

MIND SYSTEM LEVEL 3 - APPROVING MIND 2.0 ACCESS

If you are listed in MIND 2.0 as having Level 3 access for a specific program, you will receive an email every time someone in your agency requests Level 1 or Level 2 access to the MIND 2.0 system for that program. This email will include a direct link to approve or deny the request.

- Access requests must be approved or denied within 24 hours of receiving the request.
- Each program is allowed to have as many MIND 2.0 Level 1s and MIND Level 2s as they want. MIND 2.0 Level 1 is Read Only access and MIND 2.0 Level 2 is Read/Edit access.
- 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@mde-qa@notifications.michigan.gov>
 To: **Your email address** Wed 1/28/2026 11:25 AM
 Retention: Global Email Deletion Policy (7 years) Expires: Wed 1/26/2033 11:25 AM

This User: **Name** of your **Agency** 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	MILogin Account Number

← Requestors personal information

Requested Subsystems:

Agency Name	Subsystem Name	Access Level
	School Nutrition Program	3

← 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: You can also approve a request by clicking on the **Agency Request Access** tab of the MIND 2.0 home page.

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

Michigan's one-stop login solution for business →

MiLogin for Business connects you to many State of Michigan business services through a single user ID. Whether you want to renew a business license, access CHAMPS for Medicaid billing & claims, or report wages, hours, & contributions for your employees, you can use your MiLogin for Business user ID to connect you to many Michigan government services.

Welcome to
MiLogin
for Business

User ID

Password [Forgot your user ID](#)

[Forgot your password?](#)

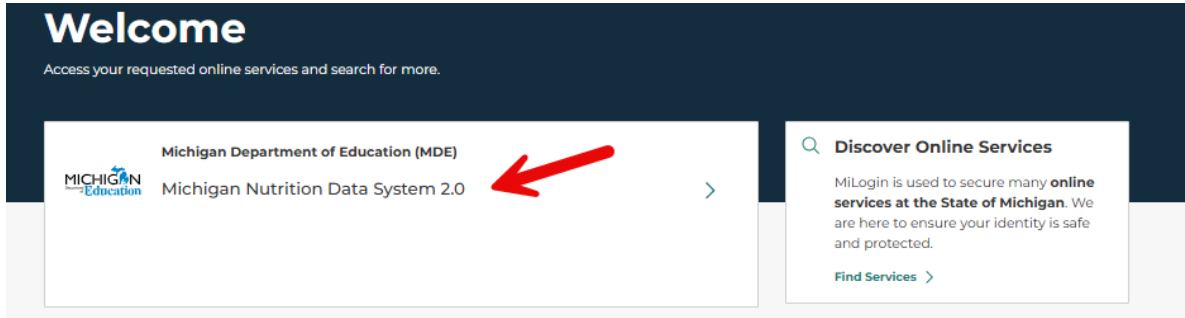
I agree to the [Terms & Conditions](#), [Privacy Policy](#) and the collection, use, storage and sharing of your personal data, and to the collection of sensitive information, such as biometric information and government-issued identification numbers according to that policy.

