

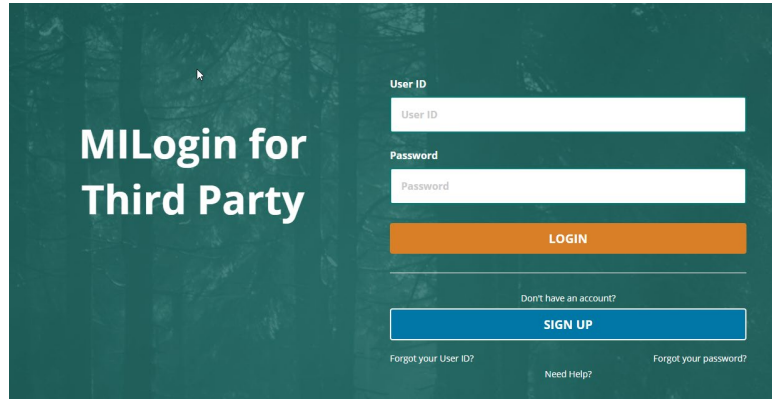
REMOVING MIND 2.0 ACCESS

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.

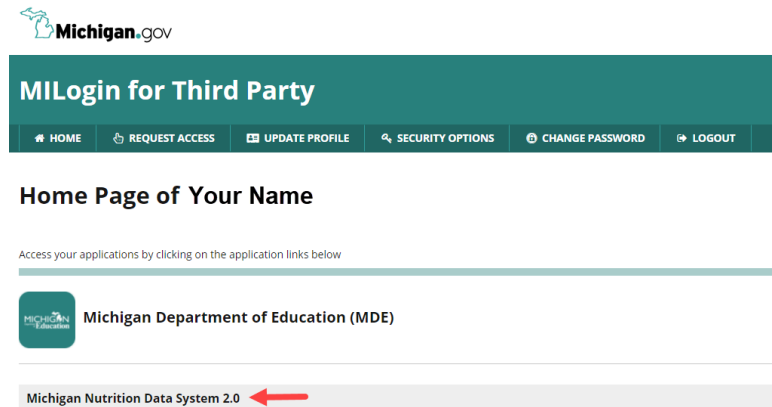
Instructions:

1. Log in to your MILogin for Third Party account.



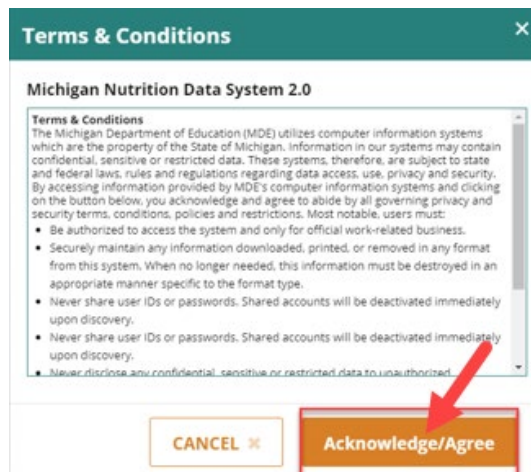
The login screen features a dark teal background with the text "MILogin for Third Party" in white. On the right side, there are two input fields: "User ID" and "Password". Below these fields is an orange "LOGIN" button. Underneath the login button is a blue "SIGN UP" button. At the bottom, there are links for "Forgot your User ID?", "Need Help?", and "Forgot your password?".

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



The home page has a dark teal header with "MILogin for Third Party" and a navigation menu with links: HOME, REQUEST ACCESS, UPDATE PROFILE, SECURITY OPTIONS, CHANGE PASSWORD, and LOGOUT. Below the header, it says "Home Page of Your Name" and "Access your applications by clicking on the application links below". A list of applications is shown, with "Michigan Nutrition Data System 2.0" highlighted in grey and a red arrow pointing to it.

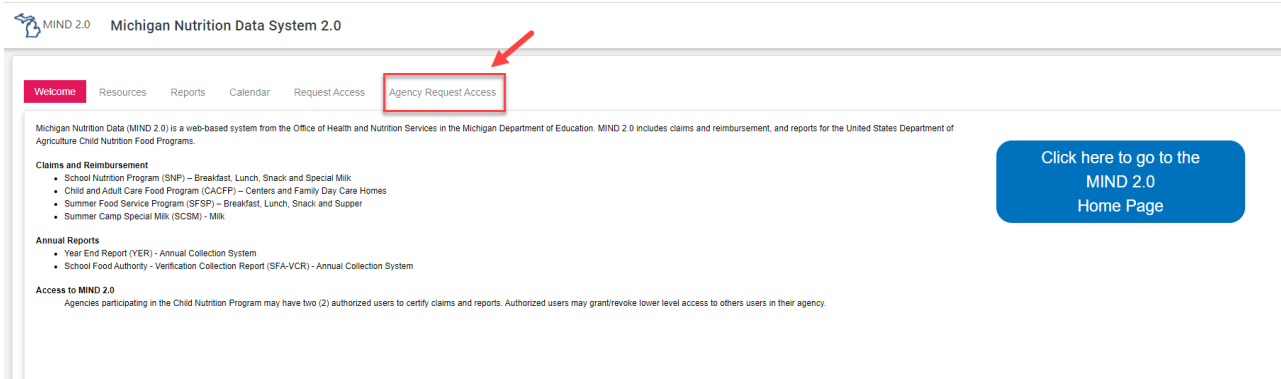
3. Click the Acknowledge/Agree button.



