

## Creating your MiLogin for Business Account Linking your existing MEIS Account to MiLogin & Requesting Access to MDE Systems

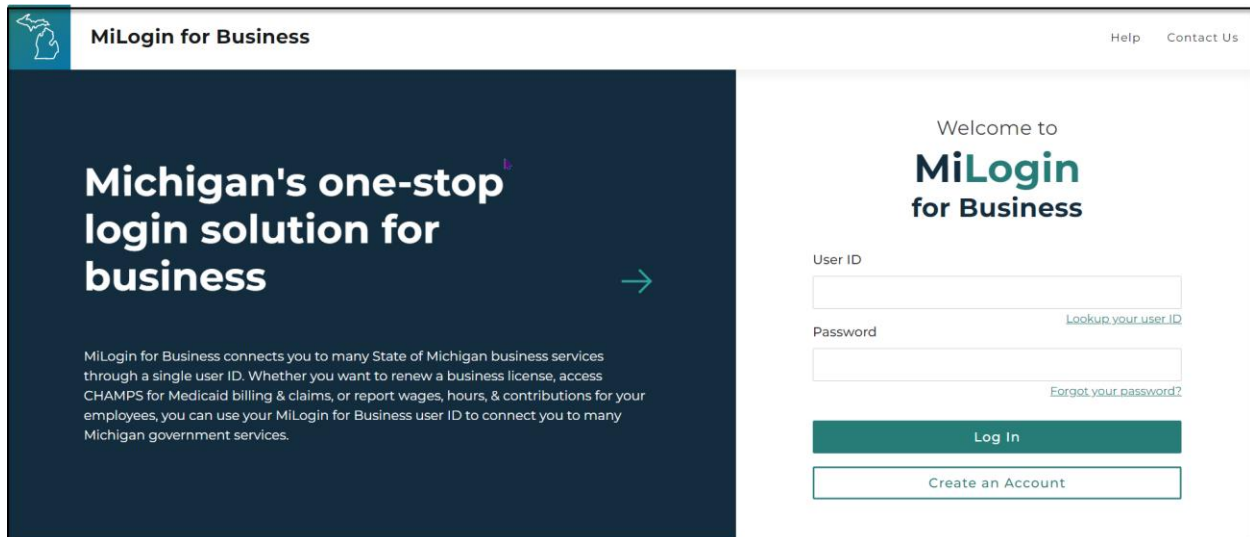
### **Creating your MiLogin for Business Account:**

MiLogin is the State of Michigan's single sign on software that will allow users access to State of Michigan systems, to include: CEPI; MICIP; NexSys; etc.

Step one is to follow the link to [MiLogin](#).

- Or visit: [milogintp.michigan.gov](http://milogintp.michigan.gov)

Using the link above, once you arrive at the MiLogin for Business page which will look as noted in the screen shot below.



The screenshot shows the MiLogin for Business website. The header includes the Michigan state logo and the text "MiLogin for Business". On the right side of the header, there are links for "Help" and "Contact Us". The main content area is split into two columns. The left column has a dark blue background with the text "Michigan's one-stop login solution for business" and a right-pointing arrow. Below this is a paragraph of text: "MiLogin for Business connects you to many State of Michigan business services through a single user ID. Whether you want to renew a business license, access CHAMPS for Medicaid billing & claims, or report wages, hours, & contributions for your employees, you can use your MiLogin for Business user ID to connect you to many Michigan government services." The right column has a white background with the text "Welcome to MiLogin for Business". Below this is a login form with two input fields: "User ID" and "Password". There are links for "Lookup your user ID" and "Forgot your password?". At the bottom of the form are two buttons: "Log In" and "Create an Account".

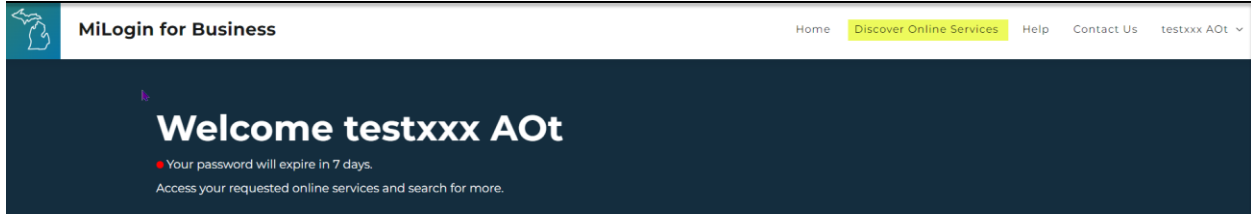
Click: **“Create an Account”**

- MiLogin will then take you through several account set up and verification screens.
- Please create your MiLogin for Business Account using the contact information for the entity for which you work. This contact information is what will be referenced in MDE systems to send any system related emails or create contact lists.

