

VERIFYING MIND 2.0 USERS AND ACCESS LEVELS

The Authorized Official listed in EEM can remove MIND 2.0 access when they are approving an access request. 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.

1. Log in to your MiLogin for Business account.

The image shows two screenshots. The left one is a dark blue banner with the text "Michigan's one-stop login solution for business" and a right-pointing arrow. Below it is a small paragraph of text. The right one is a white login page titled "Welcome to MiLogin for Business". It has fields for "User ID" and "Password", a "Log In" button, and a "Create an Account" button. There is also a checkbox for "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."

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

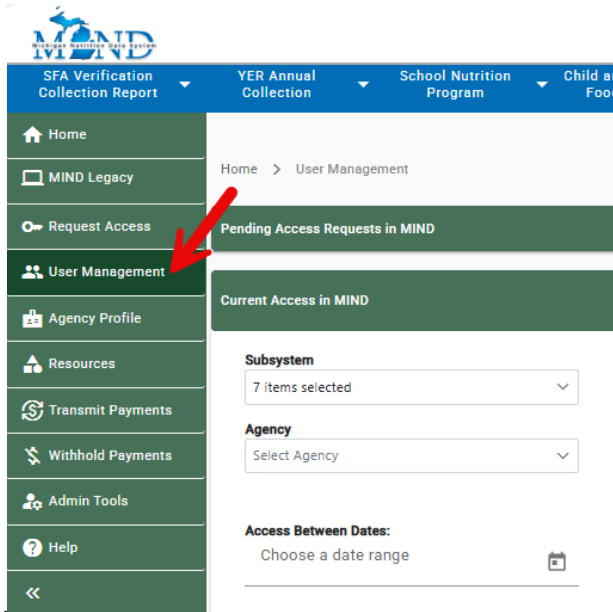
The image shows a "Welcome" page with the text "Access your requested online services and search for more." Below this is a menu with two items: "Michigan Department of Education (MDE)" and "Michigan Nutrition Data System 2.0". A red arrow points to the "Michigan Nutrition Data System 2.0" item. To the right is a "Discover Online Services" section with a search icon and the text "MiLogin is used to secure many online services at the State of Michigan. We are here to ensure your identity is safe and protected." Below this is a "Find Services" button.

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

The image shows a page titled "Michigan Nutrition Data System 2.0" with the Michigan Department of Education logo. It contains a paragraph of text about the system. Below this are two sections: "Claims and Reimbursement" and "Annual Reports", each with a list of items. There is also a section for "Access to MIND 2.0" and a "Please accept the Terms and Conditions to continue:" section. This section contains a "Terms & Conditions" box with a scroll bar, a checkbox for "I agree to the Terms & Conditions", and a "Launch service" button. Red arrows point to the checkbox and the "Launch service" button.

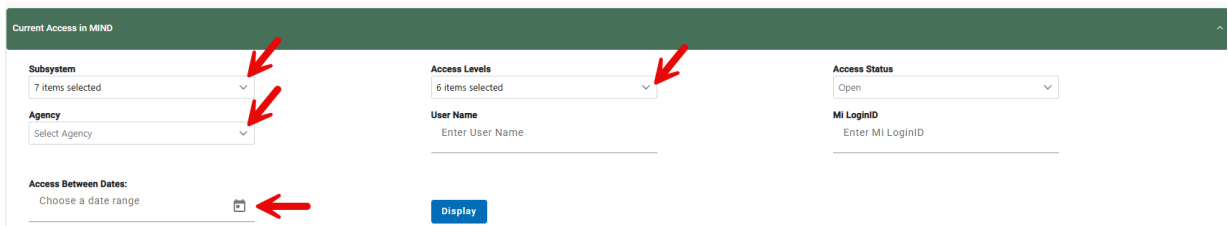
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4. Click on the User Management tab



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 (SFS) | 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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- If there are multiple names you can **search for a specific name** by clicking on the filter icon next to the first or last name and start typing the person’s name where it says, “Enter the value”. Choose the correct name out of the names that populate and click the Filter button.

| PDF | EXCEL | CSV | Refresh Search | | | | | | | | | |
|------------|------------------------|------------|----------------|---|----------------|--------------|------------------------------------|---------------------------------------|-----------------|-----------------------|----------------|----------------|
| Row Number | Action | MILogin 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 | | | <input type="text" value="Enter Keyword"/> <input type="button" value="Filter"/> <input type="button" value="Clear"/> | | | Summer Food Service Program (SFSM) | 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 | | 01/29/2025 @ 05:17 PM | Not Applicable | Not Applicable |

Type the last name of the person you are searching for and choose from the list

