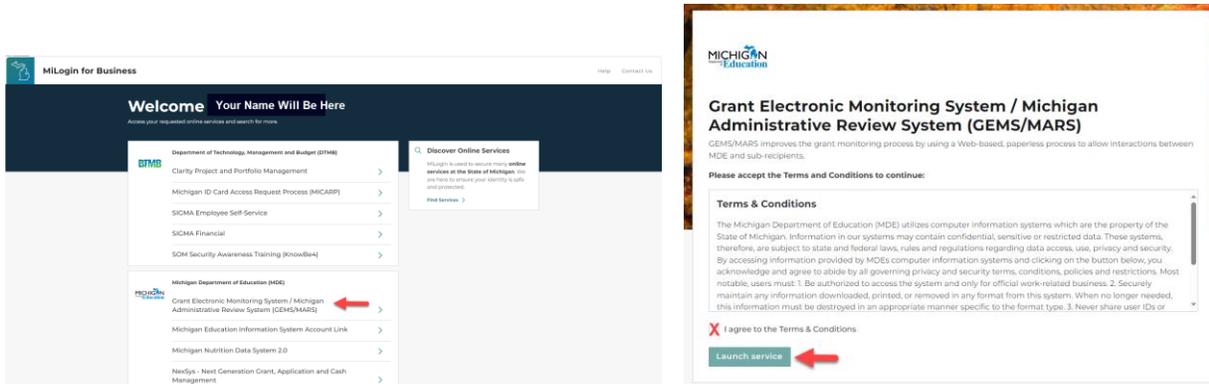
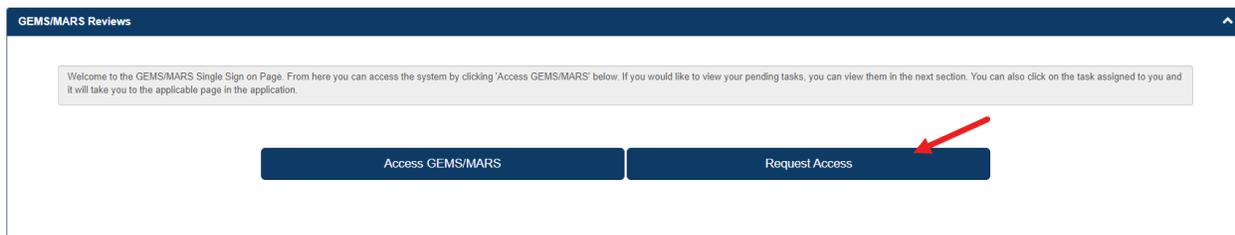


Requesting Access to GEMS/MARS

1. Login to your MiLogin for Business account. [MiLogin -Login \(michigan.gov\)](https://michigan.gov)¹
2. Click on the GEMS/MARS link in your MiLogin for Third Party account and Acknowledge/Agree to the Terms and Conditions.



3. Click the Request Access button.



USER INFORMATION

4. Your User Information will populate for you, except for your Designation/Title. Choose the closest description for your title from the options in the dropdown menu.

After you enter data, click Submit at bottom of the page to submit.

USER ACCESS REQUEST INFORMATION

5. Choose Sub-Recipient for the question, "What type of user are you? "

Requesting Access to GEMS/MARS

6. Choose the type of user you will be for the question, "What type of access do you need?"
 - a. **Sub-recipient Administrator:** This user can approve other users in the system. They can also complete all tasks that Sub-recipient Users can.
 - b. **Sub-recipient User:** This type of user can complete all tasks related to their agency.
7. **Select all that apply:** If you need access to 10 Cents a Meal or Local Food for Schools, check the box next to the name. If you do not, leave this blank.
8. **Why are you requesting access:** Check the appropriate box if applicable. If not, leave it blank.
9. **What entity do you need access to:** Slowly type the name of your agency in the text box provided.

Contact your MDE analyst or consultant if you have questions about or are unsure of what you should choose.

The screenshot shows a form titled "User Access Request Information". It contains several sections with red annotations: #6 points to the "What type of access do you need?" dropdown menu; #7 points to the "Type of Access" dropdown menu; #8 points to the "Select all that apply" checkboxes; #9 points to the "Why are you requesting access?" checkboxes; #10 points to the "What Entity do you need access to?" text input field.

If the name of your agency does not show up, double check the spelling. If it still does not show up, click the box next to "Not in List."

NOTE: If you are associated with more than one agency/organization and need access to GEMS/MARS for all, you will need to submit a separate access request for each one.

CHOOSE THE PROGRAM OFFICE AND THE PROGRAMS YOU NEED ACCESS TO

10. Check the box next to "Office of Health and Nutrition Services" and then check the box(es) next to any programs you need access to.

The screenshot shows a form titled "Choose the Program Office and the Programs you need access to:". The "Office of Health and Nutrition Services" checkbox is checked. A red box highlights the list of programs under this office, including "Excess Fund Balance", "CACFP 20", "Food Distribution 21", "Supply Chain Assistance Funds Application", "31x Grant Application", "Food Distribution 23", "SNP Admin Review SY 2019-2023", "SF SP 2020 and 2021", "CNP Emergency Operating Reimbursements", "Benchmark Assessment Funding", "CNP Waiver Program", "CACFP 23", "Food Distribution 20", "Procurement Reviews", "Food Distribution 22", "SF SP 2022", "Healthcare Resource Advocates 2022-2023", and "SF SP 2023". A red arrow points to the right side of the highlighted area.

