

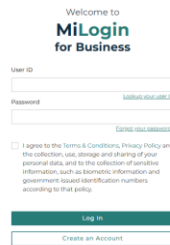
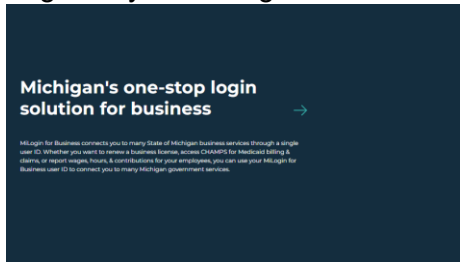
REMOVING MIND 2.0 ACCESS

The **Authorized Official listed in EEM** can remove MIND 2.0 access, when they are approving an access request, if necessary. They can remove any MIND 2.0 access, including Levels 1, 2, and 3.

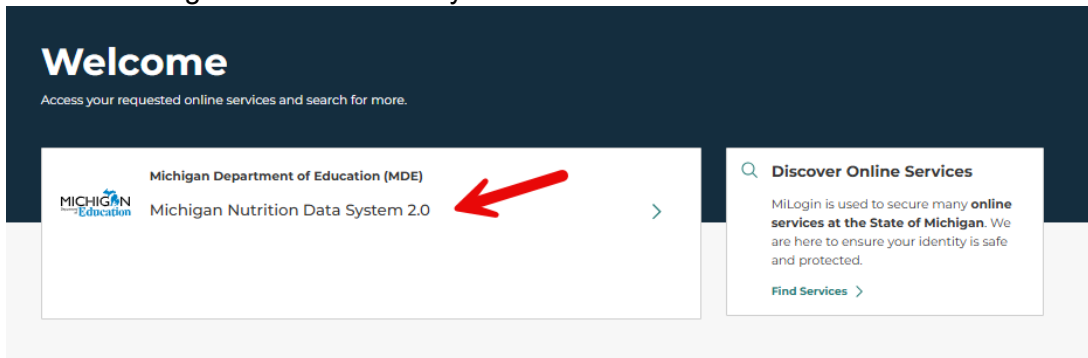
The **MIND 2.0 Level 3** user can remove MIND 2.0 Level 1 and Level 2 access only.

Instructions:

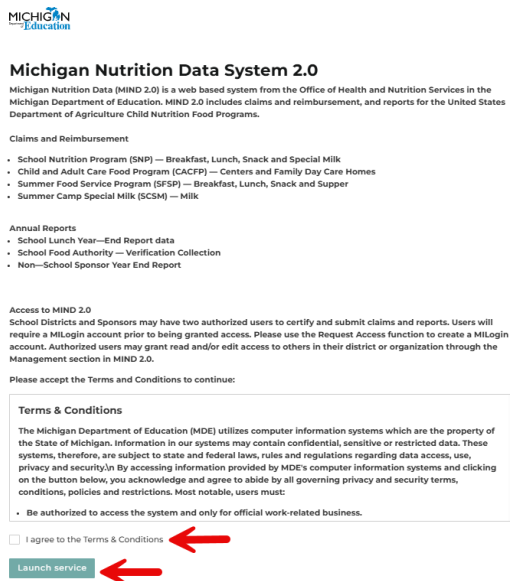
1. Log in to your MiLogin for Business account.



2. Choose Michigan Nutrition Data System 2.0 from the Menu.

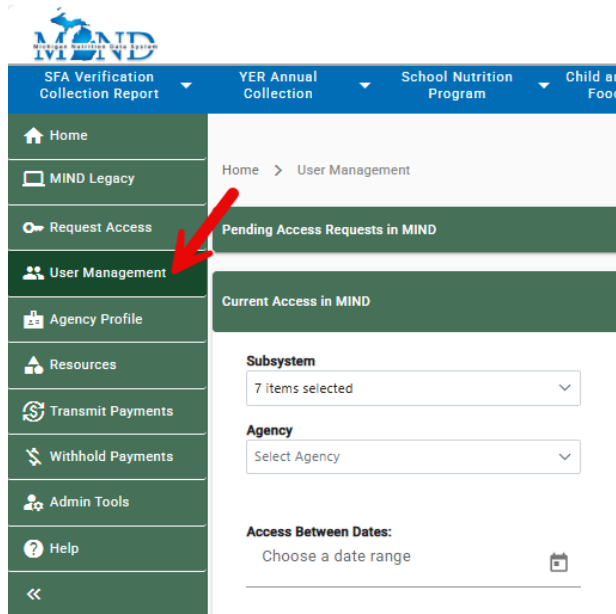


3. Accept the Terms & Conditions, click the Acknowledge/Agree button.

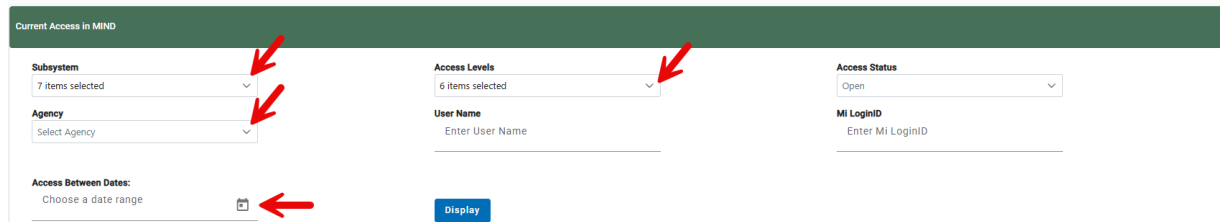


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4. Click on the User Management tab



5. In the **Current Access for MIND 2.0** section, enter information in the following areas:
- Subsystem:** Use the dropdown to choose the program access you want to review.
 - Access Levels:** Use the dropdown menu to choose the access levels you want to review.
 - Status:** Leave as Open to see the current users and their access levels.
 - Sponsors:** Type the name or use the dropdown menu to choose the agency for the program.
 - Click the **Display** button to see users and their access levels.



6. Review the list of names and what access they have.

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	Closed By Name	Closed By Date		
1	Remove						Summer Food Service Program (SFP)	Level 3 Agency Read Write and Certify		01/28/2025 @ 04:41 PM	Not Applicable	Not Applicable		
2	Remove						School Nutrition Program (SNP)	Level 3 Agency Read Write and Certify		01/28/2025 @ 11:28 AM	Not Applicable	Not Applicable		
3	Remove						School Nutrition Program (SNP)	Level 3 Agency Read Write and Certify		01/23/2025 @ 05:17 PM	Not Applicable	Not Applicable		

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7. Click on the Remove button next to the name of the person you want to remove.

Row Number	Action	MILogin ID	First Name	Last Name	Sponsor Number	Sponsor Name	Subsystem	Access Level/Name	Created By Name	Created By Date	Cl
1	Remove				50220	Van Dyke Public Schools	School Nutrition Program (SNP)	Level 3 Agency Read Write and Certify		02/03/2026 @ 09:40 AM	N
2	Remove				50220	Van Dyke Public Schools	Summer Food Service Program (SFP)	Level 3 Agency Read Write and Certify		02/03/2026 @ 09:40 AM	N

8. Click **Confirm** to remove access. Click **Clear** to return to the previous screen.

9. A **Success!** Message will appear at the top right of the screen when the person's access has been successfully removed.

10. Verify the access has been removed by repeating Step 5.