me

LARA
LICENSING AND REGULATORY AFFAIRS
COMMUNITY AND HEALTH SYSTEMS

MI-LOGIN / MI-NATES USER SET-UP GUIDE

FOR

MEDICATION AIDES

Table of Contents

1) Overview 3
1a) Security 3
1b) Roles 3
2) MILog in for Business 4
3) Creating a Medication Aide Account in MI-NATES 5
4) Completing the on-line Medication Aide Application 6

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, medication aide registration, nurse aide trainer permits, medication aide trainer permits, nurse aide training program permits and medication aide training program permits in Michigan.

1a) Security

Users are required to use State of Michigan (SOM) Michigan Login (MILogin) for business 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.

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:

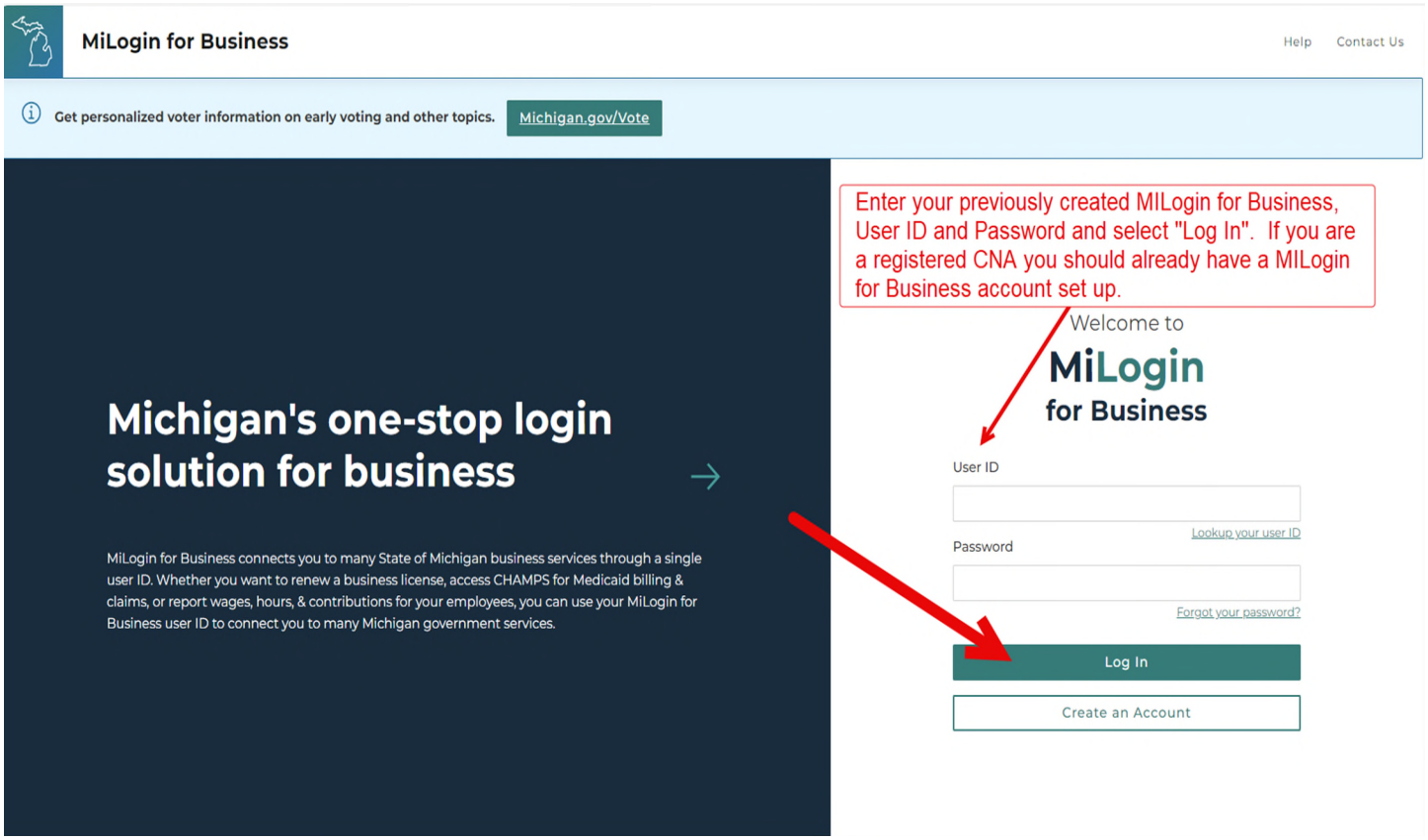
ROLE	ACCESS LEVEL
NA (Nurse Aide), MA (Medication Aide)	Apply for a new NA/MA registration, renew your existing NA/MA registration, review and update information related to your NA/MA registration
NAT (Nurse Aide Trainer), MAT (Medication Aide Trainer)	Apply for a new NAT/MAT permit, renew your existing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

