

AUTHORIZED OFFICIAL - APPROVING MIND 2.0 ACCESS

As the authorized official in EEM and/or the person listed on the sponsor page of the coordinated application, you will be responsible for approving MIND 2.0 access levels for your staff. You will receive an email every time someone in your agency requests access to the MIND 2.0 system. This email will include a direct link to approve or deny the request.

- If you do not know if the person requesting access should have access, forward the email with the approval link to the appropriate staff member responsible for approving this request.
- Access requests must be approved or denied within 24 hours of receiving the request.

INSTRUCTIONS:

1. You will receive an email from MIND 2.0 with the requester’s personal information as well as the specific program and the level of access being requested.

2. Click on the **Click Here** link in the email to be taken directly to the Agency Request Access.

Authorized official’s Email

From: MIND20 <NoReply-MIND@michigan.gov>
Sent: Wednesday, July 14, 2021 10:53 AM
To: Your email address

Subject: Access Request to MDE’s MIND 2.0 System

This User: Name of your MDE - Office of Health and Nutrition Services (MDE-OHNS1) has requested access to the MIND 2.0 system. The user has requested access to the following subsystems:

User Information:

First Name	Last Name	Phone	Email	MEIS Account Number	MILogin Account Number

Requesters personal information.

Requested Subsystems:

Agency Name	Subsystem Name	Access Level
MDE - Office of Health and Nutrition Services (MDE-OHNS1)	School Nutrition Program	4

Program and level of access requested.

Grant or Deny User Access: [Click Here](#)

You are identified as the authorized official for this agency/office in the Educational Entity Master (EEM)/Program Office Profile. Kindly grant or deny access, as necessary. If you are not the person responsible, delegate the authority to the appropriate person in your agency by forwarding this email.

3. Click on **Approve/Deny** link.

Pending Access Requests for MIND 2.0

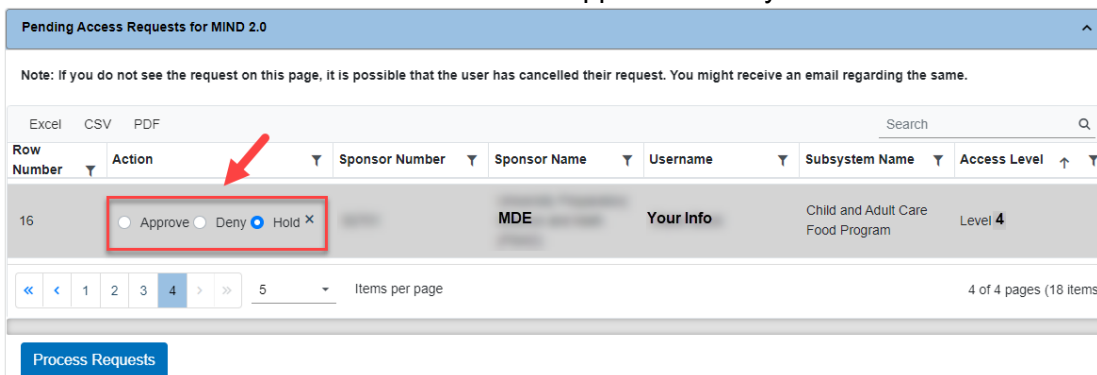
Note: If you do not see the request on this page, it is possible that the user has cancelled their request. You might receive an email regarding the same.

Excel CSV PDF Search

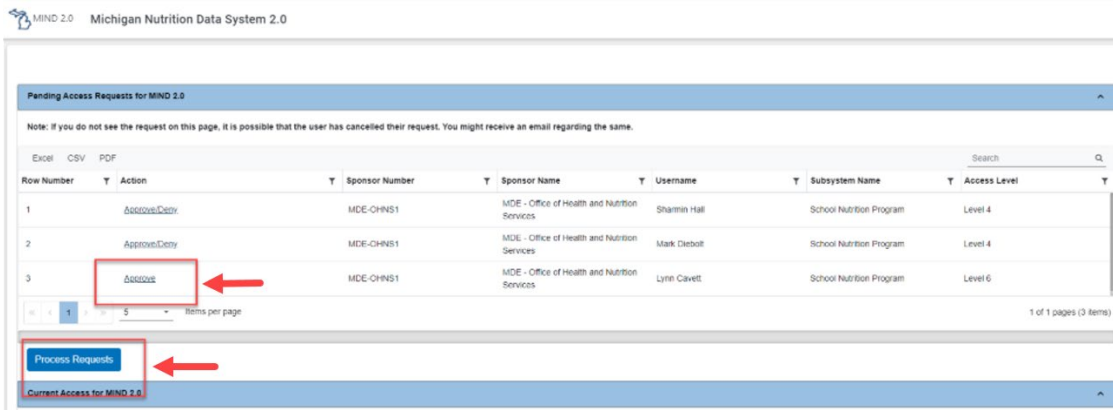
Row Number	Action	Sponsor Number	Sponsor Name	Username	Subsystem Name	Access Level
15	Approve/Deny		MDE	Your info	Non-School SFSP Sponsor Year End Report	Level 4
16	Approve/Deny		MDE	Your info	School Nutrition Program	Level 4

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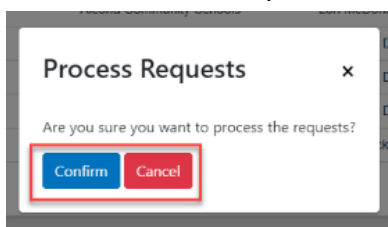
4. Click the radial button to the left of the word to approve or deny.



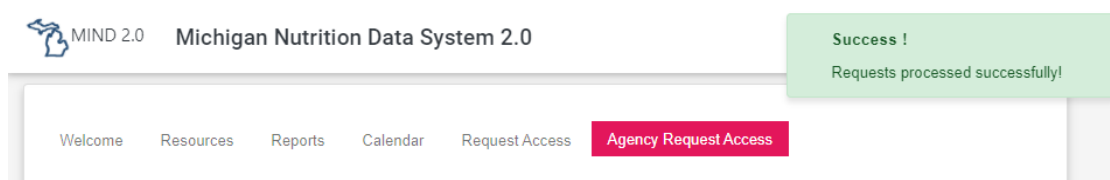
5. Review your action and then click the **Process Requests** button.



6. Click the **Confirm** button or the **Cancel** button to process or cancel the request.



7. A Success! Message will appear when the request has been successfully processed.



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- 8. A confirmation email will be sent to the person requesting access, letting them know the access has been approved AND an email will be automatically sent to you confirming your approval or denial.

You have approved access for the following users in MDE's MIND 2.0 System

 MIND20 <NoReply-MIND@michigan.gov>
To

[If there are problems with how this message is displayed, click here to view it in a web browser.](#)

Thanks for approving the following users in the MIND 2.0 System

User Information:

Sponsor	First Name	Last Name	Phone	Email	MEIS Account Number	MILogin Account Number	Subsystem Name	Access Level
MDE - Office of Health and Nutrition Services (MDE-OHNS1)							School Nutrition Program	4

If you are not the person who granted this access, kindly contact the Security Administrator, Email: PackerK1@michigan.gov

Page Links:

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