Requesting Access to GEMS/MARS

WHO WOULD YOU LIKE TO SEND YOUR REQUEST TO FOR APPROVAL?

11. Check the appropriate circle next to the person you would like to have approve your request and click Submit.

You will need to contact the person you chose to approve your request and let them know you have requested GEMS/MARS access and they will be receiving an email from GEMS/MARS with a link inside to approve your request.

Who would you like to send your request to for approval?

My EEM Authorized Official (Superintendent, Board President, CEO)

My Sub-Recipient Administrator(s)

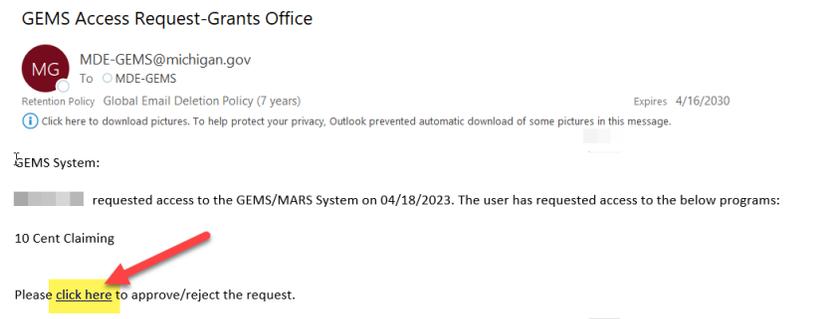
The names of your agency's authorized officials will show here.

Submit Cancel

NOTE:

This will complete your request for GEMS/MARS access. The following activities will occur:

1. Your approver will receive an email with a link inside, asking them to approve your request.
2. They must open the email and click the "Approve" button in the bottom right corner. They may need to right click on the link and say, "Open Link," depending on their email settings. (See image on next page).



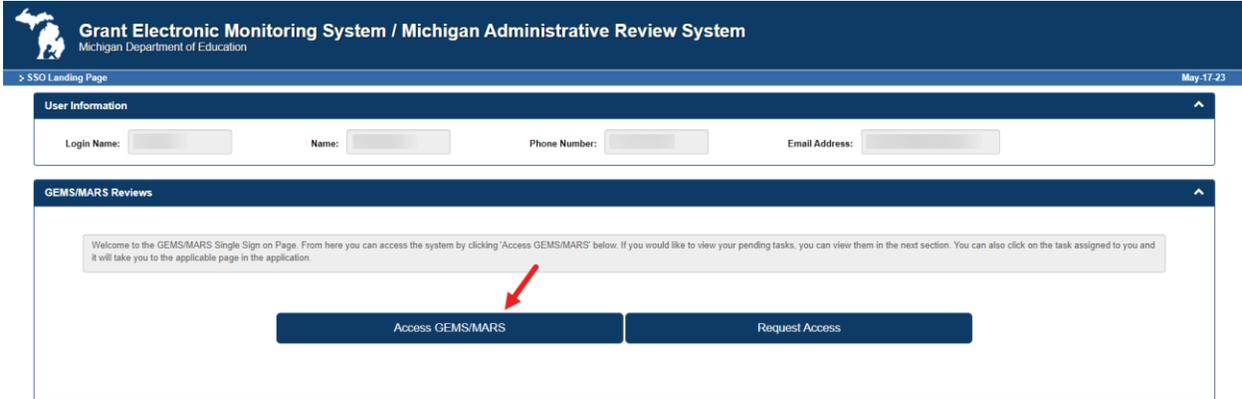
3. You will receive an email letting you know that your request has been approved.

ACCESSING GEMS/MARS AFTER YOU HAVE ACCESS

AFTER your GEMS/MARS access has been approved, you will do the following to get into the system.

1. Log into your MILogin for Third Party account.
2. Click the GEMS/MARS link on your MILogin for Third Party account home page.
3. Agree to the Terms and Conditions.
4. click on the blue "Access GEMS/MARS" button on the Landing Page.

Requesting Access to GEMS/MARS



The screenshot shows the 'Grant Electronic Monitoring System / Michigan Administrative Review System' landing page. At the top, there is a navigation bar with 'SSO Landing Page' on the left and 'May-17-23' on the right. Below this is a 'User Information' section with input fields for 'Login Name', 'Name', 'Phone Number', and 'Email Address'. The main content area is titled 'GEMS/MARS Reviews' and contains a welcome message: 'Welcome to the GEMS/MARS Single Sign on Page. From here you can access the system by clicking 'Access GEMS/MARS' below. If you would like to view your pending tasks, you can view them in the next section. You can also click on the task assigned to you and it will take you to the applicable page in the application.' Below the message are two buttons: 'Access GEMS/MARS' and 'Request Access'. A red arrow points to the 'Access GEMS/MARS' button.

Links Used in this Document:

¹<https://milogintp.michigan.gov/eai/tplogin/authenticate?URL=/>