Getting Started in NexSys

Getting started in NexSys requires each user to:

1. Create a MiLogin for Business electronic profile
2. Add the NexSys link to your MiLogin for Business Welcome page
3. Log into NexSys
4. Request access to NexSys

Step #1 – Creating your MiLogin for Business electronic profile/account

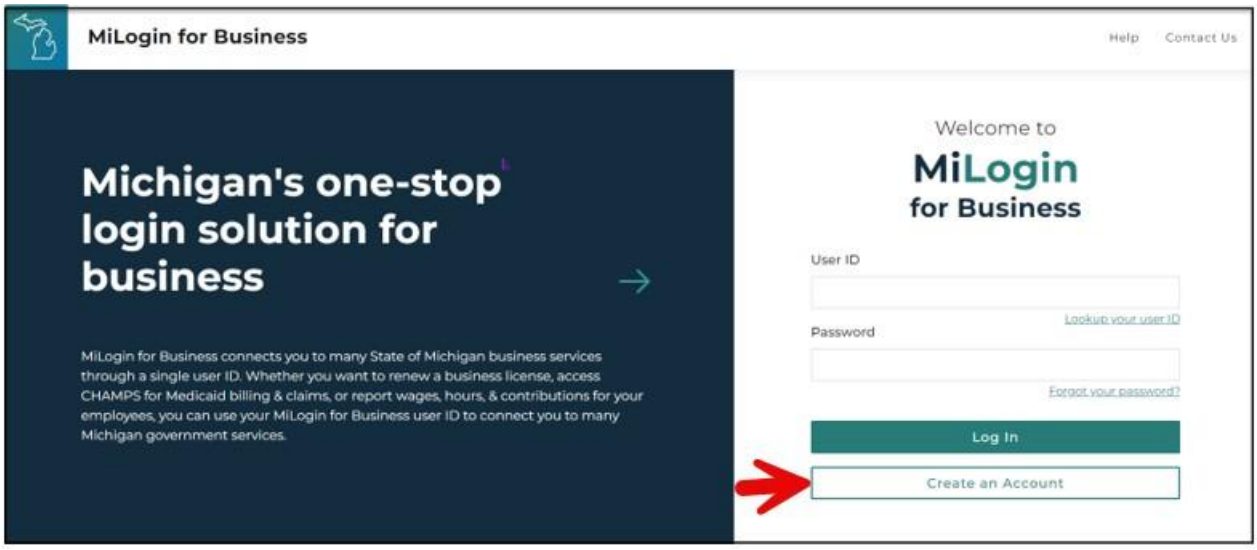
The MiLogin for Business website is the State of Michigan's single sign on software that will allow users access to State of Michigan systems including: CEPI; MICIP; NexSys; GEM/MARS; etc.

NOTE: this website is **not** the same as MiLogin, which is used for the Secretary of State for license renewal, etc.

Visit the following URL address to get started: milogintp.michigan.gov

Once you arrive at the MiLogin for Business website (see screenshot below)

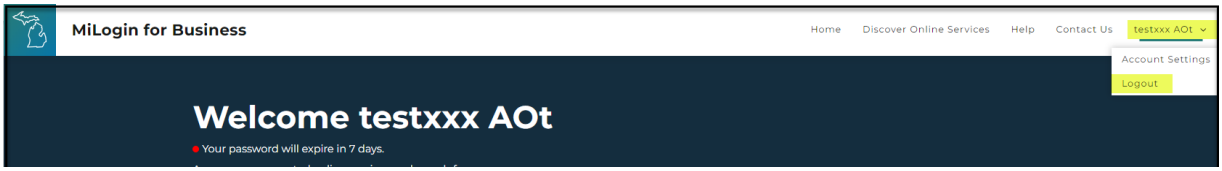
- Save the website in the Favorite folder of your web browser
- Click on the Create an Account button



- You will be prompted to complete several account set-up and verification steps to establish your electronic profile ○ Create your profile using your work phone number, work email address, etc. ○ The contact information entered is case sensitive: it will be displayed within the grant, to send confirmation emails, and to create contact lists
  - ○ Each user is responsible for updating their own profile with any changes

Logout of the MiLogin for Business welcome page:

- Locate your name on the welcome page (upper right-hand corner of the screen)
- Selecting the down arrow next to your name
- Click on the Logout link (**always** use the Logout link to exit the system) • Close your web browser



A system generated email will be sent to the email address listed on your electronic profile, informing you of your access:

To complete the process, select your web browser, start a fresh session, and log back in to the MiLogin for Business website