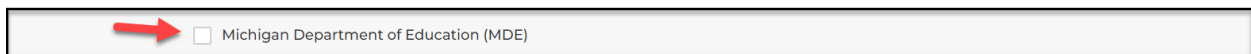
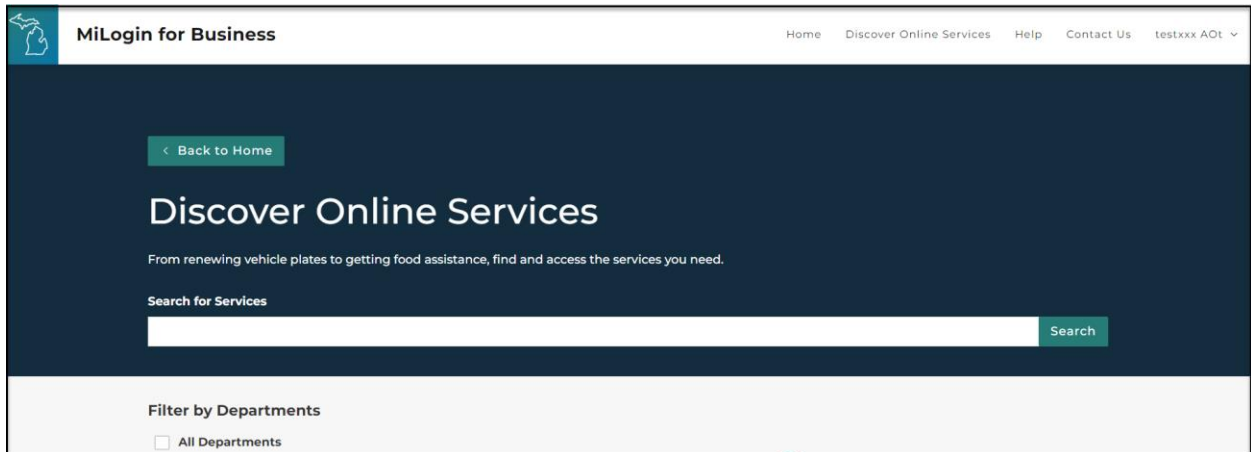
**PLEASE NOTE:** At this point, you do not have access to any State of Michigan systems. Please continue through the remainder of this document to complete your access to NexSys.

**Linking your MEIS account to your MiLogin for Business account:**

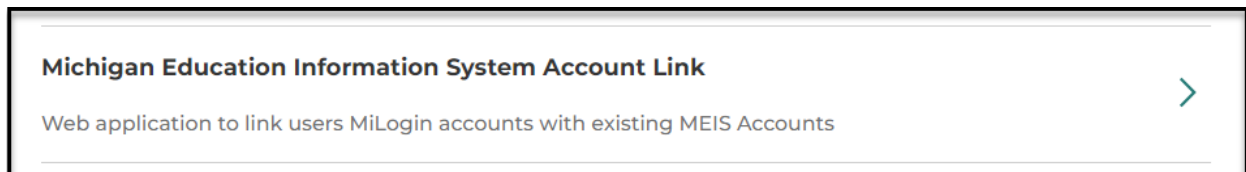
Go to your MiLogin homepage and click on “Discover Online Services”.



From the list of State of Michigan Departments select Michigan Department of Education (MDE).



Once you have clicked on MDE, a list of available programs will be provided, select the Michigan Education Information System Account Link.



You should then receive the next screen:

**MICHIGAN**  
Department of Education

## Michigan Education Information System Account Link

Web application to link users MiLogin accounts with existing MEIS Accounts

**Please accept the Terms and Conditions to continue:**

**Terms & Conditions**

The Michigan Department of Education (MDE) utilizes computer information systems which are the property of the State of Michigan. Information in our systems may contain confidential, sensitive or restricted data. These systems, therefore, are subject to state and federal laws, rules and regulations regarding data access, use, privacy and security. By accessing information provided by MDE's computer information systems and clicking on the button below, you acknowledge and agree to abide by all governing privacy and security terms, conditions, policies and restrictions. Most notable, users must: 1. Be authorized to access the system and only for official work-related business. 2. Securely maintain any information downloaded, printed, or removed in any format from this system. When no longer needed, this information must be destroyed in an appropriate manner specific to the format type. 3. Never share user IDs or

