

MIND SYSTEM LEVEL 3 - APPROVING MIND 2.0 ACCESS

If you are listed in MIND 2.0 as having Level 3 access for a specific program, you will receive an email every time someone in your agency requests Level 1 or Level 2 access to the MIND 2.0 system for that program. This email will include a direct link to approve or deny the request.

- Access requests must be approved or denied within 24 hours of receiving the request.
- Each program is allowed to have as many MIND 2.0 Level 1s and MIND Level 2s as they want. MIND 2.0 Level 1 is Read Only access and MIND 2.0 Level 2 is Read/Edit access.
- Follow the instructions below to approve/deny a MIND 2.0 access request.

NOTE: If a person needs to change their access level in MIND 2.0, you must remove the prior access level before they can request the new level. They will contact you if this happens.

INSTRUCTIONS:

1. You will receive an email from MIND 2.0 with the requester's personal information as well as the program and the level of access being requested.
2. Click on the **Click Here** link in the email to be taken directly to the Agency Request Access.

Authorized official's Email

From: MIND20 <NoReply-MIND@michigan.gov>
Sent: Wednesday, July 14, 2021 10:53 AM
To: Your email address

Subject: Access Request to MDE's MIND 2.0 System

This User: Name of your MDE - Office of Health and Nutrition Services (MDE-OHNS1) has requested access to the MIND 2.0 system. The user has requested access to the following subsystems:

User Information:

First Name	Last Name	Phone	Email	MEIS Account Number	MILogin Account Number

Requesters personal information.

Requested Subsystems:

Agency Name	Subsystem Name	Access Level
MDE - Office of Health and Nutrition Services (MDE-OHNS1)	School Nutrition Program	4

Program and level of access requested.

Grant or Deny User Access: [Click Here](#)

You are identified as the authorized official for this agency/office in the Educational Entity Master (EEM)/Program Office Profile. Kindly grant or deny access, as necessary. If you are not the person responsible, delegate the authority to the appropriate person in your agency by forwarding this email.

NOTE: You can also approve a request by clicking on the **Agency Request Access** tab of the MIND 2.0 home page.

3. Log in through your MILogin for Third Party account. [MILogin - Login \(michigan.gov\)](https://michigan.gov/millogin)¹

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4. Click on the **Michigan Nutrition Data System 2.0** link.

5. Click on the **Agency Request Access** tab.

6. Open the **Pending Access Requests for MIND 2.0** section above the Current Access for MIND 2.0 to see all pending requests. If this section is not visible, click on the “^” at the far right of the blue box to open it.

Row Number	Sponsor Number	Sponsor Name	Username	Subsystem Name	Access Level
1	14SC03500	CAMP FIRE RIVER BEND INC	[REDACTED]	Summer Camp Special Milk	Level 3
2	14SC04500	BAIRLAKE BIBLE CAMP	[REDACTED]	Summer Camp Special Milk	Level 3

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7. **Verify current MIND 2.0 Users/Levels** by looking in the Current Access for MIND 2.0 section.

Use the dropdown menus to choose the following information:

- a. **Subsystem:** Choose the subsystem (program) the person is requesting access to
- b. **Access Level:** Choose Levels 1 and 2.
- c. **Status:** Leave as Open
- d. **Sponsors:** Type the name of the agency or use the dropdown to choose the agency that the person is requesting access to
- e. Click the **Display** button

Current Access for MIND 2.0

Subsystems:
Select Subsystems

Access Levels:
Select Access Levels

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

Status:
Open

Sponsors:
Select Sponsors

Display

8. Review the list of people who currently have Level(s) 1 and 2 access and decide the following:

- a. Should the person requesting access be a MIND Level 1 or 2?
- b. Are they already listed as having a different level of access? If they are, the previous access will need to be removed before the new access can be approved.

9. **Removing a MIND 2.0 user.** Under the Current Access for MIND 2.0 section, click the **Remove** button next to the person's name who you want to remove.

Current Access for MIND 2.0

Subsystem:
School Nutrition Program (SNP) Claims Reimbursement System

Access Levels:
Level 2 Agency Read and Write

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

Access Status:
Open

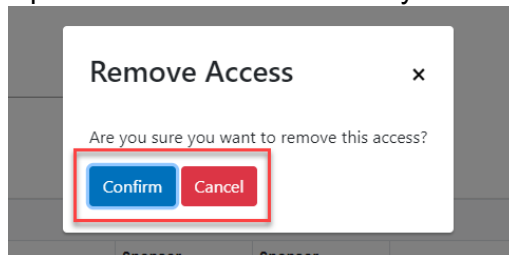
Sponsor Number:
All Saints Elementary (090105448), St. Paul Lutheran School (090105482) +995 more...