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

1) MILogin for Business: Step one to creating your Medication Aide registration account.

You should already have a MILogin for Business User ID and password for your certified nurse aide (CNA) registration. You may log into the following link https://milogintp.michigan.gov. to set up your Medication Aide MI-NATES account. You will use the SAME User ID and Password that you created for you CNA MILogin.

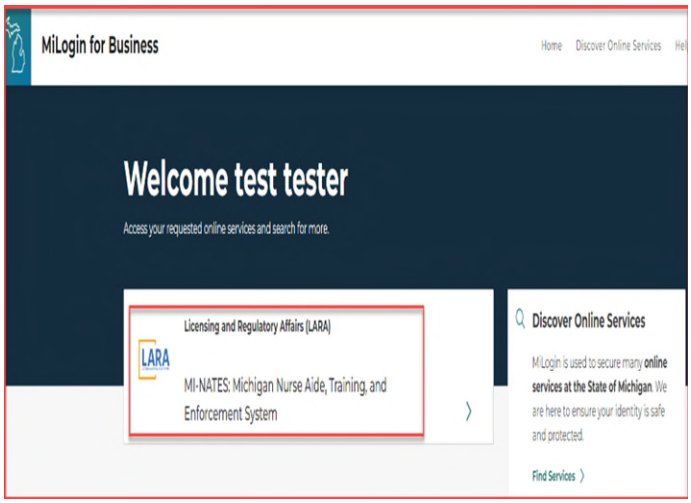
When clicking on the link above, you will be directed to the following screen. Enter your previously created User ID and password and select Log in.



2) Creating a MI-Login for Medication Aide

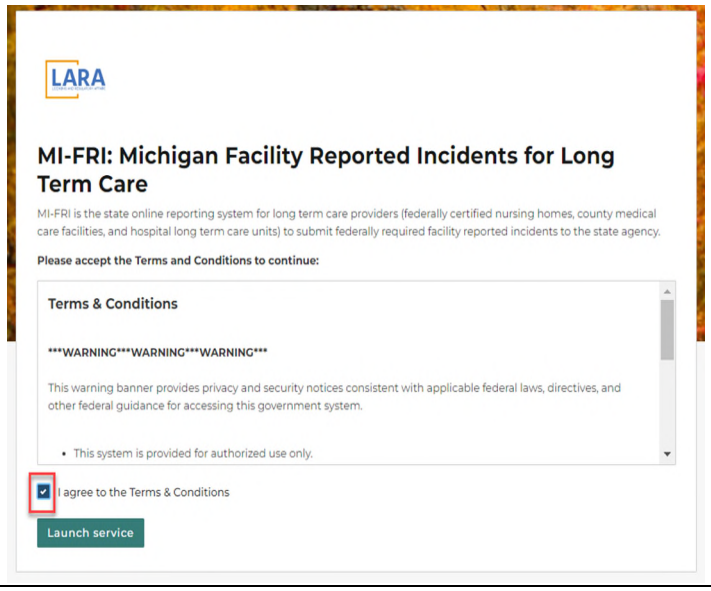
Step 1 – Logging into MI-NATES

Once you have logged into MiLogin for Business (Your name will be listed at the top of the welcome screen) You will see LARA & MI-NATES beneath your name, Click on MI-NATES to launch the program.



