

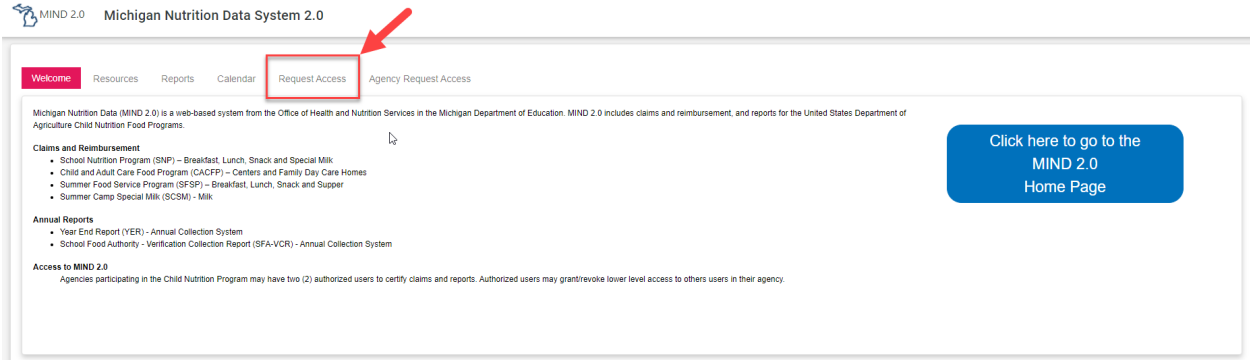
REQUESTING ACCESS TO A SPECIFIC PROGRAM IN MIND 2.0

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.

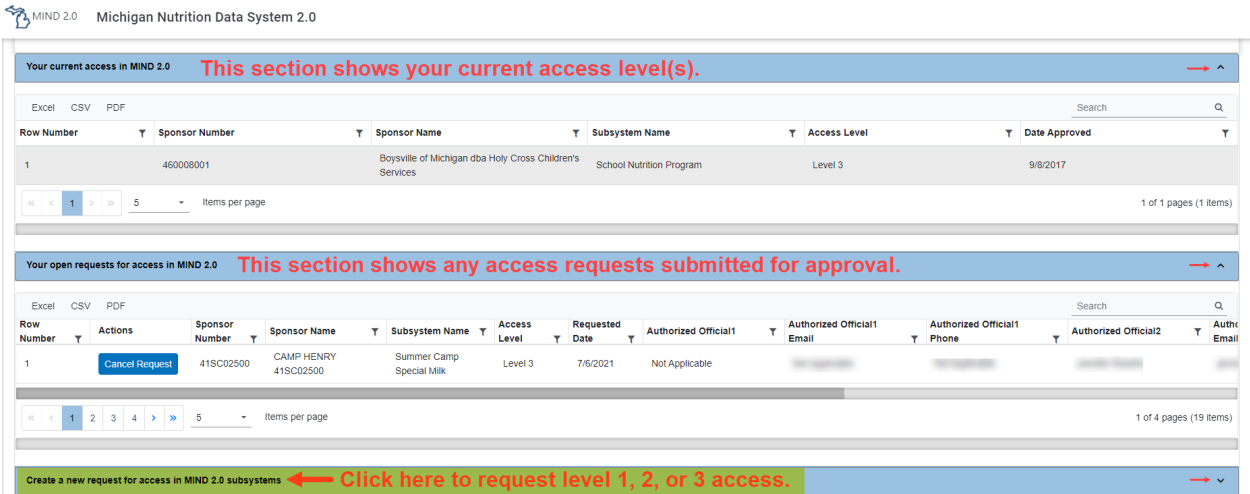
Example: Person A has level 3 access to an agency, and they need to change it to a level 2 access. Person A would need to contact the authorized official and have them remove their level 3 access. Once the level 3 access is removed, Person A can request level 2 access.

Instructions:

1. Click the **Request Access** tab.



2. Click on the **Create new request for access in MIND 2.0 subsystems** link.



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

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

- Check the box next to the program you are requesting access to and choose the level of access you require.

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

Level 2/Read/Edit: Ability to read, create claims, edit, and save.

Level 3/Certify/Submit Claims: This level also can approve and remove level 1 & 2 access.

