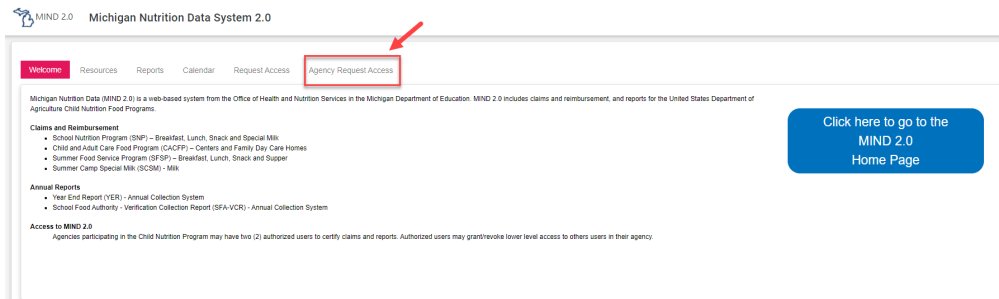


VERIFYING MIND 2.0 ACCESS

1. Click on the Request Access tab.



2. 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.

3. Review the list of names and what access they have.

Action	MEIS Account	MILogin ID	First Name	Last Name	Sponsor Number	Sponsor Name	Subsystem	Access Level/Name	Created by Name	Created Date	Close Name
Remove			Mackenzie	Wolverton	MDE-OHNS1	MDE - Office of Health and Nutrition Services	Commodity Supplemental Food Program	Level 4		8/24/2021	Not App
Remove			Mackenzie	Wolverton	MDE-OHNS1	MDE - Office of Health and Nutrition Services	The Emergency Food Assistance Program	Level 4		8/24/2021	Not App
Remove			Mackenzie	Wolverton	MDE-OHNS1	MDE - Office of Health and Nutrition Services	Non-School SFSP Sponsor Year End Report	Level 4		8/24/2021	Not App

4. 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.

