

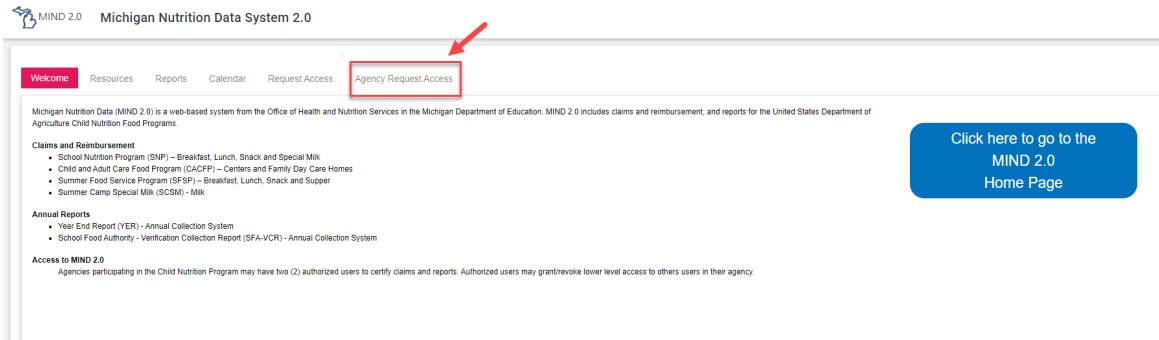
**REMOVING MIND 2.0 ACCESS – AUTHORIZED OFFICIALS ONLY**

As the office and unit managers, you have the access to remove MIND 2.0 access for the programs you are responsible for.

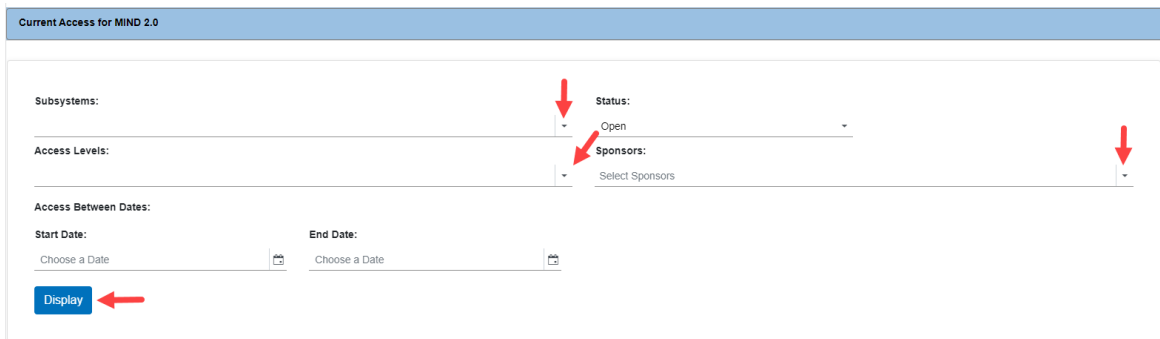
If a person needs to change their access level in MIND 2.0, you must remove the prior access level before they can request the new level. They will contact you if this happens.

**Instructions:**

1. 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 access you want to review.
  - b. **Access Levels:** Use the dropdown menu to choose the access levels you want to review.
  - c. **Status:** Leave as Open to see the current users and their access levels.
  - d. **Sponsors:** Type the name or use the dropdown menu to choose the agency for the program.
  - e. Click the **Display** button to see users and their access levels.



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

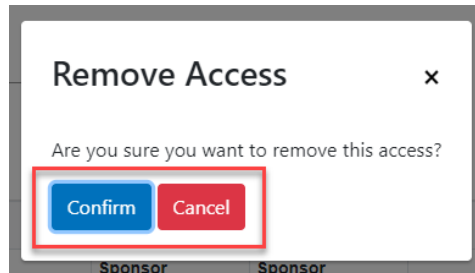
Action	MEIS Account	MILogin ID	First Name	Last Name	Sponsor Number	Sponsor Name	Subsystem	Access Level/Name	Created by Name	Created Date	Close
<a href="#">Remove</a>			Mackenzie	Wolverton	MDE-OHNS1	MDE - Office of Health and Nutrition Services	Commodity Supplemental Food Program	Level 4		8/24/2021	Not App
<a href="#">Remove</a>			Mackenzie	Wolverton	MDE-OHNS1	MDE - Office of Health and Nutrition Services	The Emergency Food Assistance Program	Level 4		8/24/2021	Not App
<a href="#">Remove</a>			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

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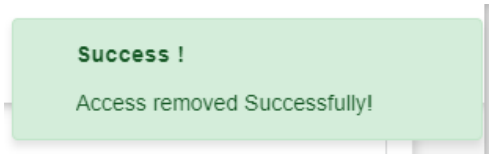
- 4. Click on the Remove button next to the name of the person you want to remove.

Action	MEIS Account	MILogin ID	First Name	Last Name	Sponsor Number	Sponsor Name	Subsystem	Access Level/Name
Remove			Mackenzie	Wolverton	MDE-OHNS1	MDE - Office of Health and Nutrition Services	Commodity Supplemental Food Program	Level 4
Remove			Mackenzie	Wolverton	MDE-OHNS1	MDE - Office of Health and Nutrition Services	The Emergency Food Assistance Program	Level 4

- 5. Click **Confirm** to remove access. Click **Clear** to return to the previous screen.



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



- 7. Verify the access has been removed by repeating Step 3.

Current Access for MIND 2.0

Subsystems: [dropdown] Status: [dropdown]

Access Levels: [dropdown] Sponsors: [dropdown]

Access Between Dates:

Start Date: [date picker] End Date: [date picker]

Display [button]