I agree to the Terms & Conditions

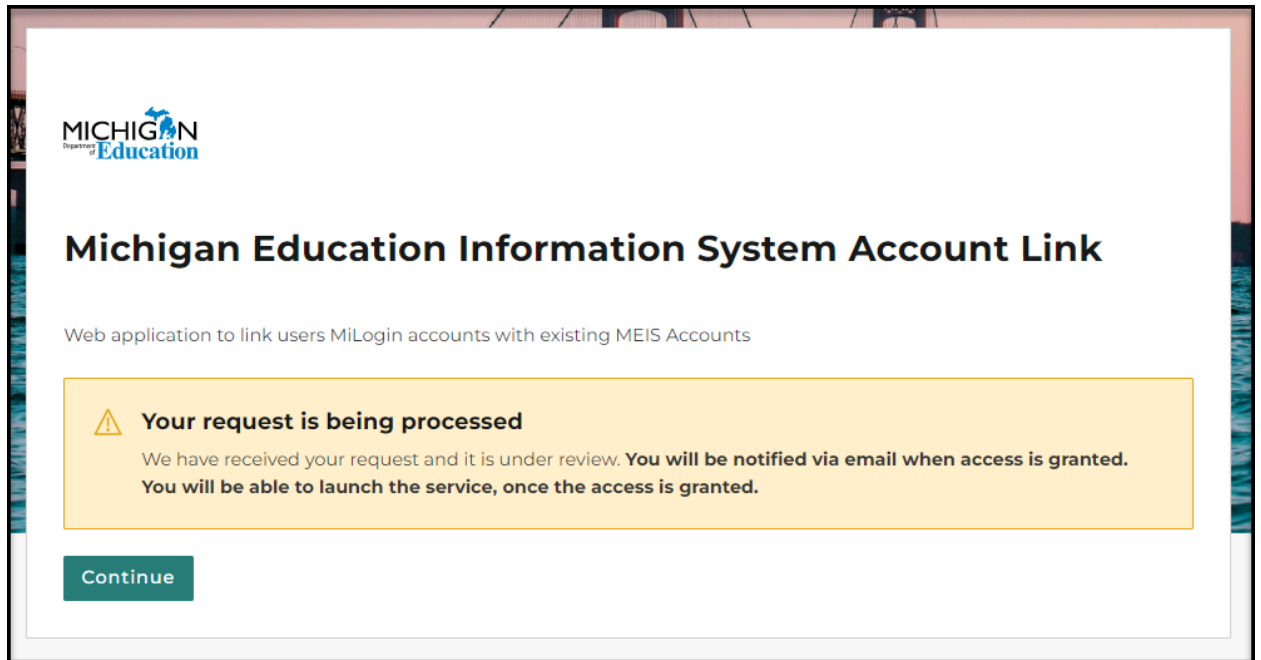
**Request Service**

Review the Terms & Conditions.

Select the "I agree to the Terms & Conditions" radio button, then click "Request Service" button.

A successful submission will end in a Confirmation screen that looks similar to the screen shot below.

Click: "Continue"

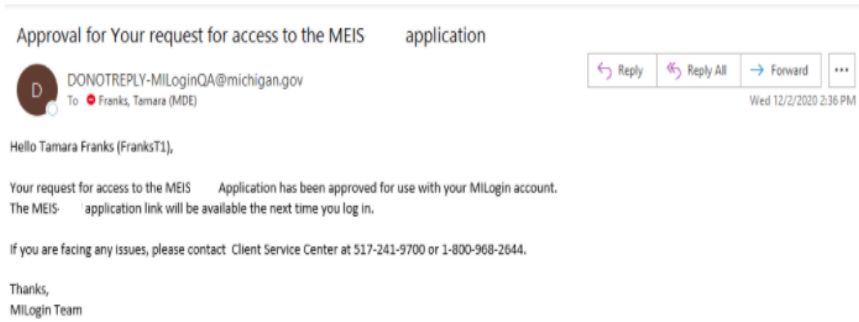


**Logout** of MiLogin by selecting the down arrow next to your name in the upper right-hand corner and select "Logout". Log back in to MiLogin. When you return to your MiLogin home screen you should see the new system added to your list of MDE systems selections.