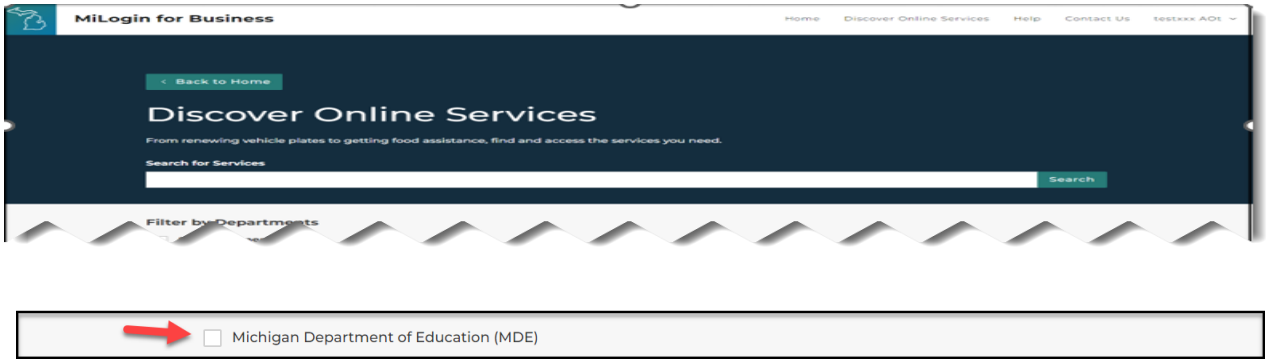
NOTE: If you to have difficulties, please contact DTMB Client Service Center at the following phone number: 1-877-932-6424

Step #2 – Add NexSys link to your MiLogin for Business Welcome page:

You can request access to any of the MDE systems that use the MiLogin for Business portal

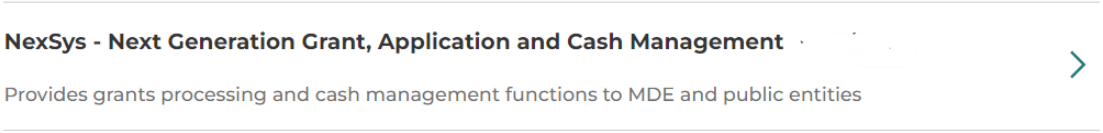
- From the MILogin for Business Welcome page, click on the Discover Online Services link (see screenshot below)

- From the list displayed:
  - Scroll down and locate Michigan Department of Education
  - Check the box next to the Michigan Department of Education (see screenshot below)

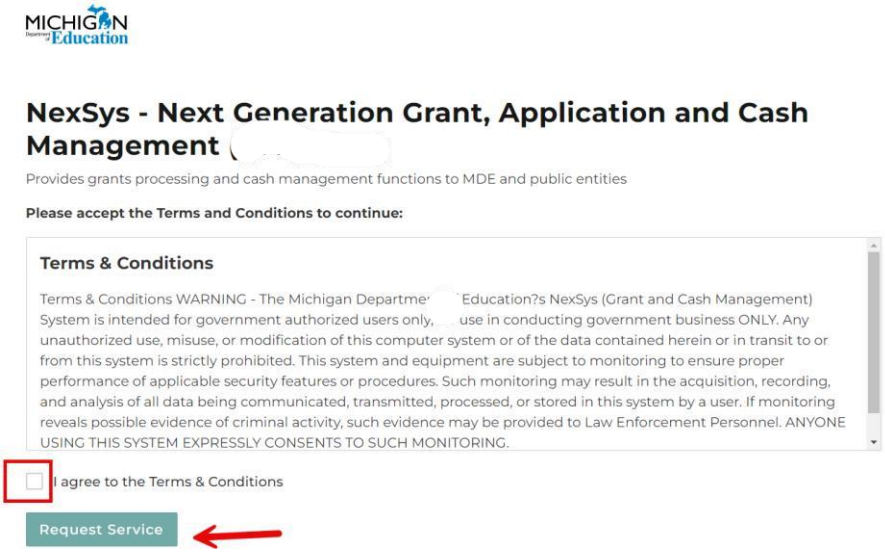


The screen will display **all** of the options associated with the MI Department of Education

- Scroll down and click on the bolded words **NexSys – Next Generation Grant, Application, and Cash Management**, this is a hyperlink to take you to the agreement page (see screenshot below)

