

-- Select Agencies --

- Select Agencies --
- Center for Educational Performance and Information (CEPI)
- Department of Environmental Quality (DEQ)
- Department of Technology, Management and Budget (DTMB)
- Licensing and Regulatory Affairs (LARA)**
- Michigan Civil Service Commission (MCSC)
- Michigan Department of Agriculture & Rural Development (MDARD)
- Michigan Department of Corrections (MDOC)
- Michigan Department of Health & Human Services (MDHHS)
- Michigan Department of Natural Resources (DNR)
- Michigan Department of Transportation (MDOT)
- Michigan Department of Treasury
- Michigan Gaming Control Board (MGCB)
- Michigan Secretary of State (SOS)
- Michigan State Housing Development Authority (MSHDA)
- Michigan State Police (MSP)
- Other Departments

Michigan.gov HOME | HELP | CONTACT US | POLICIES  
Copyright 2015-2019 State of Michigan

## LARA Licensing and Regulatory Affairs (LARA)

Apply or Renew Adult Foster and Child Care Licenses

FSC Manufacturer

Facility Maintenance

Health Facilities Engineering Section

LARA SMOKE

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

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

MPSC E-Dockets

Radiation Safety Section Mobile Application Access

Radiation Safety Section Online Registration System

Once MI-NATES is selected, click **“REQUEST ACCESS.”** Access will instantly be granted and MI-NATES will appear in your list of applications. Note: This may take several minutes to appear. If MI-NATES does not appear in your list, click to logout, then log back in. Once MI-NATES appears on your list, click on it to be navigated to the MI-NATES “First Time Login” screen.

**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.

The screenshot shows the 'First Time Login Questionnaire' interface. At the top, there is a header with the MI-NATES logo, the text 'MI-NATES: Michigan Nurse Aide, Training, and Enforcement System' and 'Department of Licensing and Regulatory Affairs', and 'Home' and 'Logout' buttons. Below the header is the title 'First Time Login Questionnaire' and a welcome message: '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). Let's begin by setting up your system user profile.' A progress bar shows four steps: 1. User Information (active), 2. NA and NAT User Information, 3. NATP User Information, and 4. Attestation. The 'User Information' section contains the instruction: 'If you currently have a registration or permit, please enter the name that is displayed on that registration or permit.' Below this are three input fields: 'First Name\*', 'Middle Initial', and 'Last Name\*'. The 'First Name\*' and 'Last Name\*' fields have red error messages below them: '• This is a required field.' At the bottom of the form are 'Back' and 'Next' buttons.

## 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”. If you have a pre-existing registration or permit, your information will appear.

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

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 Nurse Aide Trainer

### User Information

Date of Birth\*  Last 4 Digits of Social Security Number\*

[Search for an Existing Registration/Permit](#)

We are unable to locate an existing registration or permit that matches the information provided. Please provide your information below to continue setting up your profile

Please provide your information below.

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 – 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 only select “Next” to skip this step.

 **MI-NATES: Michigan Nurse Aide, Training, and Enforcement System** [Home](#) [Logout](#)

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 (NATP).

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 an authorized representative who is responsible for a Nurse Aide Training Program (NATP).

[Back](#) [Next](#)

**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.

The screenshot shows the 'First Time Login Questionnaire' for MI-NATES. It is currently on step 3, 'NATP User Information'. The progress bar shows steps 1 (User Information), 2 (NA and NAT User Information), 3 (NATP User Information), and 4 (Attestation). The main content area contains a checkbox that is checked: 'Check here if you would like to create a profile as an authorized representative who is responsible for a Nurse Aide Training Program (NATP)'. Below this is a form titled 'User Information for Nurse Aides Training Programs' with two input fields: 'Phone Number of Authorized Representative\*' and 'Email Address of Authorized Representative\*'. Both fields have a red asterisk indicating they are required. There are two checkboxes below: 'Check here if you are the authorized representative for an existing permitted NATP.\*' (unchecked) and 'Check here if you would like access to apply for a new NATP permit or link to an existing program later.\*' (unchecked). At the bottom are 'Back' and 'Next' buttons.

## 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.

The screenshot shows the 'First Time Login Questionnaire' for MI-NATES, now on step 4, 'Attestation'. The progress bar shows steps 1 (User Information), 2 (NA and NAT User Information), 3 (NATP User Information), and 4 (Attestation). The main content area is titled 'Attestation' and contains a section for 'E-SIGNATURE'. It starts with the text: 'I understand that by checking the checkbox and entering my name below, I hereby certify the following:'. This is followed by three bullet points: 'All information provided in this document is true and correct to the best of my knowledge.', 'I understand that important communication will be sent to me electronically and I am responsible for ensuring the email address I provide is monitored regularly and updated as needed.', and 'I will notify the State Agency immediately if improper system access is granted to me.'. Below the text is an unchecked checkbox labeled 'Accept \*'. At the bottom are two input fields: 'First Name\*' and 'Last Name\*', both with red asterisks indicating they are required. At the bottom of the form are 'Back' and 'Submit' buttons.

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

**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).