Log In

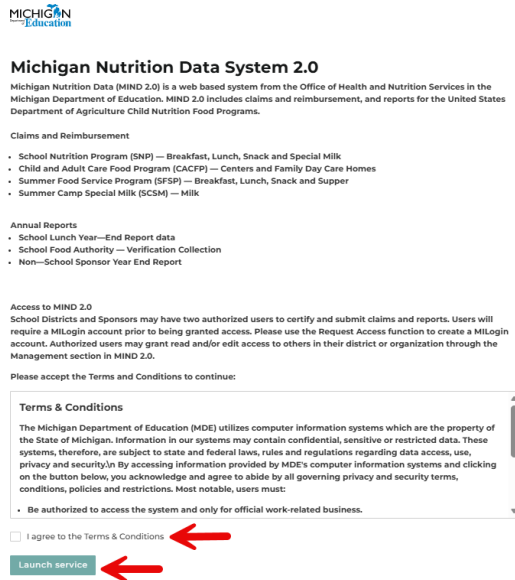
Create an Account

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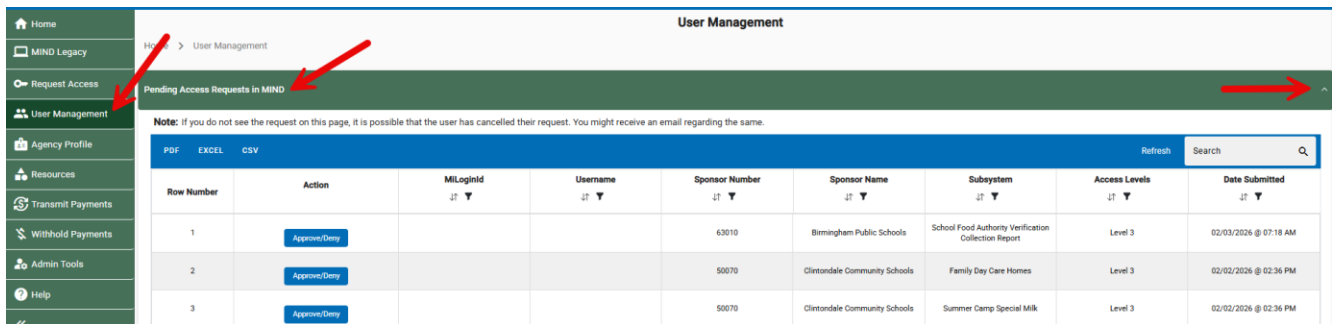
4. Click on the **Michigan Nutrition Data System 2.0** link.



5. Accept the Terms & Conditions, click the Acknowledge/Agree button.



6. 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.

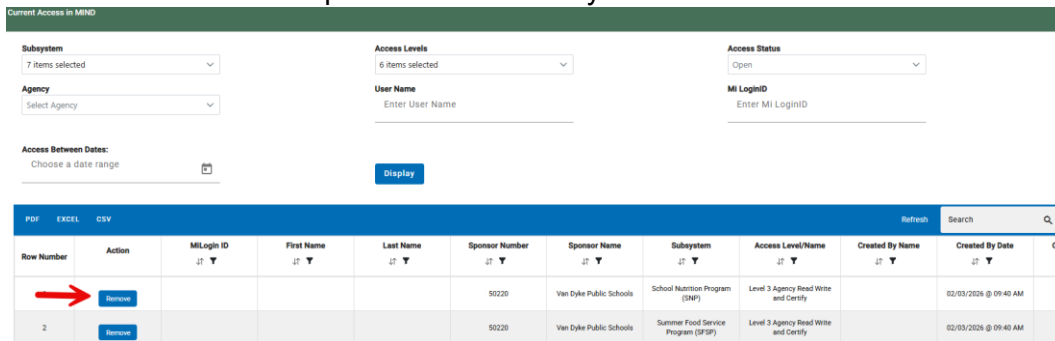


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7. **Verify current MIND 2.0 Users/Levels** by looking in the Current Access for MIND 2.0 section.

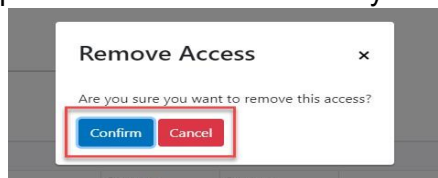
Use the dropdown menus to choose the following information:

- a. **Subsystem:** Choose the subsystem (program) the person is requesting access to
 - b. **Access Level:** Choose Levels 1 and 2.
 - c. **Status:** Leave as Open
 - d. **Sponsors:** Type the name of the agency or use the dropdown to choose the agency that the person is requesting access to
 - e. Click the **Display** button
8. Review the list of people who currently have Level(s) 1 and 2 access and decide the following:
- f. Should the person requesting access be a MIND Level 1 or 2?
 - g. Are they already listed as having a different level of access? If they are, the previous access will need to be removed before the new access can be approved.
9. **Removing a MIND 2.0 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.

