

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.
- 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.

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](#)

4. View Pending Access Requests.

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.

Row Number	Action	Sponsor Number	Sponsor Name	Username	Subsystem Name	Access Level
1	Approve/Deny	14SC04500	BAIRLAKE BIBLE CAMP	[Redacted]	Summer Camp Special Milk	Level 3
2	Approve/Deny	14SC04500	BAIRLAKE BIBLE CAMP	[Redacted]	Summer Camp Special Milk	Level 3
3	Approve/Deny	32650	Verona Township S/D #1F	[Redacted]	Non-School SFSP Sponsor Year End Report	Level 3

The Emergency Food Assistance

5. 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	Shamin Hall	School Nutrition Program	Level 4
2	Approve/Deny	MDE-OHNS1	MDE - Office of Health and Nutrition Services	Mark Diebot	School Nutrition Program	Level 4
3	Approve/Deny	MDE-OHNS1	MDE - Office of Health and Nutrition Services	Lynn Cavett	School Nutrition Program	Level 6

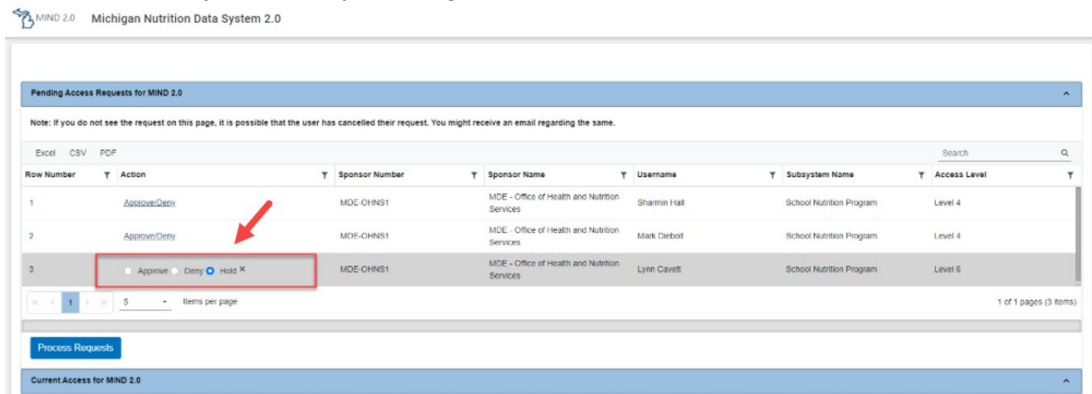
1 of 1 pages (3 Items)

Process Requests

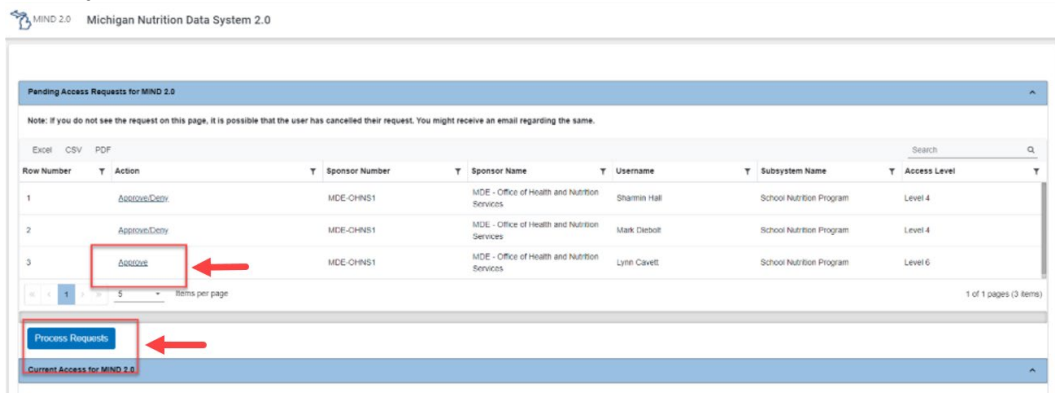
Current Access for MIND 2.0

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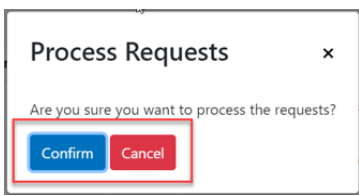
6. Approve or deny access by clicking on the radial button to the left of the word.



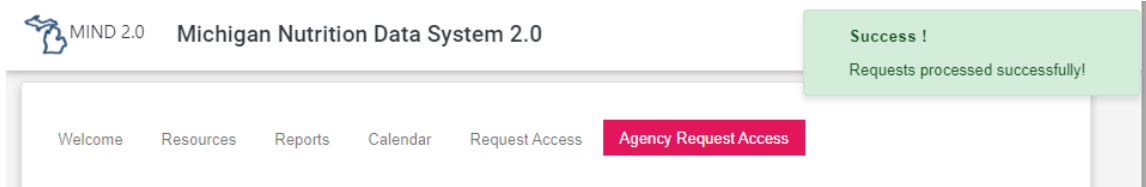
7. Review your action and then click the **Process Requests** button.



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



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



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10. 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.

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