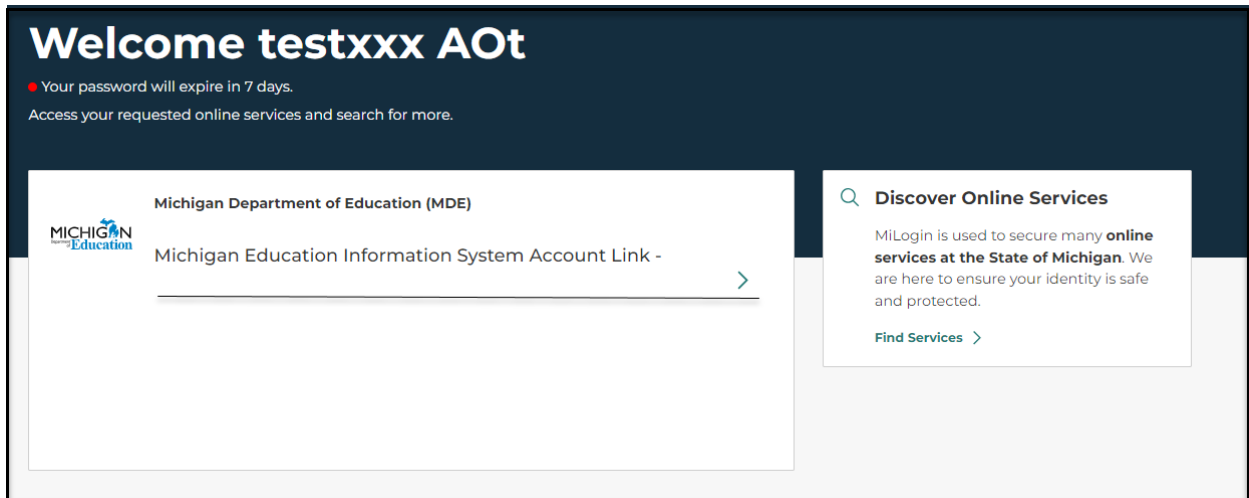


**Please Note:** MiLogin can react differently with different browsers. If you logged out and logged back in and do not see the MEIS account link option please close all browser windows and tabs before logging back in to MiLogin. If you continue to have difficulties please contact the XXXXXXXX

You should receive a system generated email informing you of your access to the MEIS system.



To complete linking your MiLogin account with your MEIS account, select the Michigan Education System Account link (sample screenshot below).



After you select the Michigan Education Information System (MEIS) Account Link you will receive the Terms & Conditions page.

**MICHIGAN**  
Department of Education

## Michigan Education Information System Account Link

Web application to link users MiLogin accounts with existing MEIS Accounts

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I agree to the Terms & Conditions

[Request Service](#)

Read the Terms & Conditions

Click: "I agree to the Terms & Conditions"

Click: "Request Service"

You will then be directed to the MEIS Account Link page.

On the MEIS Account Link page you will need to enter your MEIS account Login Name, your current MEIS password and check the system Agreement checkbox then select the "Link Account" button. Please keep in mind your MEIS Login and Password are the same as the Login and Password you use to access other MDE systems for example MEGS+ and the former Cash Management System (CMS).

**Michigan Education Information System Account Link**  
Michigan Department of Education

Welcome to the Michigan Education Information System (MEIS) Account Link

To complete the MiLogin and MEIS account link, please do the following:

- Enter your MEIS Login and Password below
- Review the Agreement
- Check the Agreement Checkbox
- Click "Link Account"
- Once complete a confirmation screen will appear

Once you receive the confirmation you will have successfully linked your MiLogin and MEIS accounts.

Close this window to return to the MiLogin Home page.

If you are having difficulties linking your MiLogin and MEIS accounts please contact: 517-335-0505

Press 1 for the Michigan Online Educator Certification System (MOECS), or email [MDE-EducatorHelp@michigan.gov](mailto:MDE-EducatorHelp@michigan.gov)

Press 2 for MDE Programs, then press:

- 1 for the Michigan Nutrition Data System (MIND).
- 2 for the Cash Management System (CMS).
- 3 for the OEAA Secure Site.
- 4 for the Michigan Electronic Grants System Plus (MEGS+).
- 5 for the Michigan School Health Survey System or MiPhy.

\* - Required

MiLogin Account StromS

\* Login Name:

\* Password:

\* I agree to protect my user identification and password from unauthorized use.