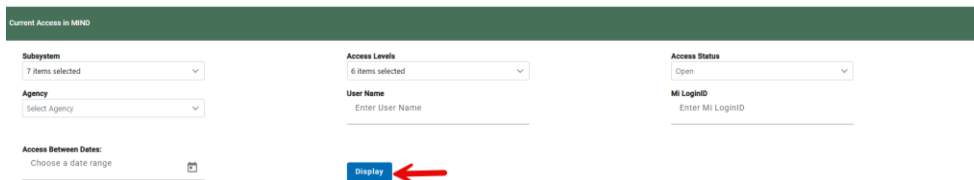


Row Number	Action	MI Login ID	First Name	Last Name	Sponsor Number	Sponsor Name	Subsystem	Access Level/Name	Created By Name	Created By Date	Clo
1	Remove				50220	Van Dyke Public Schools	School Nutrition Program (SNP)	Level 3 Agency Read Write and Certify		02/03/2024 @ 09:40 AM	N
2	Remove				50220	Van Dyke Public Schools	Summer Food Service Program (SFSF)	Level 3 Agency Read Write and Certify		02/03/2024 @ 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.



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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	Approve/Deny			63010	Birmingham Public Schools	School Food Authority Verification Collection Report	Level 3	02/03/2026 @ 07:18 AM
2	Approve/Deny			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	Approve/Deny			63010	Birmingham Public Schools	School Food Authority Verification Collection Report	Level 3	02/03/2026 @ 07:18 AM
2	Approve/Deny			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 checked="" type="radio"/> Deny <input 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	Approve/Deny			50070	Clintondale Community Schools	Family Day Care Homes	Level 3	02/02/2026 @ 02:36 PM
3	Approve/Deny			50070	Clintondale Community Schools	Summer Camp Special Milk	Level 3	02/02/2026 @ 02:36 PM
4	Approve/Deny			91005442	Ojibwa Community College Child Care Center	Child and Adult Care Food Program	Level 3	02/02/2026 @ 02:26 PM
5	Approve/Deny			91005442	Ojibwa Community College Child Care Center	Year End Report - Annual Collection System	Level 3	02/02/2026 @ 02:26 PM

Process Requests

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

Pending Access Requests in MIND

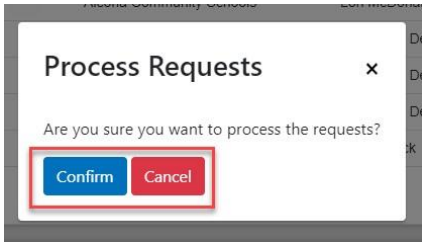
Note: If you do not see the request on this page, it is possible that the user has cancelled their request. You might receive an email regarding the same.

Row Number	Action	MILoginId	Username
1	Approve		
2	Approve/Deny		
3	Approve/Deny		
4	Approve/Deny		
5	Approve/Deny		

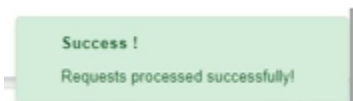
Process Requests

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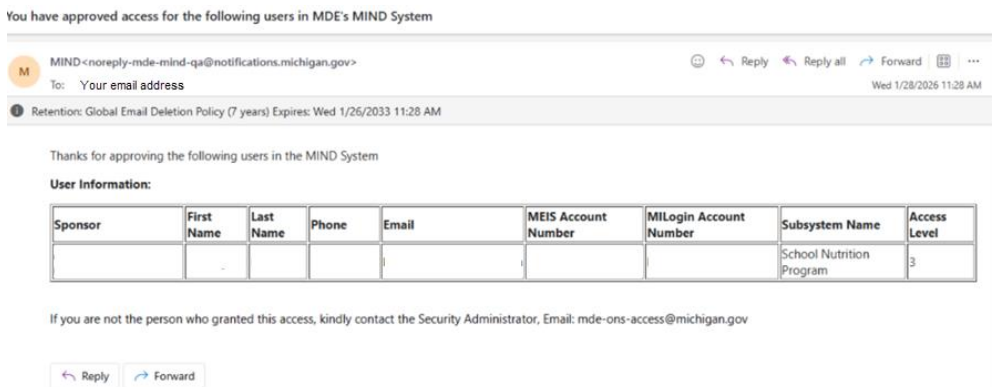
16. Click the **Confirm** button or the **Cancel** button to process or cancel the request.



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



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.



Page Links:

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