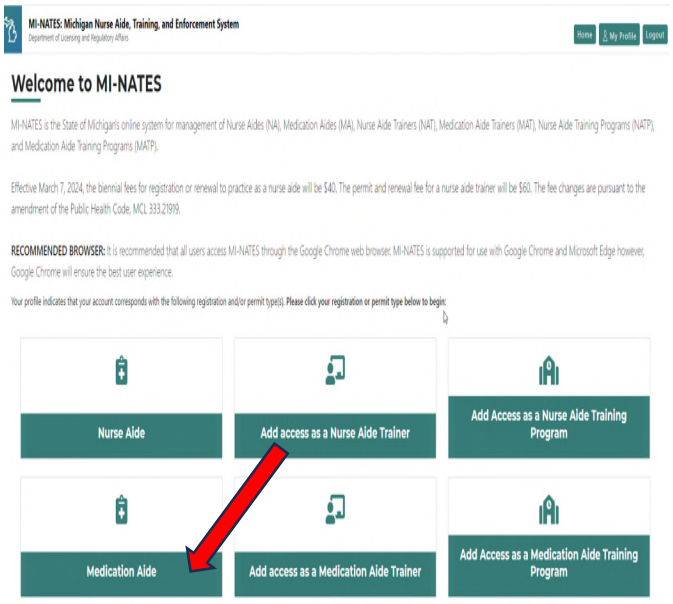
Step 2 – MI-NATES Terms & Conditions

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



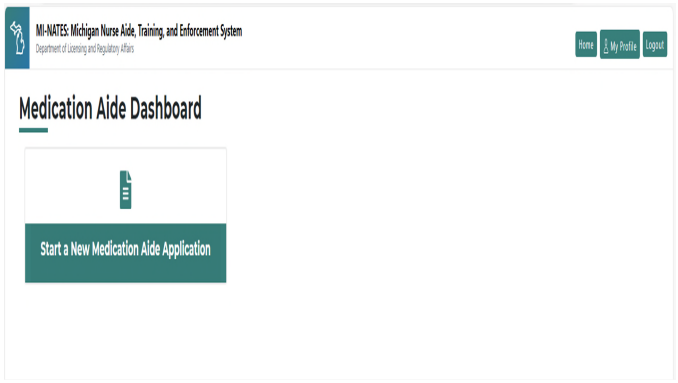
Step 3-Welcome to MI-NATES

You should now be at the Welcome to MI-NATES screen, you will then select the "Medication Aide" box where you will be directed to your personal dashboard in MI-NATES.



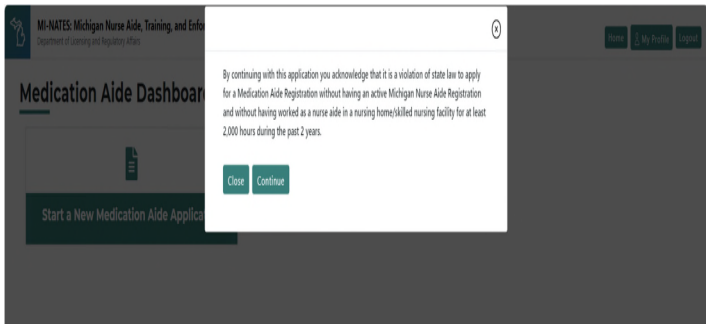
Step 4 – Medication Aide Dashboard

Select "Start a New Medication Aide Application". This will take you to the on-line application for a medication aide registration.

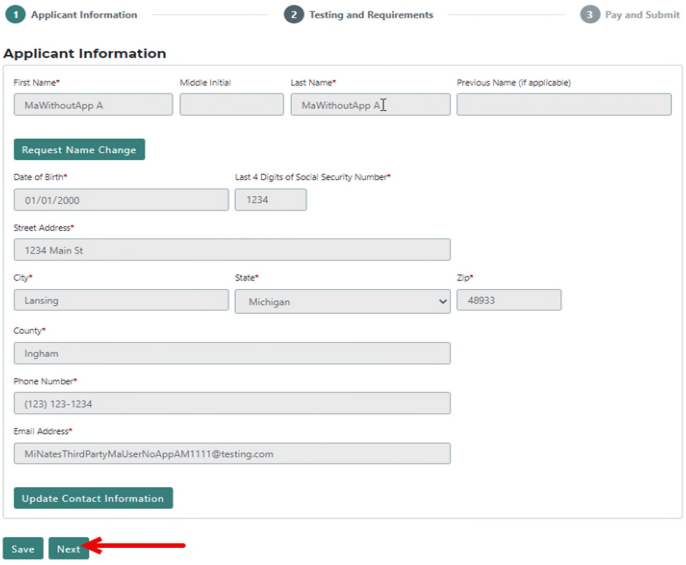


3) Completing the Medication Aide on-line Application and Validating TMU Test Results:

After selecting the “Start a New Medication Aide Application” a pop up will appear. If you meet the requirements for a Medication Aide, click on “Continue”.