Display

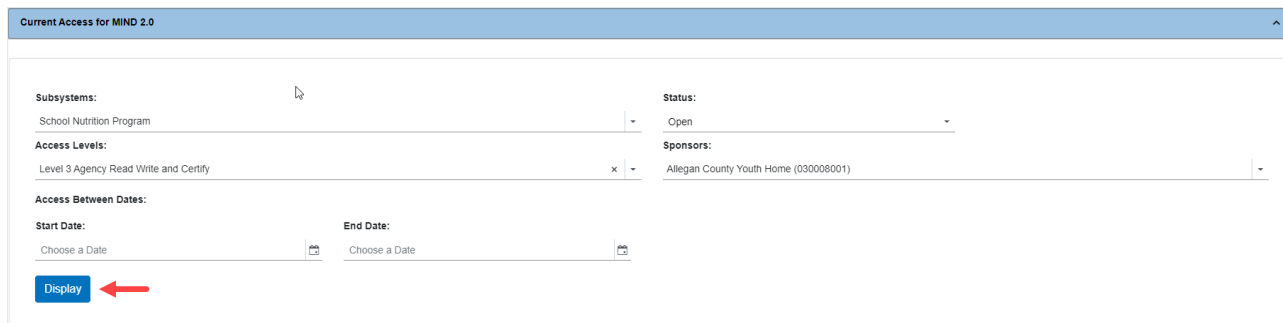
Row Number	Action	MEIS Account	MLLogin ID	First Name	Last Name	Sponsor Number	Sponsor Name	Subsystem	Access Level/Name	Created by Name	Created Date	Close
1	➔ Remove					35040	Whitemore-Prescott Area Schools	School Nutrition Program	Level 2		8/12/2021	Not API
2	Remove					25905	International Academy of Flint	School Nutrition Program	Level 2		8/12/2021	Not API

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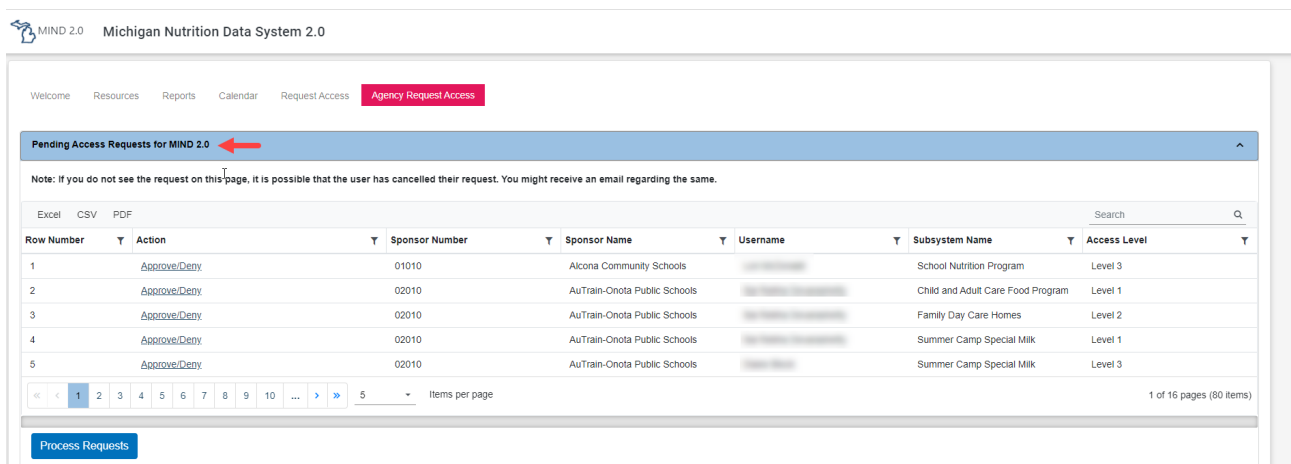
10. Click the **Confirm** button to remove the person’s access. Click the **Cancel** button to return to the Current Access for MIND 2.0. A Success! Message will appear for a moment, in the upper right-hand corner, when the person has been successfully removed.



11. Verify that the chosen person has been removed from the system by clicking the **Display** button.



12. Scroll back up to the Pending Access Requests for MIND 2.0. to approve the MIND 2.0 access request.



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13. Click on **Approve/Deny** link.

MIND 2.0 Michigan Nutrition Data System 2.0

Welcome Resources Reports Calendar Request Access Agency Request Access

Pending Access Requests for MIND 2.0

Note: If you do not see the request on this page, it is possible that the user has cancelled their request. You might receive an email regarding the same.

