

AUTHORIZED OFFICIAL - APPROVING MIND 2.0 ACCESS FOR MDE STAFF

As the Unit Manager, you are responsible for approving or denying all requests for access to the MIND 2.0 system, for your assigned staff.

- When someone requests access to the MIND 2.0 system, you will receive an email that includes a direct link to approve or deny the request.
- Approval can also be done by logging into the MIND 2.0 system.
- Access requests must be approved or denied within 24 hours of receiving the request.
- Before approving access, you must verify the current access level for the specific program they are requesting access to. ALL previous access levels to that program must be removed before new access levels can be approved.
- Follow the instructions below to approve/deny an 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 tab.

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.

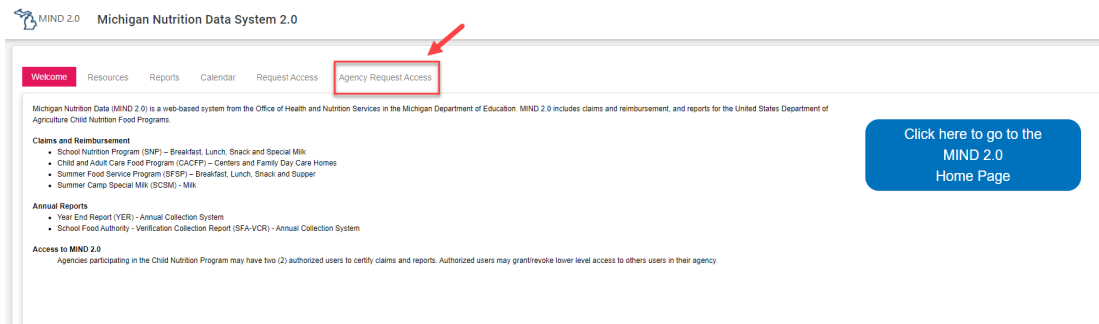
Grant or Deny User Access: [Click Here](#) ←

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.

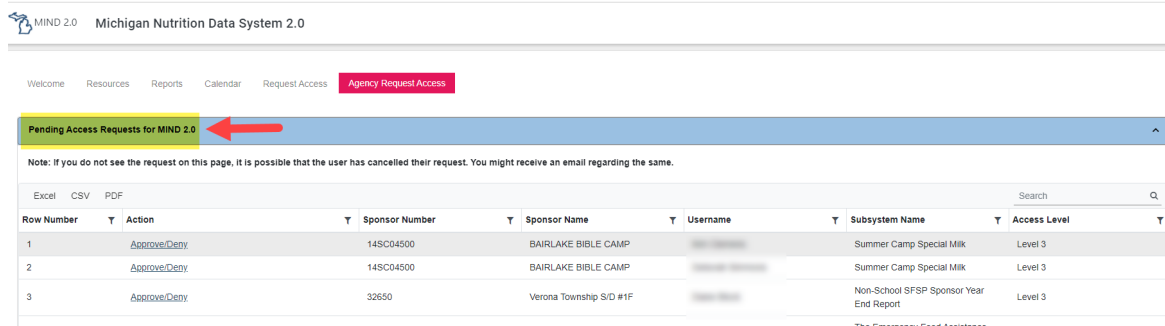
NOTE: You can also approve the request by clicking on the **Agency Request Access** tab of the home page in MIND 2.0. Log into your MILogin for Workers account [HERE](#).

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3. Click on the Request Access tab.

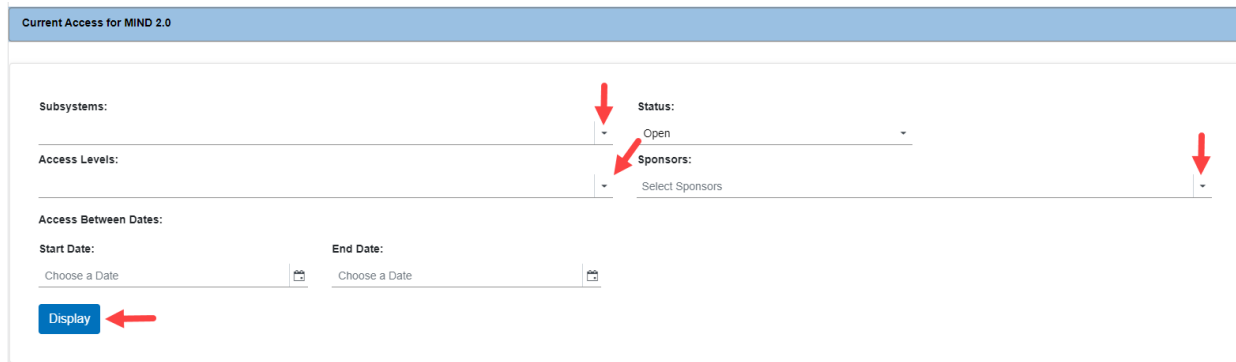


4. View Pending Access Requests.



Verifying Current Access Levels

1. In the **Current Access for MIND 2.0** section, enter information in the following areas:
 - a. **Subsystem:** Use the dropdown to choose the program you want to review.
 - b. **Access Levels:** Use the dropdown menu to choose levels 4, 5, and 6.
 - c. **Access Status:** Leave as Open to see the current users and their access levels.
 - d. **Sponsor Number:** Choose MDE – Office of Health and Nutrition Services.
 - e. Click the **Display** button to see users and their access levels.