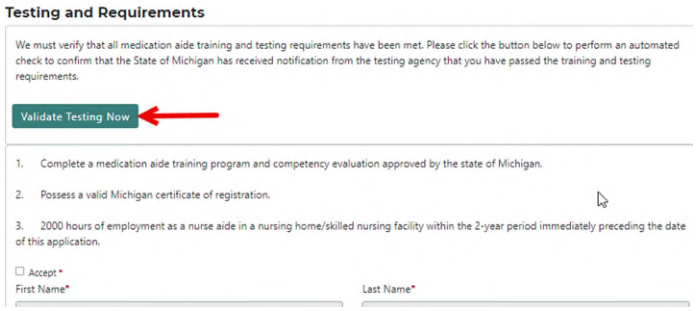


Tab 1 – **Application for Medication Aide Registration:** Applicant Information (Tab 1). This portion should already be filled in for you. If data is correct, click “Next”. If data is incorrect, select “Update Contact Information”, make the necessary changes and then click “Next”.



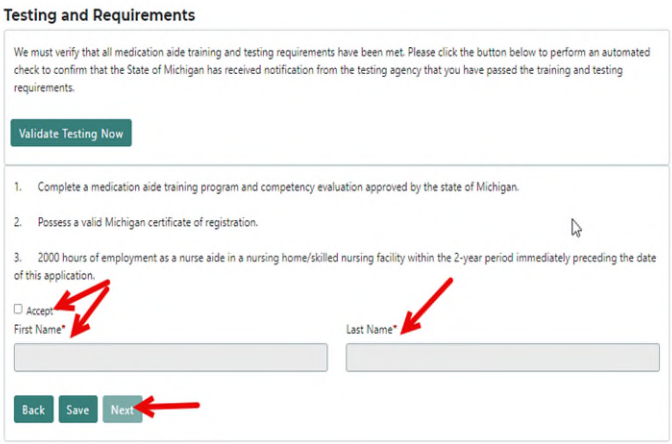
Tab 2 – **Testing and Requirements**

Select “Testing Validation”



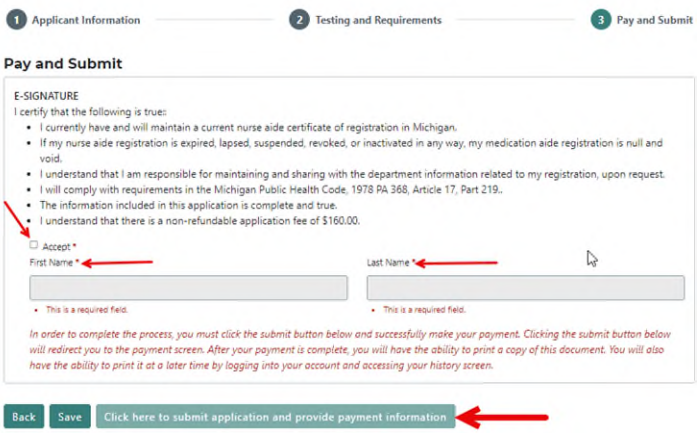
If you completed and passed the exams a pop-up will appear in the lower right-hand corner of your screen verifying validation of your MA test results were “successful”.

Tab 2(a) – Once you have validated your test results, read the terms, select “accept” and enter your name. *The name must match exact to what is on the initial record.



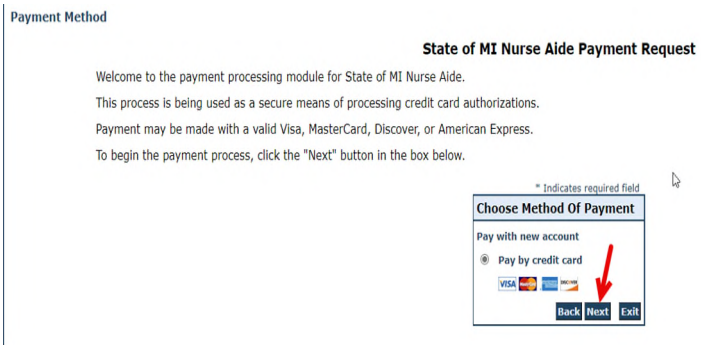
The “next” button will then be activated. Click on Next.

