

## AUTHORIZED OFFICIAL – APPROVING MIND 2.0 ACCESS

If you are listed in EEM as the Authorized Official, 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 who can approve this request.
- Access requests must be approved or denied within 24 hours of receiving the request.
- Each program is allowed to have two MIND 2.0 Level 3's. The Level 3 is the person who certifies and submits the claims for reimbursement.
- Follow the instructions below to approve/deny a MIND 2.0 access request.

**NOTE:** If a person needs to change their access level in MIND 2.0, you must remove the prior access level before they can request the new level. They will contact you if this happens.

### INSTRUCTIONS:

1. You will receive an email from MIND 2.0 with the requester's personal information as well as the 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.

Access Request to MDE's MIND System

MIND <noreply.mde@mnd-qa@notifications.michigan.gov>  
To: Your email address  
Retention: Global Email Deletion Policy (7 years) Expires: Wed 1/26/2033 11:25 AM  
Wed 1/28/2026 11:23 AM

This User: Name of your Agency i has requested access to the MIND system. The user has requested access to the following subsystems:

User Information:

First Name	Last Name	Phone	Email	MEIS Account Number	MI Login Account Number

Requestors personal information

Requested Subsystems:

Agency Name	Subsystem Name	Access Level
	School Nutrition Program	

Program and level of access requested

**Important:** Food Service Management Company employees are prohibited from gaining level 3 (read, edit and certify) for your agency. They are limited to having level 1 (read-only) or 2 (read, edit) accesses only.

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.

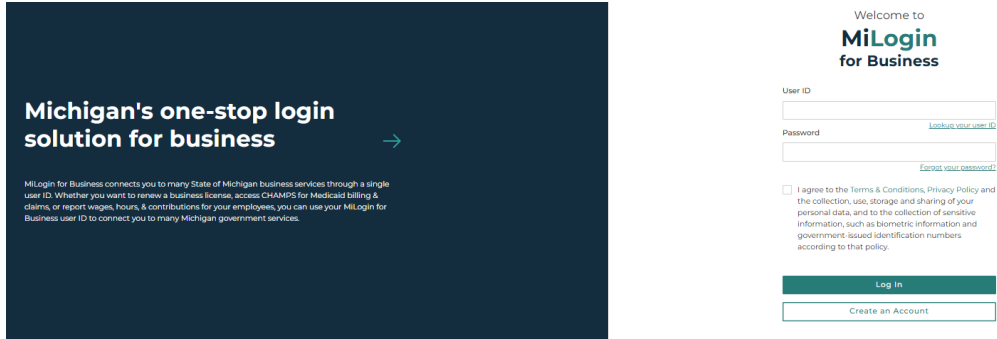
[Click HERE](#) for step-by-step instructions for approving MIND level 3 access.

Reply Forward

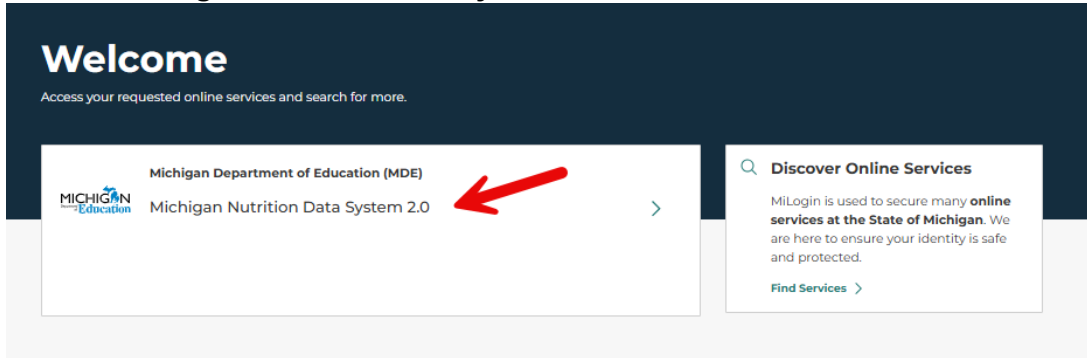
**NOTE:** IF you currently have MIND Level 3 access, you can also approve a request by clicking on the **Agency Request Access** tab of the MIND 2.0 home page.

