

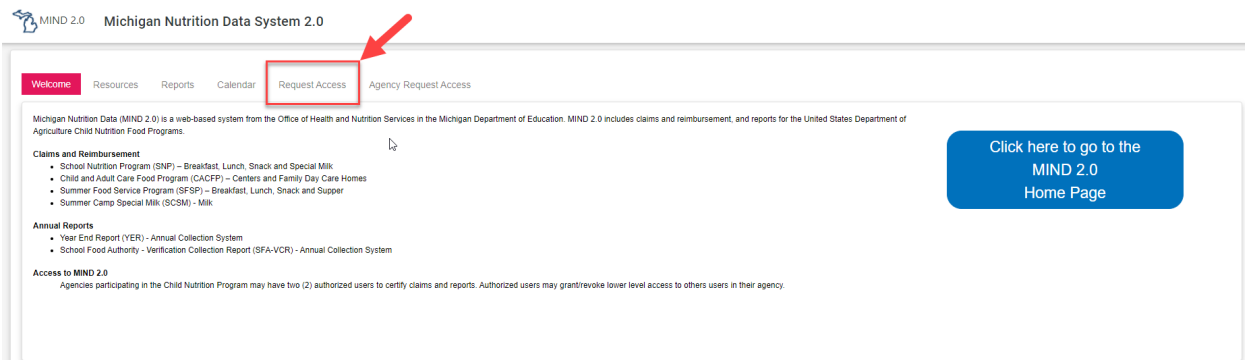
## REQUESTING ACCESS TO A SPECIFIC PROGRAM IN MIND 2.0

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.

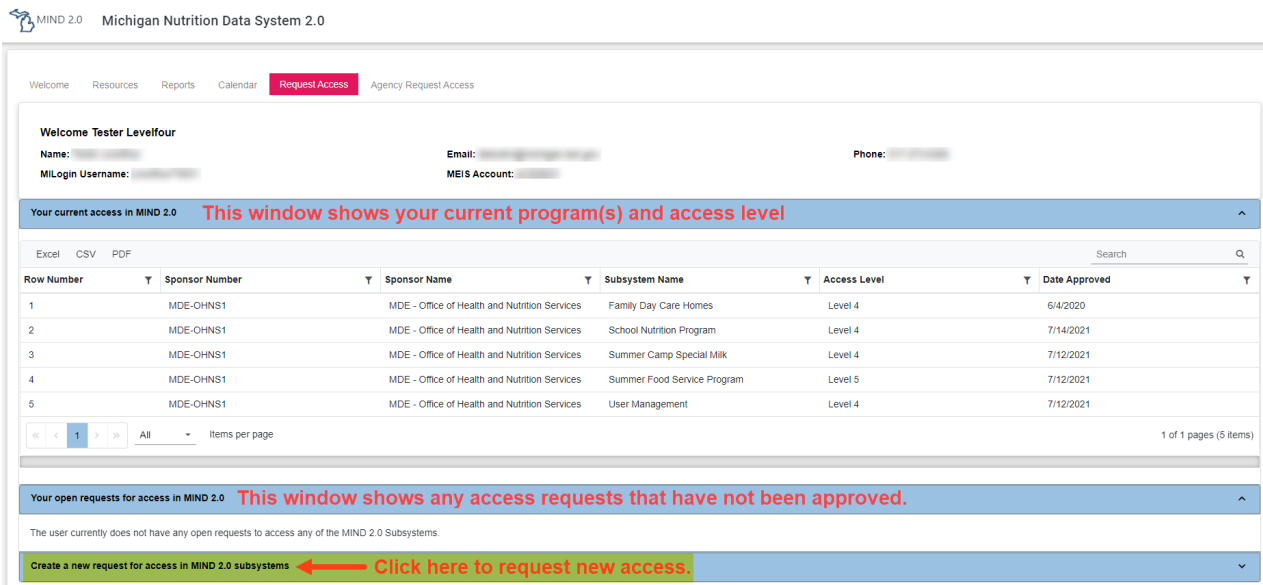
**Example:** Person A has level 3 access to an agency, and they need to change it to a level 2 access. Person A would need to contact the authorized official and have them remove their level 3 access. Once the level 3 access is removed, Person A can request level 2 access.