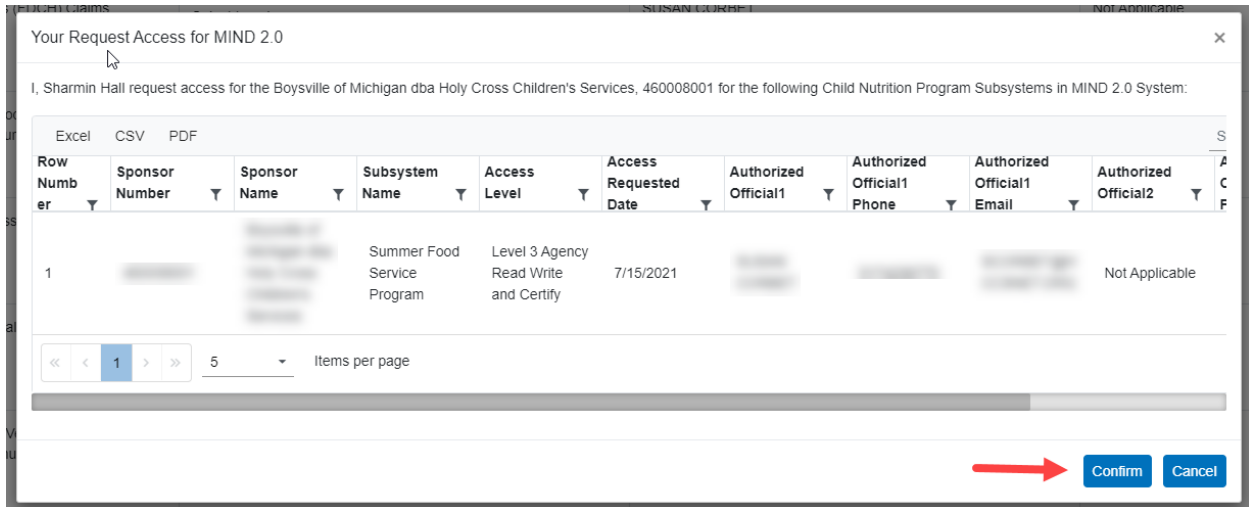
- Click on the **Request Access** button at the bottom of the page. Clicking the **Clear** button will clear all information and return to the Request Access page.

Request Access

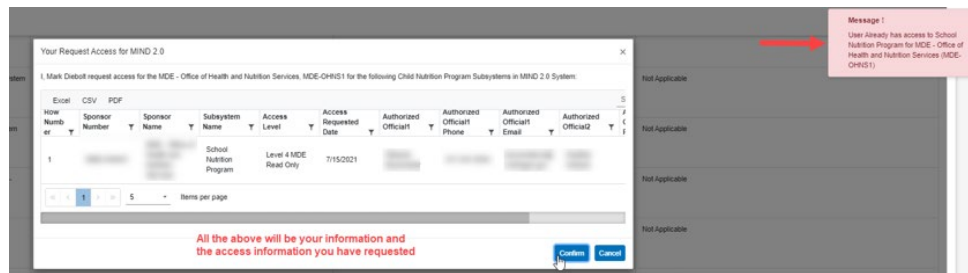
Clear

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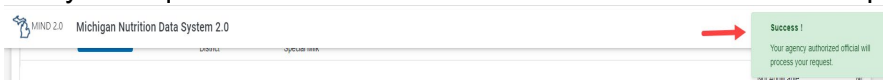
- Review the access request and click the **Confirm** button to submit the request. Click on the **Clear** button to clear the information.



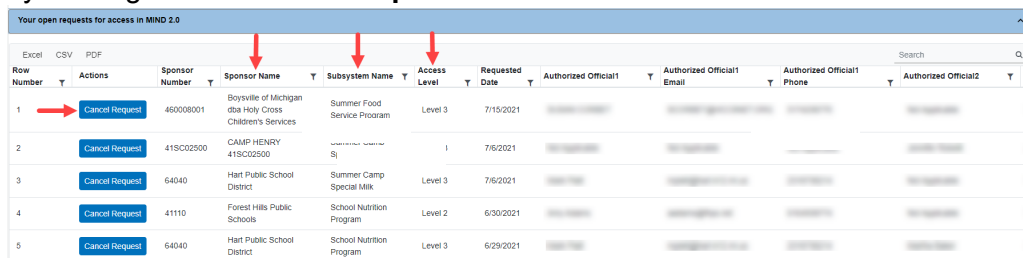
- If access to the program already exists, there will be a notification on the screen letting you know. If this is the case, you will need to contact the authorized official listed, and ask them to remove your access. You will not be able to request new access until the old access has been removed.



- Once the request 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.



- Reviewing open access requests can be done 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.



REQUESTING ACCESS TO A SPECIFIC PROGRAM IN MIND 2.0

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

Requestor Email.

From: MIND20 <NoReply-MIND@michigan.gov>
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 requested access to the following subsystems:

User Information:

First Name	Last Name	Phone	Email	MEIS Account 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 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 cancel and click the Cancel Request button.

11. **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

Excel CSV PDF Search

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

Items per page: 5 1 of 1 pages (2 items)

12. Contact your authorized official(s) if your access has not been approved after 24 hours. The Authorized Officials can be found on the MIND 2.0 home page, in the section titled, **Your open requests for access to MIND 2.0.**

Your open requests for access in MIND 2.0

Excel CSV PDF Search

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			

13. A confirmation email will be sent once access has been approved or denied. It will also include a direct link to MIND 2.0.

Your Access Request Approved to 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.

Your requested access to the following MIND 2.0 subsystem has been approved.

User Information:

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

← This is your personal information.

Requested Subsystems:

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

You may access the MIND 2.0 Subsystem: <https://mdoe.state.mi.us/mind20>

← Level of access you were approved for.