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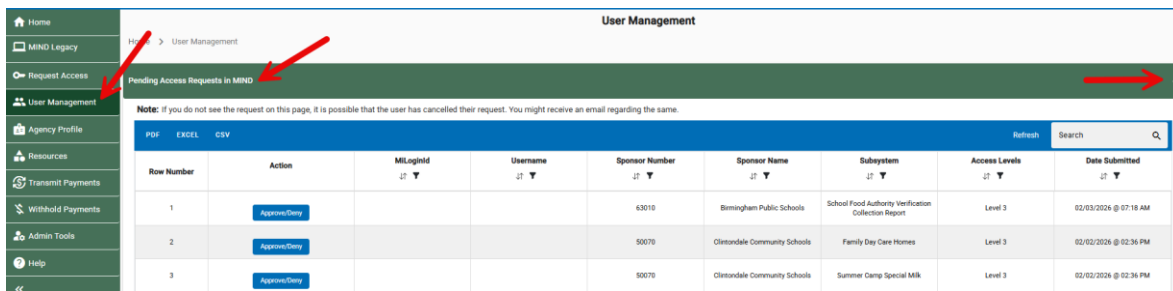
3. Log in through your MILogin for Business account. [MILogin - Login \(michigan.gov\)](https://milogin.michigan.gov)<sup>1</sup>



4. Click on the **Michigan Nutrition Data System 2.0** link.



5. Select **User Management > Pending Access Requests for MIND 2.0** section above the Current Access for MIND 2.0. If this section is not visible, click on the "▲" at the far right of the green box to open it.



6. **Verify current MIND Level 3 Users** by looking in the Current Access for MIND 2.0 section. Each program is ONLY allowed to have two Level 3s.

Use the dropdown menus to choose the following:

- Subsystem:** (Program person is requesting access to)
- Access Level:** Choose Level 3 Agency Read Write and Certify
- Status:** Leave as Open
- Agency:** Type in the agency name or use the dropdown to choose the agency that the person is requesting access to
- Click the **Display** button

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Current Access in MIND

Subsystem: 7 items selected

Agency: Select Agency

Access Levels: 6 items selected

User Name: Enter User Name

Access Status: Open

MI LoginID: Enter MI LoginID

Access Between Dates: Choose a date range

Display

7. Review the list of people who currently have Level 3 access and decide the following:
  - a. Should the person requesting access be a MIND Level 3?
  - b. Are there already two MIND Level 3s listed? Who will you remove to add the new person? If you don't want to remove either one of the current level 3's, you can deny the request.

9. **Removing a MIND 2.0 Level 3 user.** Under the Current Access for MIND 2.0 section, click the **Remove** button next to the person's name who you want to remove.

Current Access in MIND

Subsystem: 7 items selected

Agency: Select Agency

Access Levels: 6 items selected

User Name: Enter User Name

Access Status: Open

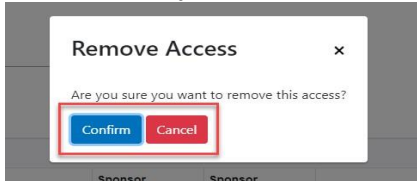
MI LoginID: Enter MI LoginID

Access Between Dates: Choose a date range

Display

PDF	EXCEL	CSV									Refresh	Search
Row Number	Action	MI Login ID	First Name	Last Name	Sponsor Number	Sponsor Name	Subsystem	Access Level/Name	Created By Name	Created By Date	Close	
1	<b>Remove</b>				50220	Van Dyke Public Schools	School Nutrition Program (SNP)	Level 3 Agency Read Write and Certify		02/03/2026 @ 09:40 AM	N	
2	<b>Remove</b>				50220	Van Dyke Public Schools	Summer Food Service Program (SFSP)	Level 3 Agency Read Write and Certify		02/03/2026 @ 09:40 AM	N	

10. Click the **Confirm** button to remove the person's access. Click the **Cancel** button to return to the Current Access for MIND 2.0. A Success! Message will appear for a moment, in the upper right-hand corner, when the person has been successfully removed.