### 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 close any of the sections by clicking on the “^” on the right side of the blue bar.

**REQUESTING ACCESS TO A SPECIFIC PROGRAM IN MIND 2.0**

- Type MDE in the space that says Select an Agency. Choose **MDE - Office of Health and Nutrition Services (MDE-OHNS1)** from the drop-down menu.

Create a new request for access in MIND 2.0 subsystems

Agency:

- Camden-Frontier School (30010)
- MDE - Office of Health and Nutrition Services (MDE-OHNS1)** ←

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

Row Number	Subsystem	Access Levels	Authorized Official1	Authorized Official2
1	<input checked="" type="checkbox"/> School Nutrition Program (SNP) Claims Reimbursement System <i>Check the box next to the program you are requesting access to.</i>	Select Level Level 4 MDE Read Only ← Level 4 MDE Read Only Level 5 MDE Select Edit Level 6 MDE Application Administrator <i>Select the level of access you are requesting</i>	Melanie Brummeler 517-241-5354 brummelerm@michigan.gov Not Applicable	Heather Holland 517-241-8339 hollandh3@michigan.gov Not Applicable
2	<input type="checkbox"/> Summer Camp Special Milk Program (SCSM) Claims Reimbursement System			

*Authorized Officials are the Program Office managers*

**NOTE: Level 4/MDE Read Only:** Read Only access to claims and reports.

**Level 5/Application Editor:** Ability to read, create claims, edit, and save.

**Level 6/Application Administer:** Ability to read, create claims, edit, save, submit, set rates, and send payments.

- 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.

Row Number	Subsystem	Access Levels
1	<input checked="" type="checkbox"/> School Nutrition Program (SNP) Claims Reimbursement System	Select Level Level 4 MDE Read Only

←

## REQUESTING ACCESS TO A SPECIFIC PROGRAM IN MIND 2.0

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

Your Request Access for MIND 2.0

I, Mark Diebolt request access for the MDE - Office of Health and Nutrition Services, MDE-OHNS1 for the following Child Nutrition Program Subsystems in MIND 2.0 System:

Row Number	Sponsor Number	Sponsor Name	Subsystem Name	Access Level	Access Requested Date	Authorized Official1	Authorized Official1 Phone	Authorized Official1 Email	Authorized Official2
1	MDE-OHNS1	MDE - Office of Health and Nutrition Services	School Nutrition Program	Level 4 MDE Read Only	7/14/2021	Melanie Brummeler	517-241-5354	brummelem@michigan.gov	Heather Holland

➔
Confirm
Cancel

- 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.

MIND 2.0 Michigan Nutrition Data System 2.0

6  The Emergency Food Assistance Program (TEFAP) - Payment System

7  Commodity Supplemental Food Program (CSFP) - Payment System

8  School Food Authority - Verification Collection Report (SFA-VCR) - Annual Collection System

9  Year End Report (VER) - Annual Collection System

Your Request Access for MIND 2.0

I, Mark Diebolt request access for the MDE - Office of Health and Nutrition Services, MDE-OHNS1 for the following Child Nutrition Program Subsystems in MIND 2.0 System:

Row Number	Sponsor Number	Sponsor Name	Subsystem Name	Access Level	Access Requested Date	Authorized Official1	Authorized Official1 Phone	Authorized Official1 Email	Authorized Official2
1	MDE-OHNS1	MDE - Office of Health and Nutrition Services	School Nutrition Program	Level 4 MDE Read Only	7/15/2021	Melanie Brummeler	517-241-5354	brummelem@michigan.gov	Heather Holland

Confirm
Cancel

**Message !**  
User Already has access to School Nutrition Program for MDE - Office of Health and Nutrition Services (MDE-OHNS1)

- 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. The Authorized Officials are the Program Office Managers.

MIND 2.0 Michigan Nutrition Data System 2.0

4	MDE-OHNS1	MDE - Office of Health and Nutrition Services	Summer Food Service Program	Level 4	7/28/2021				
5	MDE-OHNS1	MDE - Office of Health and Nutrition Services	User Management	Level 6	7/1/2021				

**Success !**  
Your agency authorized official will process your request.

- Review your open access requests by looking at 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.

