

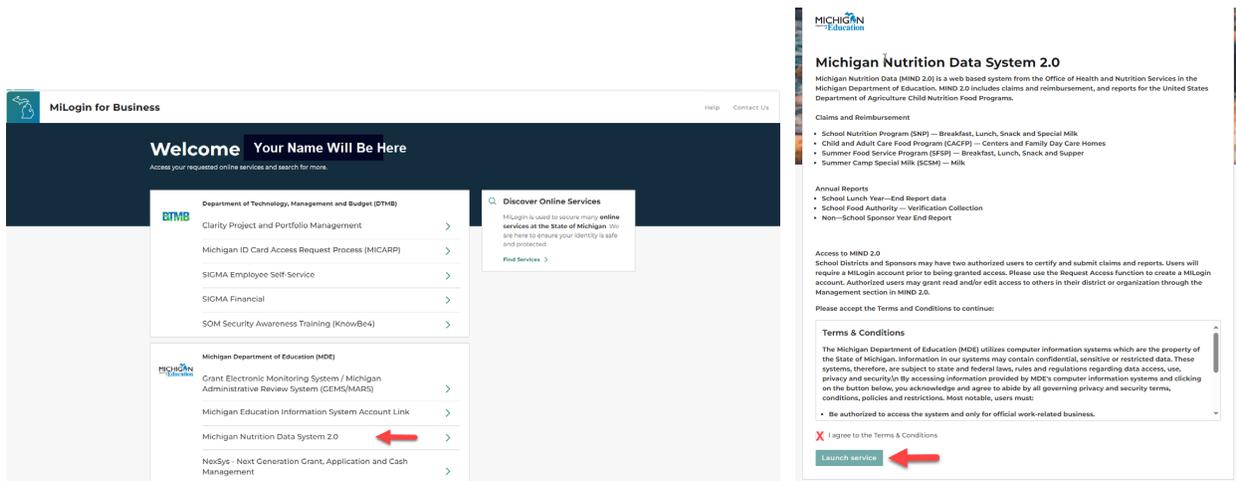
REQUESTING ACCESS TO A SPECIFIC PROGRAM IN MIND 2.0

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.

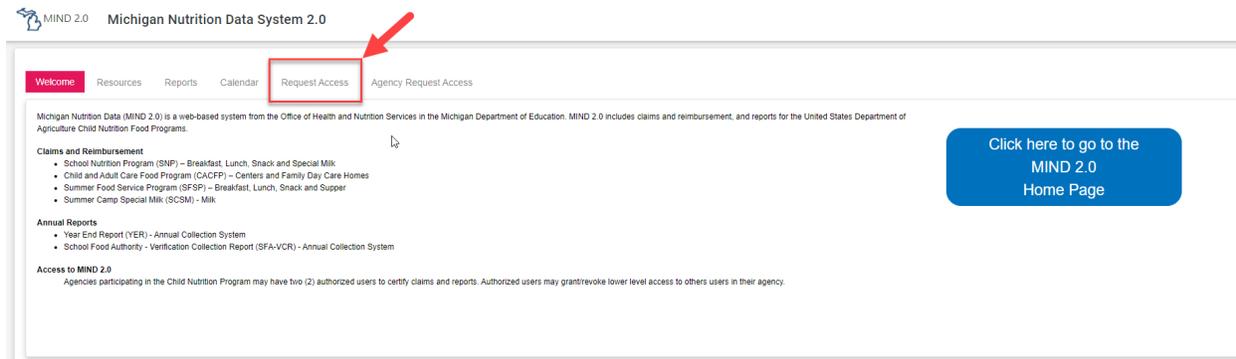
Example: Person A has level 3 access to an agency, and they need to change it to a level 2 access. Person A would need to contact the authorized official and have them remove their level 3 access. Once the level 3 access is removed, Person A can request level 2 access.

Instructions for Requesting MIND 2.0 Access:

1. Log into your [MiLogin for Business](#)¹ account.
2. Click on the Michigan Nutrition Data System 2.0 link and agree to the Terms and Conditions.



3. Click the **Request Access** tab in the MIND system.



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4. Click on the **Create new request for access in MIND 2.0 subsystems** link in the blue bar.