11. Verify that the chosen person has been removed from the system by clicking the **Display** button.

Current Access in MIND

Subsystem: 7 items selected

Agency: Select Agency

Access Levels: 6 items selected

User Name: Enter User Name

Access Status: Open

MI LoginID: Enter MI LoginID

Access Between Dates: Choose a date range

Display

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12. Scroll back up to the Pending Access Requests for MIND 2.0. to approve the MIND 2.0 access request.

Pending Access Requests in MIND

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.

Row Number	Action	MILoginId	Username	Sponsor Number	Sponsor Name	Subsystem	Access Levels	Date Submitted
1	<a href="#">Approve/Deny</a>			63010	Birmingham Public Schools	School Food Authority Verification Collection Report	Level 3	02/03/2026 @ 07:18 AM
2	<a href="#">Approve/Deny</a>			50070	Clintondale Community Schools	Family Day Care Homes	Level 3	02/02/2026 @ 02:36 PM

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

Pending Access Requests in MIND

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.

Row Number	Action	MILoginId	Username	Sponsor Number	Sponsor Name	Subsystem	Access Levels	Date Submitted
1	<a href="#">Approve/Deny</a>			63010	Birmingham Public Schools	School Food Authority Verification Collection Report	Level 3	02/03/2026 @ 07:18 AM
2	<a href="#">Approve/Deny</a>			50070	Clintondale Community Schools	Family Day Care Homes	Level 3	02/02/2026 @ 02:36 PM

14. Approve or deny access by clicking on the radial button to the left of the word.

Pending Access Requests in MIND

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.

Row Number	Action	MILoginId	Username	Sponsor Number	Sponsor Name	Subsystem	Access Levels	Date Submitted
1	<input type="radio"/> Approve <input type="radio"/> Deny <input checked="" type="radio"/> Hold <input type="button" value="X"/>			63010	Birmingham Public Schools	School Food Authority Verification Collection Report	Level 3	02/03/2026 @ 07:18 AM
2	<a href="#">Approve/Deny</a>			50070	Clintondale Community Schools	Family Day Care Homes	Level 3	02/02/2026 @ 02:36 PM
3	<a href="#">Approve/Deny</a>			50070	Clintondale Community Schools	Summer Camp Special Milk	Level 3	02/02/2026 @ 02:36 PM
4	<a href="#">Approve/Deny</a>			990005442	Ojibwa Community College Child Care Center	Child and Adult Care Food Program	Level 3	02/02/2026 @ 02:26 PM
5	<a href="#">Approve/Deny</a>			990005442	Ojibwa Community College Child Care Center	Year End Report - Annual Collection System	Level 3	02/02/2026 @ 02:26 PM

Process Requests

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

Pending Access Requests in MIND

**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 error.

PDF EXCEL CSV

Row Number	Action	MILoginid ↑↓ ▼	Username ↑↓ ▼
1	<span style="border: 2px solid red; padding: 2px;">Approve</span>		
2	<span style="padding: 2px;">Approve/Deny</span>		
3	<span style="padding: 2px;">Approve/Deny</span>		
4	<span style="padding: 2px;">Approve/Deny</span>		
5	<span style="padding: 2px;">Approve/Deny</span>		

◀ Prev 1 2 3 4 5 ▶▶

Process Requests

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

Process Requests ×

Are you sure you want to process the requests?

Confirm
Cancel

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

**Success!**

Requests processed successfully!

18. 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 System

M MIND <noreply-mde-mind-qa@notifications.michigan.gov>

To: Your email address Wed 1/28/2026 11:28 AM

Retention: Global Email Deletion Policy (7 years) Expires: Wed 1/26/2033 11:28 AM

Thanks for approving the following users in the MIND System

User Information:

Sponsor	First Name	Last Name	Phone	Email	MEIS Account Number	MILogin Account Number	Subsystem Name	Access Level
							School Nutrition Program	3

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

Reply
Forward

**Page Links:**

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