

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 Third Party account.

The image shows the login interface for MILogin for Third Party. It features a dark green 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, there 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 image shows the home page of the MILogin for Third Party system. At the top, there is a navigation bar with the Michigan.gov logo and the text "MILogin for Third Party". Below the navigation bar, there are several menu items: HOME, REQUEST ACCESS, UPDATE PROFILE, SECURITY OPTIONS, CHANGE PASSWORD, and LOGOUT. The main content area is titled "Home Page of Your Name" and includes a section for "Access your applications by clicking on the application links below". Under this section, there is a list of applications, with "Michigan Nutrition Data System 2.0" highlighted in grey and a red arrow pointing to it.

3. Click the Acknowledge/Agree button.

The image shows a "Terms & Conditions" dialog box for the Michigan Nutrition Data System 2.0. The dialog box has a title bar with "Terms & Conditions" and a close button (X). The main content area is titled "Michigan Nutrition Data System 2.0" and contains the following text: "Terms & Conditions 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 list of requirements: "Be authorized to access the system and only for official work-related business.", "Securely maintain any information downloaded, printed, or removed in any format from this system. When no longer needed, this information must be destroyed in an appropriate manner specific to the format type.", "Never share user IDs or passwords. Shared accounts will be deactivated immediately upon discovery.", "Never share user IDs or passwords. Shared accounts will be deactivated immediately upon discovery.", "Never disclose any confidential, sensitive or restricted data to unauthorized." Below the text, there are two buttons: "CANCEL" and "Acknowledge/Agree". A red arrow points to the "Acknowledge/Agree" button.

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4. Click on the Request Access tab

MIND 2.0 Michigan Nutrition Data System 2.0

Welcome Resources Reports Calendar Request Access **Agency Request Access**

Michigan Nutrition Data (MIND 2.0) is a web-based system from the Office of Health 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 Child Nutrition Food Programs.

Claims and Reimbursement

- School Nutrition Program (SNP) – Breakfast, Lunch, Snack and Special Milk
- Child and Adult Care Food Program (CACFP) – Centers and Family Day Care Homes
- Summer Food Service Program (SFSP) – Breakfast, Lunch, Snack and Supper
- Summer Camp Special Milk (SCSM) - Milk

Annual Reports

- Year End Report (YER) - Annual Collection System
- School Food Authority - Verification Collection Report (SFA-VCR) - Annual Collection System

Access to MIND 2.0

Agencies participating in the Child Nutrition Program may have two (2) authorized users to certify claims and reports. Authorized users may grant/revoke lower level access to others users in their agency.

[Click here to go to the MIND 2.0 Home Page](#)

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.

Current Access for MIND 2.0

Subsystems: [Dropdown] Status: Open

Access Levels: [Dropdown] Sponsors: Select Sponsors

Access Between Dates:
Start Date: Choose a Date End Date: Choose a Date

Display

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

MIND 2.0 Michigan Nutrition Data System 2.0

Excel CSV PDF Search

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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- 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.

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		<div style="border: 1px solid #ccc; padding: 5px;"> <p>Starts With</p> <p>Enter the value</p> <p>Filter Clear</p> </div>	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			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