Tab 2(b) – Pay and Submit
You must certify, accept and provide an e-signature in order to activate the “click here to submit application and provide payment information” button.

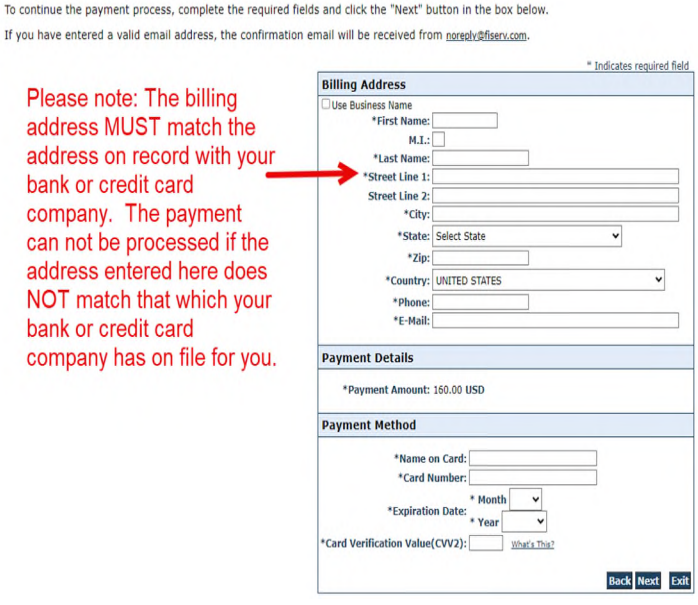


Once you have completed these steps, the submit button will be activated so that you may click it.

Tab 3 Payment - After selecting “click here to submit application and provide payment information, you will be directed to the Payment Method screen. Click Next.

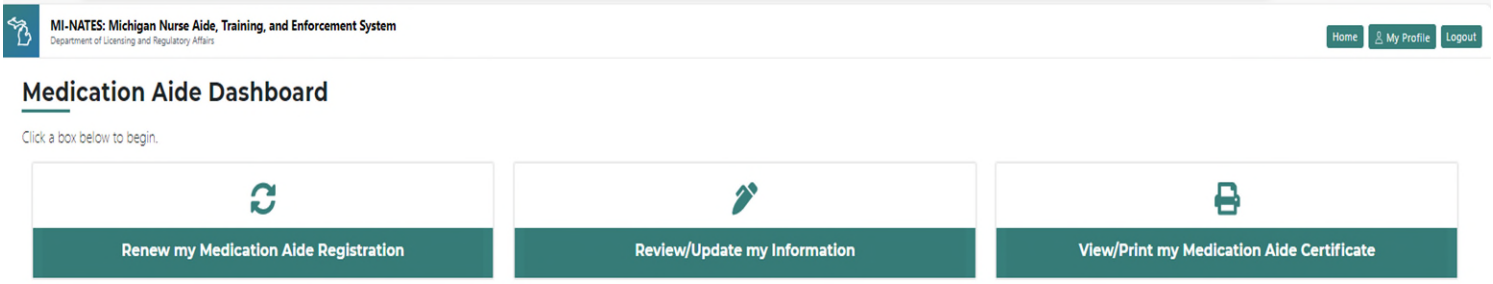


Tab 3(a) – **Billing Address**: Enter you billing information. You will enter your name under the billing address and the address on record with the bank or credit card of the card holder.



Complete this screen in its entirety and click “NEXT”.

Tab 3(b) - State of Michigan Payment Request. Confirm your information is correct and click on “Pay Now”. A pop up should appear in the lower right-hand corner of the screen confirming the payment was successful**.**

(If for any reason the payment was not successful, you will receive an error message.)

Upon completing your registration application for Medication Aide, you may go back to your dashboard in MI-NATES and “Review/Update your information” or “view/Print your medication aide certificate”. You will receive an e-mail immediately upon successful completion of your on-line application, confirming your registration and attaching a copy of your medication aide certificate.