[Link Account](#)

**PLEASE NOTE:** If you do not enter the correct MEIS Login and Password after five consecutive tries you will be locked out for 20 minutes. If you are unsure of your MEIS password please visit, [MEIS Login \(state.mi.us\)](https://state.mi.us)

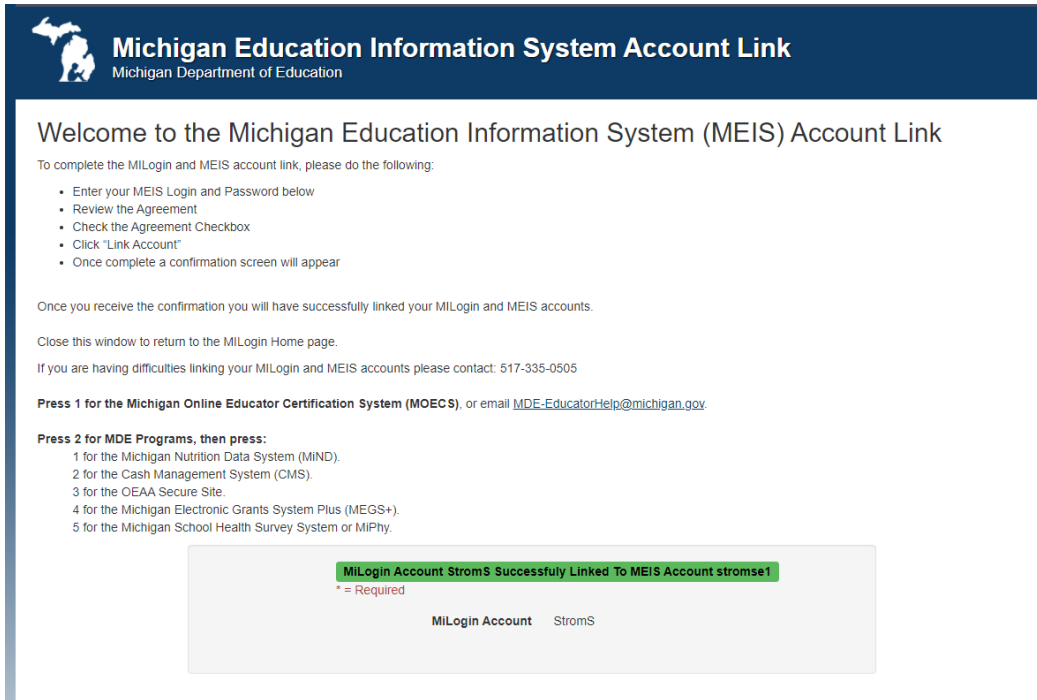
Web URL: <https://mdoe.state.mi.us/meis>

For additional support with linking your MiLogin for Business Account to your MEIS account please contact the MDE:

Email: [MDE-NexSys-Applications@Michigan.gov](mailto:MDE-NexSys-Applications@Michigan.gov)

Once you have successfully linked your accounts you will see the *Welcome* banner/page for your MEIS Account Link. The confirmation will note the MiLogin User Name linked to the MEIS account:

This process needs to be completed once for each unique MEIS number you use. If you linked an account and attempt to link the account again, the System will give you the following message noting the MiLogin User ID and MEIS Account:



The screenshot shows a web page with a dark blue header containing the Michigan Department of Education logo and the title "Michigan Education Information System Account Link". The main content area is white and contains a "Welcome" message, instructions for linking accounts, and a list of systems to press for. At the bottom, a green confirmation message states "MiLogin Account StromS Successfully Linked To MEIS Account stromset", with a red asterisk indicating that "StromS" is a required field. Below this, the text "MiLogin Account" and "StromS" are displayed.

**Michigan Education Information System Account Link**  
Michigan Department of Education

Welcome to the Michigan Education Information System (MEIS) Account Link

To complete the MiLogin and MEIS account link, please do the following:

- Enter your MEIS Login and Password below
- Review the Agreement
- Check the Agreement Checkbox
- Click "Link Account"
- Once complete a confirmation screen will appear

Once you receive the confirmation you will have successfully linked your MiLogin and MEIS accounts.

Close this window to return to the MiLogin Home page.