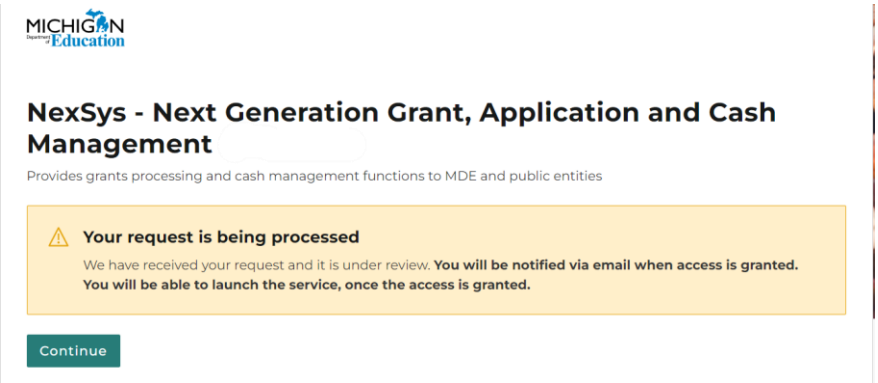


- Review the Terms & Conditions (see screenshot below) ○ Check the box to agree ○ Click the Request Service button

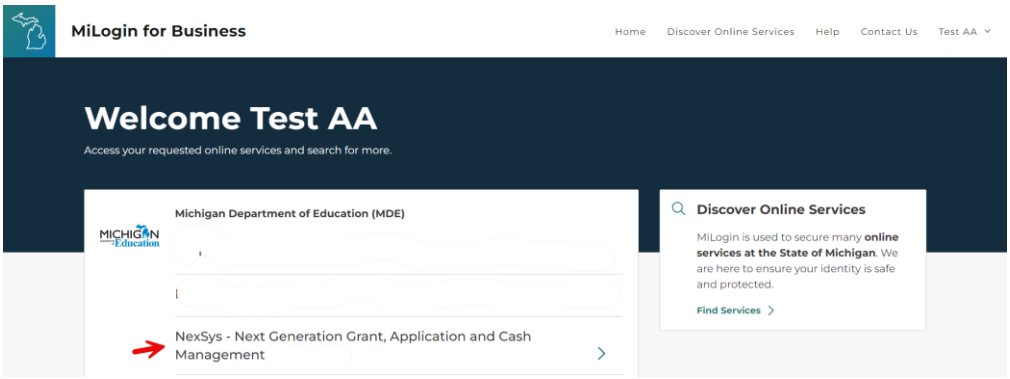


A successful submission will result in a Confirmation screen (see screenshot below)

- Click the Continue button



Once the screen refreshes the NexSys link will appear on the MiLogin for Business Welcome page



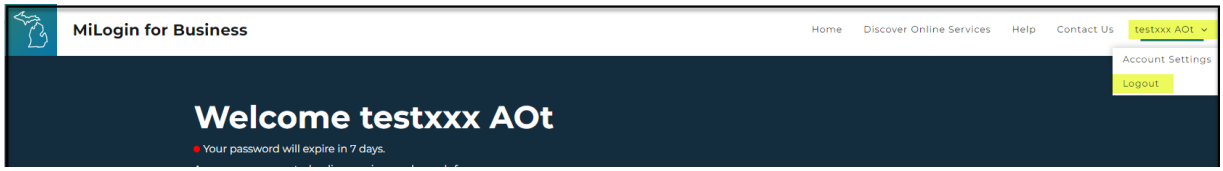
Getting Started in NexSys

Step #3 – Log into NexSys

Click on the NexSys link, this will activate your profile within NexSys and enable your profile to be seen by the entity Authorized Official, Accounting Entity Certifier, and the MDE Staff, thus enabling you to be assigned appropriately

Once finished, **Logout** of the MiLogin for Business welcome page:

- Locate your name on the welcome page (upper right-hand corner of the screen)
- Selecting the down arrow next to your name
- Click on the Logout link (**always** use the Logout link to exit the system) • Close your web browser



Step #4 – Request access to NexSys

If you are seeking entity Authorized Official (grants) access or Accounting Entity Certifier (accounting) access, complete and submit a Security Access form. The Security Access form can be found on the NexSys website: NexSys or www.Michigan.gov/MDE-NexSys.

Otherwise, it is the responsibility of the entity Authorized Official (grants) or Accounting Entity Certifier (accounting) to assign lower security level users' access (see appropriate instruction documents on the NexSys website)

Once assigned, see the NexSys Dashboard Set-up Instructions document on the NexSys website to set up your Dashboard.