MIND 2.0 Michigan Nutrition Data System 2.0

Your current access in MIND 2.0 This section shows your current access level(s).

Row Number	Sponsor Number	Sponsor Name	Subsystem Name	Access Level	Date Approved
1	460008001	Boysville of Michigan dba Holy Cross Children's Services	School Nutrition Program	Level 3	9/8/2017

Excel CSV PDF Search

1 of 1 pages (1 items)

Your open requests for access in MIND 2.0 This section shows any access requests submitted for approval.

Row Number	Actions	Sponsor Number	Sponsor Name	Subsystem Name	Access Level	Requested Date	Authorized Official1	Authorized Official1 Email	Authorized Official1 Phone	Authorized Official2	Authorized Official2 Email
1	Cancel Request	41SC02500	CAMP HENRY 41SC02500	Summer Camp Special Milk	Level 3	7/6/2021	Not Applicable				

Excel CSV PDF Search

1 of 4 pages (19 items)

Create a new request for access in MIND 2.0 subsystems ← Click here to request level 1, 2, or 3 access.

NOTE: You can close any of the sections by clicking on the “^” on the right side of the blue bar.

5. Slowly type the name of your agency in the space that says Select an Agency. Choose your agency from the drop-down menu.

Create a new request for access in MIND 2.0 subsystems

Agency: Select an Agency Type Agency Name Here

- Child Care Network (990004274)
- North Central Area Schools (55115)
- Harper Creek Community Schools (13070)
- Forest Hills Public Schools (41110)
- Dryden Community Schools (44050)
- Flushing Community Schools (25120)
- Merrill Community Schools (73230)
- David Ellis Academy (82947)
- Tawas Area Schools (35030)
- Bay-Arenac Community High School (09901)
- Reese Public Schools (79110)

6. (1) Check the box next to the program you are requesting access to and (2) choose the level of access you require from the dropdown menu.

Create a new request for access in MIND 2.0 subsystems

Agency: North Central Area Schools (55115)

Row Number	Subsystem	Access Levels
1	<input checked="" type="checkbox"/> School Nutrition Program (SNP) Claims Reimbursement System	Select Level Level 3 Agency Read Write and Certify
2	<input type="checkbox"/> Summer Camp Special Milk Program (SCSM) Claims Reimbursement System	Select Level Level 1 Agency Read Only Level 2 Agency Read and Write Level 3 Agency Read Write and Certify

#1 Check the box next to the program you are requesting access to

#2 Select requested access level

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NOTE: Level 1/Read Only: Read Only access to claims and reports.

Level 2/Read/Edit: Ability to read, edit, and save claim information.

Level 3/Certify/Submit Claims: This level can read, edit, certify and submit claims, as well as approve and remove level 1 & 2 access.

- Click on the **Request Access** button at the bottom of the page. Clicking the **Clear** button will clear all information and return to the Request Access page.

Row Number	Subsystem	Access Levels
1	<input checked="" type="checkbox"/> School Nutrition Program (SNP) Claims Reimbursement System	Select Level <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Level 1 Read Only</div>

Request Access
Clear

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

Your Request Access for MIND 2.0

I, Sharmin Hall request access for the Boysville of Michigan dba Holy Cross Children's Services, 460008001 for the following Child Nutrition Program Subsystems in MIND 2.0 System:

Row Number	Sponsor Number	Sponsor Name	Subsystem Name	Access Level	Access Requested Date	Authorized Official1	Authorized Official1 Phone	Authorized Official1 Email	Authorized Official2
1			Summer Food Service Program	Level 3 Agency Read Write and Certify	7/15/2021				Not Applicable

Confirm
Cancel

- IMPORTANT:** If you currently have a lower-level access to the program, there will be a notification on the screen letting you know. If this is the case, you will need to contact the person with level 3 access for that specific program and ask them to remove your current access. **You will not be able to request new access until the old access has been removed.**

Your Request Access for MIND 2.0

I, Mark Diebolt request access for the MDE - Office of Health and Nutrition Services, MDE-OHNS1 for the following Child Nutrition Program Subsystems in MIND 2.0 System:

How Number	Sponsor Number	Sponsor Name	Subsystem Name	Access Level	Access Requested Date	Authorized Official1	Authorized Official1 Phone	Authorized Official1 Email	Authorized Official2
1			School Nutrition Program	Level 4 MDE Read Only	7/15/2021				

