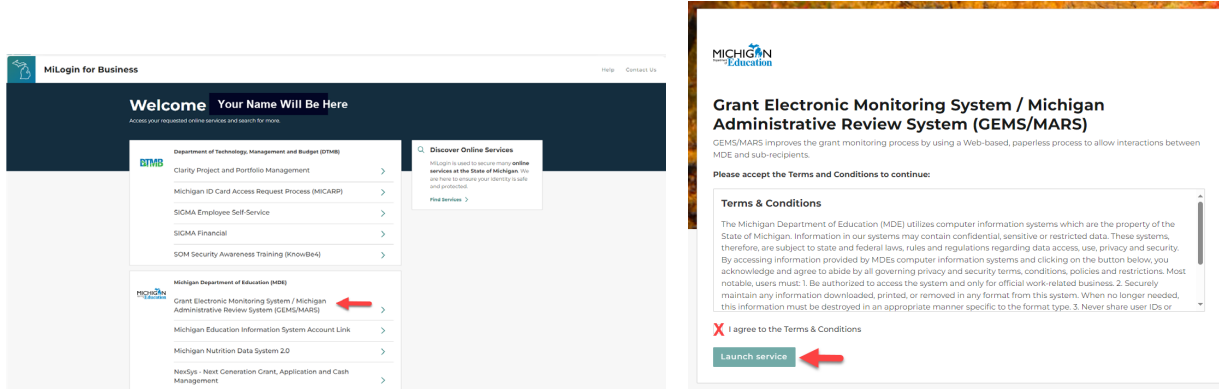
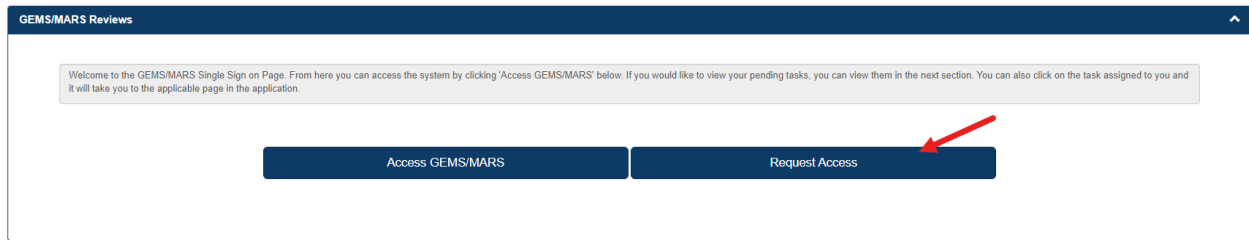


Requesting Access to GEMS/MARS

1. Login to your MiLogin for Business account. [MiLogin -Login \(michigan.gov\)](https://milogin.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 Information

* Login Name:	<input type="text"/>		
* First Name:	<input type="text"/>	* Last Name:	<input type="text"/>
Phone:	<input type="text"/>		
* Email Address:	<input type="text"/>		
Display Name:	<input type="text"/>	* Designation/Title:	<input type="text" value="Designation/Title"/> <input type="button" value="v"/>

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.

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.

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

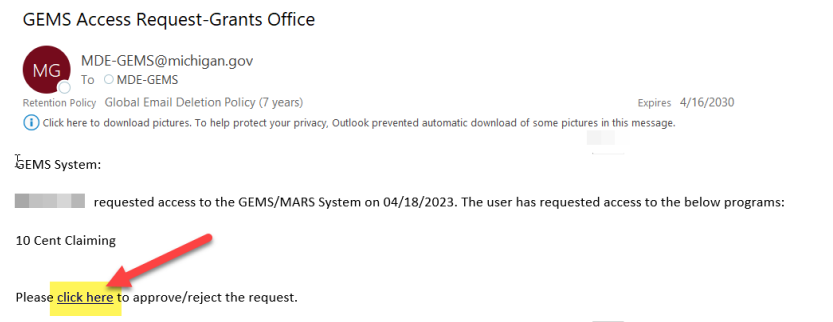
My Sub-Recipient Administrator(s)

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).



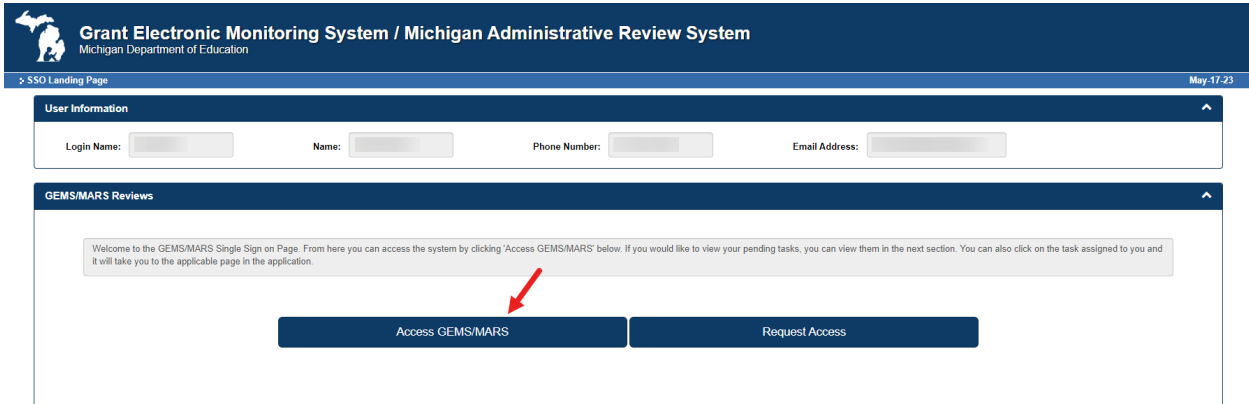
3. You will receive an email letting you know that your request has been approved.

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. It features a 'User Information' section with input fields for 'Login Name', 'Name', 'Phone Number', and 'Email Address'. Below this is a 'GEMS/MARS Reviews' section containing a welcome message and 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=/>