

- 1. Login to your MiLogin for Business account. <u>MILogin -Login (michigan.gov)</u>¹
- 2. Click on the GEMS/MARS link in your MILogin for Third Party account and Acknowledge/Agree to the Terms and Conditions.

MiLogin for Busine	955				Help Centest Us	
	Welc	come Your Name Will Be Here				Grant Electronic Monitoring System / Michigan Administrative Review System (GEMS/MARS)
	BTMB	Department of Technology, Management and Budget (DTMB) Clarity Project and Portfolio Management	,	Q. Discover Online Services Milogin is used to secure many entire services at the State of Michigan. We are here is ensure your kinetic is safe		CEMS/MARS improves the grant monitoring process by using a Web-based, paperless process to allow interactions betw MDE and sub-receiptents. Please accept the Terms and Conditions to continue:
		Michigan ID Card Access Request Process (MICARP)	>	and protected.		Terms & Conditions
		SIGMA Employee service	>			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,
		SOM Security Awareness Training (KnowBe4)	>			therefore, are subject to state and federal laws, rules and regulations regarding data access, use, privacy and security. By accessing information provided by MDEs computer information systems and clicking on the button below, you extensistence and areas to able to all imparting onlyces (and exercise) terms conditions and institutions. Men
	MONTAN	Nichigan Department of Education (MDE) Grant Electronic Monitoring System / Michigan Administrative Review System (CENS/MARS)	>			accretionedge and uple to about by an governing prince your source for your field, undooring, but does not be account of the source of the sou
		Michigan Education Information System Account Link	>			X I agree to the Terms & Conditions
		Michigan Nutrition Data System 2.0	>			Launch service
		NexSys - Next Generation Grant, Application and Cash Management	>			

3. Click the Request Access button.

GEMS/MARS Reviews			
Welcome to the GEMS/MARS Single Sign on it will take you to the applicable page in the ap	Page. From here you can access the system by clicking 'Access GEMS/MARS' below. I pplication.	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
		Dogword Accord	
	ALLESS GENIO/WARO	Request Access	

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 Information						
* Login Name:						
* First Name:		* Last Name:				
Phone:						
a Empli Admon						
" Email Adress:						
Display Name:		* Designation/Title:	Designation/Title			

USER ACCESS REQUEST INFORMATION

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



- 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.

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



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.

Office of Health and Nutrition Services Office of Health and Nutrition Services Excress Fund Balance® SNP Admin Review SY 2019-2023 CACEP 200 Food Distribution 200 CACEP 200 SYS 5P 2020 and 20216 Procurement Reviews® Procurement Reviews® Food Distribution 210 OP Emergancy Operating Reinbursements® Supply Chain Assistance Funds Application® Benchmark Assessment Funding® 3'st Grant Application® OP WP Waver Program®
CACP 200 SNP Admin Review SY 2013-2020 Food Distribution 200 CACP 200 SFS 2020 and 20210 Poccurement Reviews0 Food Distribution 210 CMP Emergency Operating Reinbursements0 Food Distribution 220 Supply Chain Assistance Funds Application0 Benchmark Assessment Funding0 SFS P20220 J14 Grant Application1 CMP Waive Program0 Heathcare Resource Advocates 2022-20230
CACKP 20 SFS 2020 and 2021 () Procurement Reviews () Cod Distribution 21 () CMP Emerginery Operating Reinburssments () Cod Distribution 22 () Supply Chain Assistance Funds Application () Benchmark Assessment Funding () SFS P 2022 () 31 Grant Application () CMW Wer Program () Heathcare Resource Advocates 2022-2023 ()
Cod Distribution 210 CNP Emergency Operating Reinbursements0 Food Distribution 220 Supply Chain Assistance Fundis Application0 Benchmark Assessment Funding0 SFSP 20220 312 Grant Application0 CNP Walver Program0 Healthcare Resource Advocates 2022-20230
Sppply Chain Assistance Funding 0 SFSP 20220 312 Grant Application 0 CNP Walver Program 0
31z Grant Application 0 CNP Walver Program 0 Healthcare Resource Advocates 2022-2023 0
Geod Distribution 230 GEORGE 230 SFSP 2023
Office of Partnership Districts
Office of Great Start/Early Childhood Education and Family Services
Office of Field Services A
Office of Educational Supports
Office of Career & Technical Education
Office of Assessment and Accountability



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 0				
My EEM Authorized Official (Superintendent, Board President, CEO) My Sub-Recipient Administrator(s)	The names of your agency's authorized officials will show here.			
			sut	omit 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.
- 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).

Expires 4/16/2030
message.
ss to the below programs:

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.



1	Grant Electronic Monitoring System / Michigan Administrative Review System	
> SSO Lan	ding Page	May-17-23
Use	r Information	^
	Login Name: Phone Number: Email Address:	
GEN	MSMARS Reviews	^
	It will take you to the applicable page in the application.	
	Access GEMS/MARS Request Access	

Links Used in this Document: ¹https://milogintp.michigan.gov/eai/tplogin/authenticate?URL=/