Confirm
Cancel

Message !
User Already has access to School Nutrition Program for MDE - Office of Health and Nutrition Services (MDE-OHNS1)

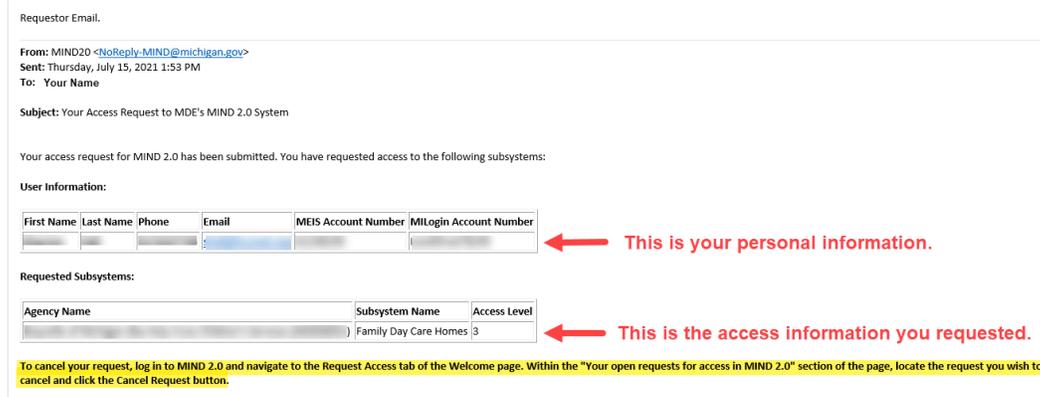
All the above will be your information and the access information you have requested

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10. Once the request for access 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.



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



Locating the Authorized Official(s) who can approve your access request:

12. Contact the authorized official(s) listed to the right of the program you requested access to and ask them to approve your request. They received an automatic email from the system with a link inside.

The Authorized Officials can be found on the MIND 2.0 Request Access page, in the section titled, **Your open requests for access to MIND 2.0**. These are the ONLY two people who can approve your request.

Row Number	Actions	Sponsor Number	Sponsor Name	Subsystem	Requested Date	Authorized Official1	Authorized Official1 Email	Authorized Official2	Authorized Official2 Email
1	Cancel Request	460008001	Boysville of Michigan dba Holy Cross Children's Services	Summer Food Service Program	Level 3	7/15/2021			
2	Cancel Request	41SC02500	CAMP HENRY 41SC02500	Summer Camp Special Milk	Level 3	7/6/2021			
3	Cancel Request	64040	Hart Public School District	Summer Camp Special Milk	Level 3	7/6/2021			

REQUESTING ACCESS TO A SPECIFIC PROGRAM IN MIND 2.0

13. You can **review and/or cancel your request for access** 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 requests for access in MIND 2.0

Row Number	Actions	Sponsor Number	Sponsor Name	Subsystem Name	Access Level	Requested Date	Authorized Official1	Authorized Official1 Email	Authorized Official1 Phone	Authorized Official2	Authorized Official2 Email	Authorized Official2 Phone
1	Cancel Request	460008001	Boysville of Michigan dba Holy Cross Children's Services	Summer Food Service Program	Level 3	7/15/2021						
2	Cancel Request	41SC02500	CAMP HENRY 41SC02500	Summer Camp	Level 3	7/6/2021						
3	Cancel Request	64040	Hart Public School District	Summer Camp Special Milk	Level 3	7/6/2021						
4	Cancel Request	41110	Forest Hills Public Schools	School Nutrition Program	Level 2	6/30/2021						
5	Cancel Request	64040	Hart Public School District	School Nutrition Program	Level 3	6/29/2021						

14. **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 2.0

Row Number	Sponsor Number	Sponsor Name	Subsystem Name	Access Level	Date Approved
1	460008001	Boysville of Michigan dba Holy Cross Children's Services	Family Day Care Homes	Level 3	7/15/2021
2	460008001	Boysville of Michigan dba Holy Cross Children's Services	School Nutrition Program	Level 3	9/8/2017

15. A confirmation email will be sent from the system once access has been approved or denied.



Links Used:

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