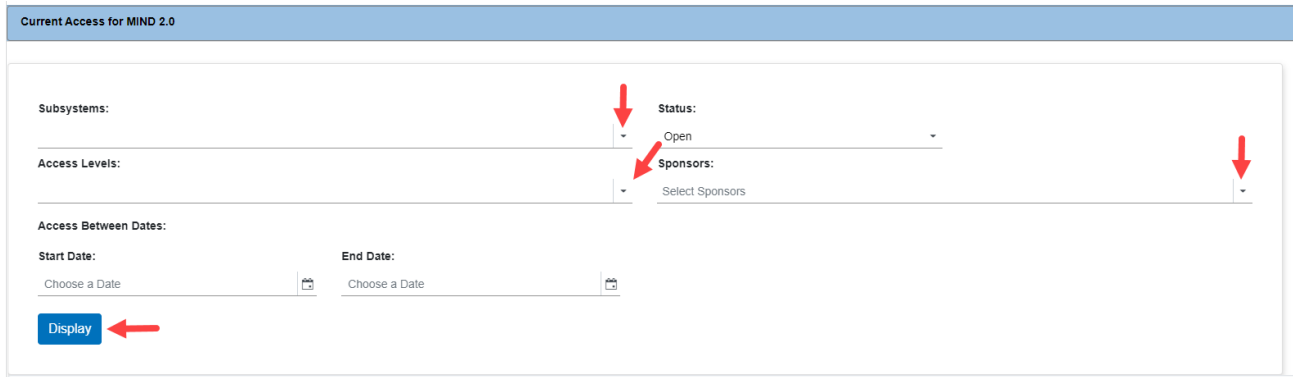
The dialog box is titled "Terms & Conditions" and "Michigan Nutrition Data System 2.0". It contains a scrollable area with the following text: "The Michigan Department of Education (MDE) utilizes computer information systems which are the property of the State of Michigan. Information in our systems may contain confidential, sensitive or restricted data. These systems, therefore, are subject to state and federal laws, rules and regulations regarding data access, use, privacy and security. By accessing information provided by MDE's computer information systems and clicking on the button below, you acknowledge and agree to abide by all governing privacy and security terms, conditions, policies and restrictions. Most notable, users must:" followed by a bulleted list of requirements. At the bottom, there are two buttons: "CANCEL" and "Acknowledge/Agree", with a red arrow pointing to the latter.

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4. Click on the Request Access tab.



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



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

MIND 2.0 Michigan Nutrition Data System 2.0

Row Number	Action	MEIS Account	MILogin ID	First Name	Last Name	Sponsor Number	Sponsor Name	Subsystem	Access Level/Name	Created by Name	Created Date	Closed By Name	Closed By Date
1	Remove		Not Applicable	First Name	Last Name	460008001	Boysville of Michigan dba Holy Cross Children's Services	School Lunch Year End Report	Level 3		4/7/2021	Not Applicable	Not Applicable
2	Remove		Not Applicable	First Name	Last Name	460008001	Boysville of Michigan dba Holy Cross Children's Services	School Food Authority Verification Collection Report	Level 3		4/7/2021	Not Applicable	Not Applicable

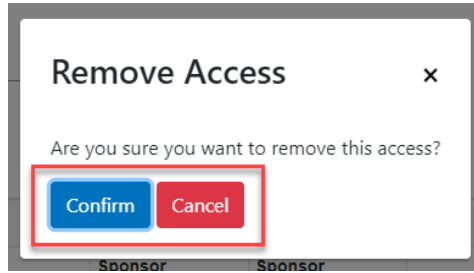
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7. Click on the Remove button next to the name of the person you want to remove.

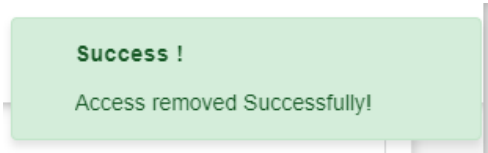
MIND 2.0 Michigan Nutrition Data System 2.0

Current Access for MIND 2.0													
Row Number	Action	MEIS Account	MI Login ID	First Name	Last Name	Sponsor Number	Sponsor Name	Subsystem	Access Level/Name	Created by Name	Created Date	Closed By Name	Closed By Date
1			Not Applicable	First Name	Last Name	460008001	Boysville of Michigan dba Holy Cross Children's Services	School Lunch Year End Report	Level 3		4/7/2021	Not Applicable	Not Applicable
2			Not Applicable	First Name	Last Name	460008001	Boysville of Michigan dba Holy Cross Children's Services	School Food Authority Verification Collection Report	Level 3		4/7/2021	Not Applicable	Not Applicable

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 3.

Current Access for MIND 2.0

Subsystems: ↓ Status: ↓

Access Levels: ↓ Sponsors: ↓

Access Between Dates:

Start Date:

Display ←