

# **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 <u>MiLogin for Business<sup>1</sup></u> account.
- 2. Click on the Michigan Nutrition Data System 2.0 link and agree to the Terms and Conditions.

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ETMB	Department of Technology, Management and Budget (DTMB) Clarity Project and Portfolio Management	>	Q Discover Online Services MiLogin is used to secure many enline services at the State of Michigan We are here to ensure your identity is safe		Annual Reports - School Lundv Hvar—End Report data - School Food Authority — Verification Collection - Non—School Sponsor Year End Report
	Michigan ID Card Access Request Process (MICARP) SIGMA Employee Self-Service	>	and protected. Find Services >		Access to MIND 2.0 School Districts and Sponsors may have two authorized users to certify and submit claims a require a MiLogin account prior to being granted access. Please use the Request Access fur account. Authorized users may const read and/or edita access to others in their district or on
	SIGMA Financial SOM Security Awareness Training (KnowBe4)	>			Management section in MIND 2.0. Please accept the Terms and Conditions to continue:
нонон	Michigan Department of Education (MOD) Crant Electronic Monitoring System (Michigan Administrative Review System (CEMS/MARS) Michigan Education Information System Account Link Michigan Nutrition Data System 20 Nedsigs - Next Generation Crant, Application and Cash Management	> > > >			Herms 4 conditions

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

3 <sup>MIND 2.0</sup> Michigan Nutrition Data System 2.0	
Wekcome         Resources         Reports         Calendar         Request Access	
Michigan Nutrition Data (MND 2.0) is a web-based system from the Office of Heath and Nutrition Services in the Michigan Department of Education. MIND 2.0 includes claims and reimbursement, and reports for the United States Department of Agriculture critical Nutrition Forgram (SteP) – Breakfast, Lunch, Snack and Support (SteP) – Centers and Family Day, Care Homes. Schumer Food Startical Cree Food Forgram (SteP) – Denters and Family Day, Care Homes. Summer Food Startical Cree Food Forgram (SteP) – Denters and Family Day, Care Homes. Summer Food Startical Cree Food Forgram (SteP) – Denters and Family Day, Care Homes. Summer Food Startical Cree Food Food Food (SteP) – Centers and Family Day, Care Homes. Summer Food Startical Cree Food Food Food (SteP) – Centers and Family Day, Care Homes. Summer Food Startical Cree Food Food Food (SteP) – Centers and Family Day, Care Homes. Startical Food Calubrity – Verification Collection Report (SFA-VCR) – Annual Collection System. Schuber Food Startical Cree Food Food (SFA-VCR) – Annual Collection System. Startical Food Calubrity – Verification Collection Report (SFA-VCR) – Annual Collection System. Agencies participating in the Child Nutrition Program may have two (2) authorized users to certify claims and reports. Authorized users may grant/tevole lower level access to others users in their agency.	Click here to go to the MIND 2.0 Home Page



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

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		460008	001			Boysville of Michigan dba H Services	loly Cross Childr	en's Schoo	Nutrition Program		Level 3		9/8	3/2017	
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**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.

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)	II.
	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.

Creat	e a new req	uest for access in MIND 2.0 subsystems		
Agend	cy: Nor	th Central Area Schools (55115)		
Rov	v Number	Subsystem	Access Levels #2	Au
1	#1	School Nutrition Program (SNP) Claims Reimbursement System Check the box next to the program you are	Select Level Level 3 Agency Read Write and Certify	Jei 90 jek
2		Summer Camp Special Milk Program (SCSM) Claims Reimbursement System	Level 1 Agency Read Only Se Level 2 Agency Read and Write Level 3 Agency Read Write and Certify	Jer 90 jei



**<u>NOTE:</u>** 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.

7. 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.



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

Your	Requ	iest Access fo	or MI	ND 2.0																×
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1				E	1	Summer Foo Service Program	bd	Level 3 Age Read Write and Certify	ncy	7/15/2021								Not Applicat	ole	
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9. 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 Requ	est Acce	ss for N	11ND 2.0															×	-	-	Message I User Already has access to School Nutrition Program for MDE - Office of Health and Nutrition Services (MDE- OHNST)
tem	I, Mark Diet	ot reques	t access	for the MD	E - Offic	e of Health and	d Nutri	tion Services	, MDE	-OHNS1 for th	e foik	owing Child N	utritio	n Program Sub	beysi	terns in MIND	2.0 S	ystem.	s	Not Applicable		
m	How Numb er T	Sponso Number	•	Sponsor Name		Subsystem Name	۲	Access Level	۲	Access Requested Date	Ŧ	Authorized Official1	۲	Authorized Official1 Phone	Ŧ	Authorized Official1 Email	Ŧ	Authorized Official2	τ , F	Not Applicable		
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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.

MIND 2.0	Michigan Nutrition Data System 2.0		$\rightarrow$	Success !
	LISIN	cycus an		Your agency authorized official will process your request.

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

Requestor Email.		
From: MIND20 < <u>NoReply-MIND@michigan.gov</u> > Sent: Thursday, July 15, 2021 1:53 PM To: Your Name		
Subject: Your Access Request to MDE's MIND 2.0 System		
Your access request for MIND 2.0 has been submitted. You have reques User information:	sted access to the following subsystems:	
First Name Last Name Phone Email MEIS Accoun	nt Number MILogin Account Number	This is your personal information.
Requested Subsystems:		
Agency Name	Subsystem Name Access Level	
) (	Family Day Care Homes 3	This is the access information you requested.
To cancel your request, log in to MIND 2.0 and navigate to the Request cancel and click the Cancel Request button.	st Access tab of the Welcome page. Within the "Your	open requests for access in MIND 2.0" section of the page, locate the request you wish to

# 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.** <u>These are the ONLY two people who can approve your request.</u>

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Row Number	т	Actions	Sponsor Number T	Sponsor Name T	Subsystem		Requested	Authorized Official1	T Authorized Official1 Email	и	Authorized Official2	T Em
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	10.00	10.00			
3		Cancel Request	64040	Hart Public School District	Summer Camp Special Milk	Level 3	7/6/2021	1000			10.000	



13. You can <u>review and/or cancel your request for access</u> 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.

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3	Cancel Request	64040	Hart Public School District	Summer Camp Special Milk	Level 3	7/6/2021	1000					10.00		
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	1000							

14. <u>Verifying your current access</u> 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**.

Excel CSV PDF Search												
Row Number T	Sponsor Number	Sponsor Name T	Subsystem Name	▼ Acce	ess Level 🛛 🝸	Date Approved	٣					
1	460008001	Boysville of Michigan dba Holy Cross Children's Services	Family Day Care Homes	Leve	vel 3	7/15/2021						
2	460008001	Boysville of Michigan dba Holy Cross Children's Services	School Nutrition Program	Leve	vel 3	9/8/2017						
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15. A confirmation email will be sent from the system once access has been approved or denied.



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