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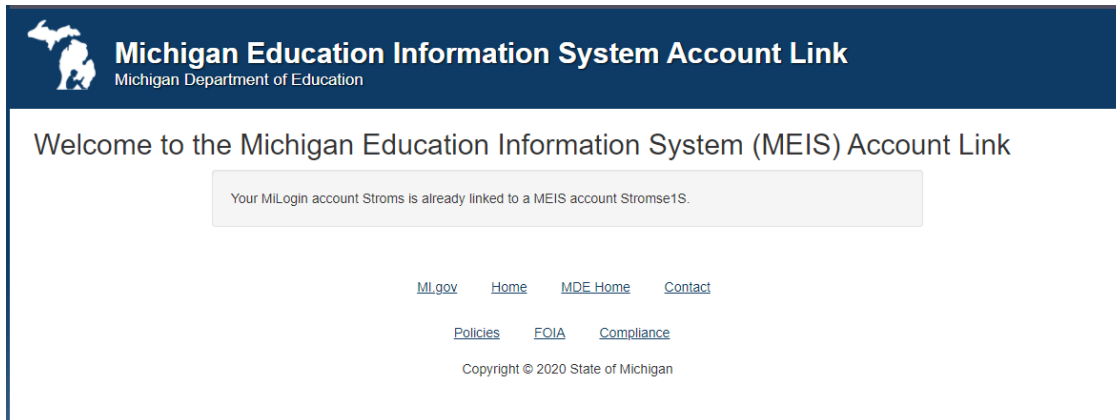
**MiLogin Account StromS Successfully Linked To MEIS Account stromset**  
\* = Required

MiLogin Account    StromS



If the MEIS account you are trying to link to has already been linked to a MiLogin account you will receive the following message.

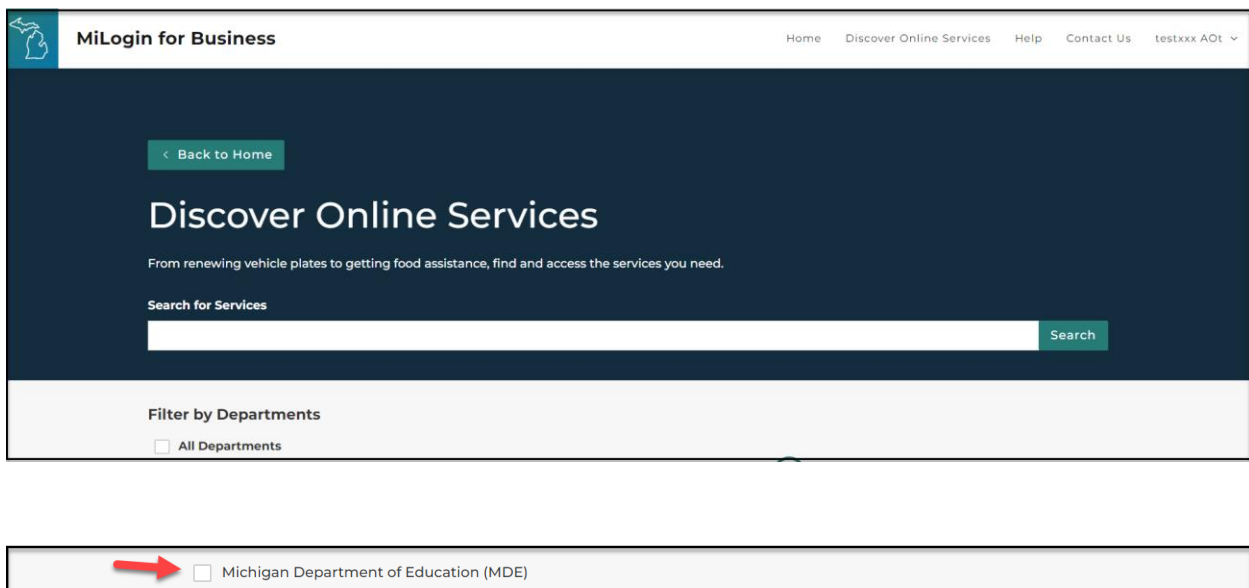
**Please Note:** If you have multiple MEIS accounts, you will need to create a new MiLogin to connect to each MEIS account you utilize by repeating the steps above. You cannot connect multiple MEIS accounts to one MiLogin account.



### **Requesting Access to MDE Systems:**

Once you have linked your MiLogin and MEIS accounts, you can request access to any of the MDE systems that use MEIS as the login portal. From your MiLogin homepage click on "Discover Online Services".

You will be taken to the "Discover Online Services" screen. On this screen, you will need to select MDE from the list of Departments.



Select the MDE system you want to request access to from the list of available systems.

You will then work through the same screens and prompts that were required for requesting access to the MEIS Account Link.

This process is used to Request Access to any MDE system.