

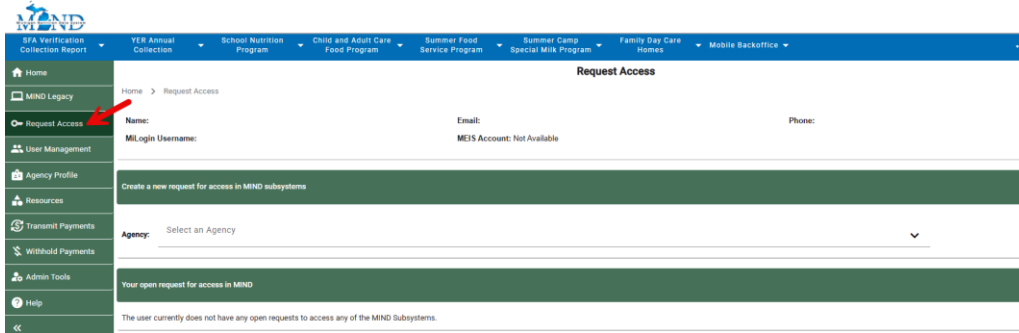
## REQUESTING ACCESS TO A SPECIFIC PROGRAM IN MIND 2.0

If you are requesting access to a program that you currently have access to, you will need to contact the authorized official to remove your current access before you can request the new access.

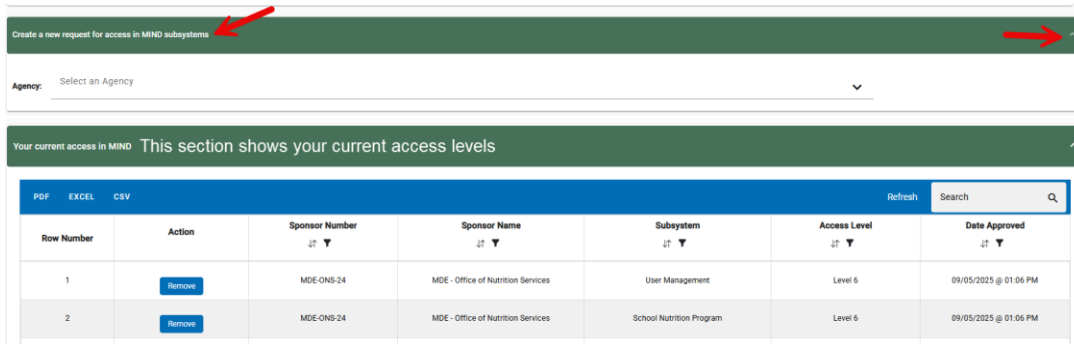
**Example:** Person A has level 3 access to an agency, and they need to change it to level 2 access. Person A would need to contact the authorized official and have them remove their level 3 access. Once level 3 access is removed, Person A can request level 2 access.

### Instructions:

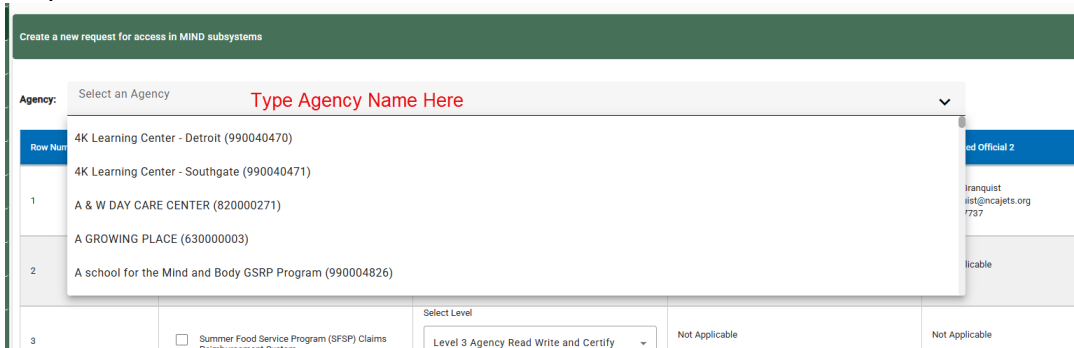
1. Click the **Request Access** Tab



2. Click on the **Create new request for access in MIND 2.0 subsystems** link.  
**NOTE:** You can lose any of the sections by clicking on the “^” on the right side of the blue bar.



3. Type the name of your agency in the space that says Select an Agency. Choose your agency from the drop-down menu.



**REQUESTING ACCESS TO A SPECIFIC PROGRAM IN MIND 2.0**

- Check the box next to the program you are requesting access to and choose the level of access you require.