Your open requests for access in MIND 2.0

Row Number	Actions	Sponsor Number	Sponsor Name	Subsystem Name	Access Level	Requested Date	Authorized Official1	Authorized Official1 Email	Authorized Official1 Phone	Authorized Official2
1	<span style="background-color: #0056b3; color: white; padding: 5px 10px; border: 1px solid #0056b3;">Cancel Request</span>	460008001	Boysville of Michigan dba Holy Cross Children's Services	Summer Food	Level 3	7/15/2021				
2	<span style="background-color: #0056b3; color: white; padding: 5px 10px; border: 1px solid #0056b3;">Cancel Request</span>	41SC02500	CAMP HENRY 41SC02500	Summr Specl		7/6/2021				
3	<span style="background-color: #0056b3; color: white; padding: 5px 10px; border: 1px solid #0056b3;">Cancel Request</span>	64040	Hart Public School District	Summer Camp Special Milk	Level 3	7/6/2021				
4	<span style="background-color: #0056b3; color: white; padding: 5px 10px; border: 1px solid #0056b3;">Cancel Request</span>	41110	Forest Hills Public Schools	School Nutrition Program	Level 2	6/30/2021				
5	<span style="background-color: #0056b3; color: white; padding: 5px 10px; border: 1px solid #0056b3;">Cancel Request</span>	64040	Hart Public School District	School Nutrition Program	Level 3	6/29/2021				

**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

Requested Subsystems:

Agency Name	Subsystem Name	Access Level
	Family Day Care Homes	3

**This is your personal information.**

**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.**

MIND 2.0 Michigan Nutrition Data System 2.0

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

Welcome Tester Levellfour  
Name: Tester Levellfour Email: dieboltm@michigan.test.gov Phone: 517-373-6389  
MIlogin Username: LevellfourT0631 MEIS Account: a1250631

**Your current access in MIND 2.0**

Row Number	Sponsor Number	Sponsor Name	Subsystem Name	Access Level	Date Approved
1	MDE-OHNS1	MDE - Office of Health and Nutrition Services	Family Day Care Homes	Level 4	6/4/2020
2	MDE-OHNS1	MDE - Office of Health and Nutrition Services	Summer Camp Special Milk	Level 4	7/12/2021
3	MDE-OHNS1	MDE - Office of Health and Nutrition Services	Summer Food Service Program	Level 5	7/12/2021
4	MDE-OHNS1	MDE - Office of Health and Nutrition Services	User Management	Level 4	7/12/2021

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.**

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

Welcome Tester Levellfour  
Name: Tester Levellfour MEIS A est.gov PI  
MIlogin Username: LevellfourT0631

**Your current access in MIND 2.0**

Row Number	Sponsor Number	Sponsor Name	Subsystem Name	Access Level	Date Approved
1	MDE-OHNS1	MDE - Office of Health and Nutrition Services	Family Day Care Homes	Level 4	6/4/2020
2	MDE-OHNS1	MDE - Office of Health and Nutrition Services	Summer Camp Special Milk	Level 4	7/12/2021
3	MDE-OHNS1	MDE - Office of Health and Nutrition Services	Summer Food Service Program	Level 5	7/12/2021
4	MDE-OHNS1	MDE - Office of Health and Nutrition Services	User Management	Level 4	7/12/2021

**Your open requests for access in MIND 2.0**


Email the people listed in this area specifically for you

Row Number	Actions	Sponsor Number	Sponsor Name	Subsystem Name	Access Level	Requested Date	Authorized Official1	Authorized Official1 Email	Authorized Official1 Phone	Authorized Official2	Authorized Official2 Email	Authorized Official2 Phone	Request Status
1	Cancel Request	MDE-OHNS1	MDE - Office of Health and Nutrition Services	School Nutrition Program	Level 4	7/14/2021	Melanie Brummeler	brummelem@michigan.gov	517-241-5354	Heather Holland	hollandh3@michigan.gov	517-241-8339	Open

**REQUESTING ACCESS TO A SPECIFIC PROGRAM IN MIND 2.0**

13. A confirmation email will be sent once access has been approved or denied. It will 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.*