Excel CSV PDF Search

Row Number	Action	Sponsor Number	Sponsor Name	Username	Subsystem Name	Access Level
1	Approve/Deny	01010	Alcona Community Schools	[REDACTED]	School Nutrition Program	Level 3
2	Approve/Deny	02010	AuTrain-Onota Public Schools	[REDACTED]	Child and Adult Care Food Program	Level 1
3	Approve/Deny	02010	AuTrain-Onota Public Schools	[REDACTED]	Family Day Care Homes	Level 2
4	Approve/Deny	02010	AuTrain-Onota Public Schools	[REDACTED]	Summer Camp Special Milk	Level 1
5	Approve/Deny	02010	AuTrain-Onota Public Schools	[REDACTED]	Summer Camp Special Milk	Level 3

Process Requests

14. Approve or deny access by clicking on the radial button to the left of the word.

Pending Access Requests for MIND 2.0

Note: If you do not see the request on this page, it is possible that the user has cancelled their request. You might receive an email regarding the same.

Excel CSV PDF Search

Row Number	Action	Sponsor Number	Sponsor Name	Username	Subsystem Name	Access Level
1	Approve	01010	Alcona Community Schools	Lori McDonald	School Nutrition Program	Level 3
2	Approve Deny Hold X	02010	AuTrain-Onota Public Schools	Sai Rekha Devarashetty	Child and Adult Care Food Program	Level 1
3	Approve/Deny	02010	AuTrain-Onota Public Schools	Sai Rekha Devarashetty	Family Day Care Homes	Level 2
4	Approve/Deny	02010	AuTrain-Onota Public Schools	Sai Rekha Devarashetty	Summer Camp Special Milk	Level 1
5	Approve/Deny	02010	AuTrain-Onota Public Schools	Diane Block	Summer Camp Special Milk	Level 3

Process Requests

15. Review your action and then click the **Process Requests** button.

Pending Access Requests for MIND 2.0

Note: If you do not see the request on this page, it is possible that the user has cancelled their request. You might receive an email regarding the same.

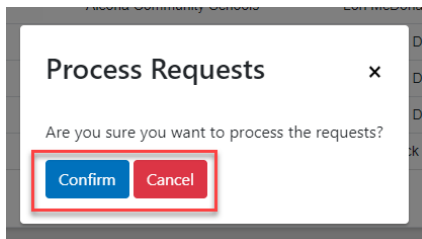
Excel CSV PDF Search

Row Number	Action	Sponsor Number	Sponsor Name	Username	Subsystem Name	Access Level
1	Approve	01010	Alcona Community Schools	[REDACTED]	School Nutrition Program	Level 3
2	Approve/Deny	02010	AuTrain-Onota Public Schools	[REDACTED]	Child and Adult Care Food Program	Level 1
3	Approve/Deny	02010	AuTrain-Onota Public Schools	[REDACTED]	Family Day Care Homes	Level 2
4	Approve/Deny	02010	AuTrain-Onota Public Schools	[REDACTED]	Summer Camp Special Milk	Level 1
5	Approve/Deny	03070	Hopkins Public Schools	[REDACTED]	School Nutrition Program	Level 1

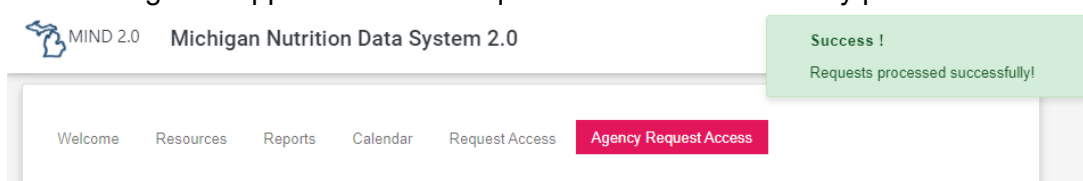
Process Requests

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16. Click the **Confirm** button or the **Cancel** button to process or cancel the request.



17. A Success! Message will appear when the request has been successfully processed.



18. A confirmation email will be sent to the person requesting access, letting them know the access has been approved AND an email will be automatically sent to you confirming your approval or denial.

You have approved access for the following users in MDE's MIND 2.0 System

MIND20 <NoReply-MIND@michigan.gov>
To

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

Thanks for approving the following users in the MIND 2.0 System

User Information:

Sponsor	First Name	Last Name	Phone	Email	MEIS Account Number	MILogin Account Number	Subsystem Name	Access Level
MDE - Office of Health and Nutrition Services (MDE-OHNS1)							School Nutrition Program	4

If you are not the person who granted this access, kindly contact the Security Administrator, Email: PackerK1@michigan.gov

Page Links:

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