Create a new request for access in MIND subsystems

Agency: North Central Area Schools (55115)

Row Number	Subsystem	Access Levels	Authorized Official 1	Authorized Official 2
1	<input type="checkbox"/> School Nutrition Program (SNP) Claims Reimbursement System	Select Level Level 3 Agency Read Write and Certify Level 1 Agency Read Only Level 2 Agency Read Write Level 3 Agency Read Write and Certify	Not Applicable	
	<input type="checkbox"/> Summer Camp Special Milk Program (SCSM) Claims Reimbursement System		Not Applicable	Not Applicable
3	<input type="checkbox"/> Summer Food Service Program (SFSP) Claims Reimbursement System	Level 3 Agency Read Write and Certify	Not Applicable	Not Applicable

**NOTE:**

- Level 1/Read Only:** Read Only access to claims and reports.
- Level 2/Read/Edit:** Ability to read, create claims, edit, and save.
- Level 3/Certify/Submit Claims:** This level also can approve and remove level 1 & 2 access.

- Review the access request and click the **Confirm** button to submit the request. Click on the **Clear** button to clear the information.

3  Summer Food Service Program (SFSP) Claims Reimbursement System

Select Level: Level 3 Agency Read Write and Certify

Authorized Official 1: Not Applicable

Authorized Official 2: Not Applicable

**Request Access** **Clear**

- If access to the program already exists, there will be a notification on the screen letting you know. If this is the case, you will need to contact the authorized official listed, and ask them to remove your access. You will not be able to request new access until the old access has been removed.

Other favorites

**✘ Your current access level for SNP is 6. You cannot request a different access level than this. Request is not processed.**

12319336747

- Once the request has been successfully submitted, there will be a **“Success!”** notification on the screen and your request will be sent to the Authorized Officials listed for approval.

**Success !**

Your agency authorized official will process your request.

**REQUESTING ACCESS TO A SPECIFIC PROGRAM IN MIND 2.0**

8. Reviewing open access requests can be done on the Request Access page in the second section, named **Your open requests for access in MIND 2.0**. Canceling requests can be done by clicking on the **Cancel Request** button.

Your open request for access in MIND

PDF	EXCEL	CSV									Refresh	Search
Row Number	Action	Sponsor Number	Sponsor Name	Subsystem	Access Level	Requested Date	Authorized Official 1	Authorized Official 1 Email	Authorized Official 1 Phone	Authorized Official 1		
1	<a href="#">Cancel Request</a>	46010	Adrian Public Schools	Child and Adult Care Food Program	Level 3	12/12/2025						

10. A confirmation email will be sent to the person requesting access.

Your Access Request for MDE's MIND System

MIND <noreply@mde-mind-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

Your access request for MIND has been submitted. You have requested access to the following subsystems:

**User Information:**

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

**Requested Subsystems:**

Agency Name	Subsystem Name	Access Level	Authorized Official1	Authorized Official1 Email	Authorized Official1 Phone	Authorized Official2	Authorized Official2 Email	Authorized Official2 Phone
	School Nutrition Program	3						

To cancel your request, log in to MIND and navigate to the Request Access tab of the Welcome page. Within the "Your open requests for access in MIND" section of the page, locate the request you wish to cancel and click the Cancel Request button.

11. **Verifying your current access** levels can be done on the Request Access page by viewing the first section of this page called, **Your current access in MIND 2.0**.

Your current access in MIND

PDF	EXCEL	CSV					Refresh	Search
Row Number	Action	Sponsor Number	Sponsor Name	Subsystem	Access Level	Date Approved		
1	<a href="#">Remove</a>	MDE-ONS-24	MDE - Office of Nutrition Services	User Management	Level 6	09/05/2025 @ 01:06 PM		
2	<a href="#">Remove</a>	MDE-ONS-24	MDE - Office of Nutrition Services	School Nutrition Program	Level 6	09/05/2025 @ 01:06 PM		
3	<a href="#">Remove</a>	MDE-ONS-24	MDE - Office of Nutrition Services	Summer Camp Special Milk	Level 6	09/05/2025 @ 01:06 PM		

12. Contact your authorized official(s) if your access has not been approved after 24 hours. The Authorized Officials can be found on the MIND 2.0 home page, in the section titled, **Your open requests for access to MIND 2.0**.


Your open request for access in MIND


PDF	EXCEL	CSV									Refresh	Search
Row Number	Action	Sponsor Number	Sponsor Name	Subsystem	Access Level	Requested Date	Authorized Official 1	Authorized Official 1 Email	Authorized Official 1 Phone	Authorized Official 1		
1	<a href="#">Cancel Request</a>	46010	Adrian Public Schools	Child and Adult Care Food Program	Level 3	12/12/2025						

**REQUESTING ACCESS TO A SPECIFIC PROGRAM IN MIND 2.0**

13. A confirmation email will be sent once access has been approved or denied. It will also include a direct link to MIND 2.0.

Your Access Request Approved to 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.

Your requested access to the following MIND 2.0 subsystem has been approved.

User Information: ← This is your personal information.

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

Requested Subsystems:

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

You may access the MIND 2.0 Subsystem: <https://mdoe.state.mi.us/mind20> ← Level of access you were approved for.