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2. 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

3. 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	Starts With		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

Removing Access (if Necessary)

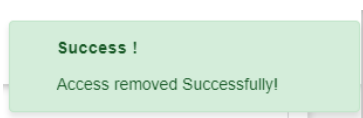
1. Click on the Remove button next to the name of the person you want to remove.

MIND 2.0 Michigan Nutrition Data System 2.0

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

2. Click **Confirm** to remove access. Click **Cancel** to return to the previous screen.

3. A Success! Message will appear at the top right of the screen when the person's access has been successfully removed.



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4. Verify the access has been removed by repeating Step 3.

Current Access for MIND 2.0

Subsystems: [dropdown] Status: Open

Access Levels: [dropdown] Sponsors: [dropdown]

Access Between Dates: Start Date: [calendar] End Date: [calendar]

Display [button]

Approving or Denying Access Request

1. Go to the Pending Access Requests and click on the **Approve/Deny** link.

MIND 2.0 Michigan Nutrition Data System 2.0

Pending Access Requests for MIND 2.0 [Click here to open section](#)

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.

Row Number	Action	Sponsor Number	Sponsor Name	Username	Subsystem Name	Access Level
1	Approve/Deny	MDE-OHNS1	MDE - Office of Health and Nutrition Services	Sharmia Hall	School Nutrition Program	Level 4
2	Approve/Deny	MDE-OHNS1	MDE - Office of Health and Nutrition Services	Mark Diebolt	School Nutrition Program	Level 4
3	Approve/Deny	MDE-OHNS1	MDE - Office of Health and Nutrition Services	Lynn Cavett	School Nutrition Program	Level 6

Process Requests

Current Access for MIND 2.0

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

MIND 2.0 Michigan Nutrition Data System 2.0

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.

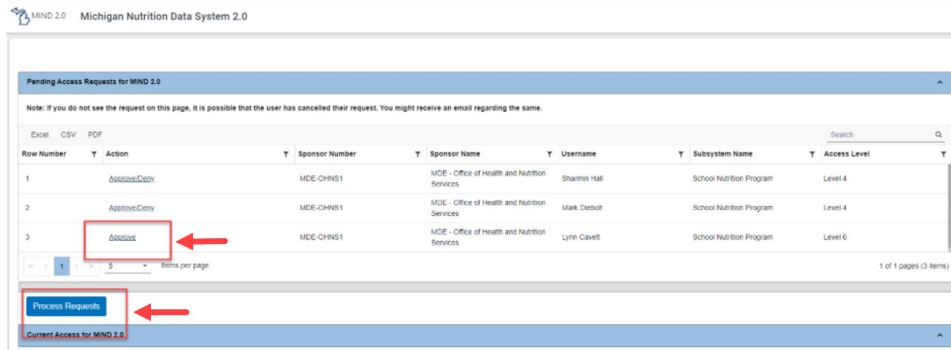
Row Number	Action	Sponsor Number	Sponsor Name	Username	Subsystem Name	Access Level
1	Approve/Deny	MDE-OHNS1	MDE - Office of Health and Nutrition Services	Sharmia Hall	School Nutrition Program	Level 4
2	Approve/Deny	MDE-OHNS1	MDE - Office of Health and Nutrition Services	Mark Diebolt	School Nutrition Program	Level 4
3	<input type="radio"/> Approve <input checked="" type="radio"/> Deny <input type="radio"/> Must X	MDE-OHNS1	MDE - Office of Health and Nutrition Services	Lynn Cavett	School Nutrition Program	Level 6

Process Requests

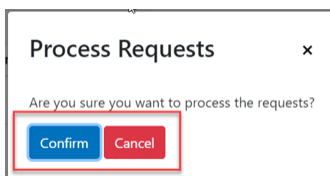
Current Access for MIND 2.0

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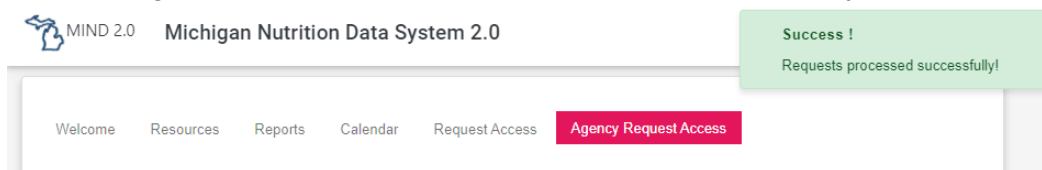
3. Review your action and then click the **Process Requests** button.



4. Click the **Confirm** or **Cancel** button to process the request.



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



6. 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 the approval or denial.

