

Michigan Professional Licensure User System (MiPLUS)

How to Upload Monthly School Reports

October 2019

How to Upload Monthly School Reports

Proceed to the MiPLUS website at: www.michigan.gov/miplus. Please use the username/email, and password you created.

Home Licenses Enforcement


Advanced Search

User Name or E-mail: Password: [Login »](#)

Remember me on this computer [I've forgotten my password](#) [New Users: Register for an Account](#)

What would you like to do today?
To get started, select one of the services listed below:

General Information



Search for a Licensee



How to Upload Monthly School Reports Pt 2

Above the welcome message, select the **Licenses** tab.




The screenshot shows the LARA user interface. At the top, there are navigation tabs: Home, Licenses, and Enforcement. Below these are sub-tabs: Dashboard, My Records, My Account, and Advanced Search. A red arrow points to the Licenses tab. Below the navigation is a greeting: "Hello, [redacted]". Underneath is a "Work in progress" notification with a help icon and a "View All Records" button. Below that is a table with the following columns: Record Name, Record ID, Module, Creation Date, and Action. The table content shows "No records found".

Record Name	Record ID	Module	Creation Date	Action
No records found				

How to Upload Monthly School Reports Pt 3


Select Modification next to your Barber College license number.

Home **Licenses** Enforcement

 Apply for a License or Submit a Request (Certified License Verification)

Records

Showing 1-2 of 2 |

<input type="checkbox"/>	Action	Record Number	Record Type	Status	Expiration Date	Name
<input type="checkbox"/>		1705057363APP20	Barber College Application	License Issued	01/03/2020	
<input type="checkbox"/>	Modification	1705057363	Barber College License	Active	01/03/2022	



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How to Upload Monthly School Reports Pt 4

Select the **Barber College Monthly Report** that you would like to upload then click **Continue Application**.

Home **Licenses** Enforcement

Apply for a License or Submit a Request (Certified License Verification)

Select a Modification Type

Choose one of the following available modification types.

- Barber College Monthly Report August 2019
- Barber College Monthly Report July 2019
- Barber College Monthly Report June 2019
- Barber College Monthly Report May 2019
- Barber College Monthly Report October 2019
- Barber College Monthly Report September 2019
- Business Information Change

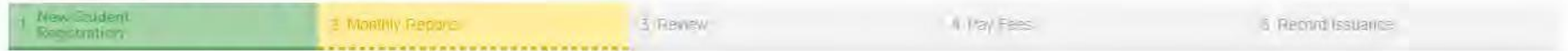
Continue Application »



How to Upload Monthly School Reports Pt 5

Click **Add** to upload monthly school report:

Cosmetology School Monthly Report May 2019



Step 2: Monthly Reports > Monthly Reports

* Indicates a required field.

Attachments

Documentation to support your application may be uploaded here.

The maximum file size allowed is 230 MB.
htm;htm;mht;mhtml are disallowed file types to upload.

This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.

Monthly Report

Name	Type	Size	Latest Update	Action
No records found.				

Add

How to Upload Monthly School Reports Pt 6

Click **Add**:



Select monthly school report to upload then click **Continue**:



How to Upload Monthly School Reports Pt 7

From the drop down select **Monthly Report** then click **Save**. The attachment will now be added. Click **Continue Application**.

Home **Licenses** Enforcement

Apply for a License or Submit a Request (Certified License Verification)

Barber College Monthly Report May 2019

1 Monthly Report | Restore | [icon]

Step 1: Monthly Report > Monthly Report * indicates a required field.

Attachments

Documentation to support your application may be uploaded here.

The maximum file size allowed is 250 MB.
htm/htm,css/html are disallowed file types to upload.

This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.

Monthly Report

Name	Type	Size	Latest Update	Action
No records found.				

* Type: **Monthly Report** Remove

File:
Monthly Report - MAY 2015.docx
100%

Description:

spell check

Save **Add** **Remove All**

Save and resume later **Continue Application >**

How to Upload Monthly School Reports Pt 8

The green check indicates the attachment(s) has/have been successfully uploaded. Next, click **Continue Application**.

Home **Licenses** Enforcement

Apply for a License or Submit a Request (Certified License Verification)



The attachment(s) has/have been successfully uploaded.
It may take a few minutes before changes are reflected.

Barber College Monthly Report June 2019

1 Monthly Report

2 Review

3 Record Issuance

Step 1: Monthly Report > Monthly Report

* indicates a required field.

Attachments

Documentation to support your application may be uploaded here.

The maximum file size allowed is 230 MB.
htm,htm,htm,html are disallowed file types to upload.

This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.

Monthly Report:

Name	Type	Size	Latest Update	Action
Monthly Report - NOV 2019.docx	Monthly Report	12.90 KB	01/03/2020	Actions ▾

Add

Save and resume later

Continue Application »



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How to Upload Monthly School Reports Pt 9

Please review all information. If you need to make a correction, click **Edit** otherwise click **Continue Application**.

Home **Licenses** Enforcement

Apply for a License or Submit a Request (Certified License Verification)

Barber College Monthly Report May 2019

Step 2: Review

Save and resume later

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on. You must check the box to agree to the certification at the bottom of the page before you can continue.

Record Type

Barber College Monthly Report May 2019

Attachments Edit

The maximum file size allowed is 250 MB.
html;htm;mht;mhtml are disallowed file types to upload.

This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.

Monthly Report

Name	Type	Size	Latest Update	Action
Monthly Report - MAY 2019.docx	Monthly Report	12.90 KB	01/03/2020	Actions

Save and resume later

Continue Application »



How to Upload Monthly School Report

The green check indicates your record has been successfully submitted.

Home Licenses Enforcement

Apply for a License or Submit a Request (Certified License Verification)

Barber College Monthly Report May 2019

3 Record Issuance

Step 3: Record Issuance



Your record has been successfully submitted.

Thank you for using MIPLUS.

Your record number for this transaction is: 1705057363201905002.

You will need this number to check the status of your application.



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