

10.00 Equipment Management

Effective Date: 11/6/14

10.03 System Security

Exhibit 10.03A Creating a State of Michigan Single Sign On and Subscribing to MI-WIC

Creating a State of Michigan Single Sign On and Subscribing to MI-WIC

Purpose: To provide guidance in the establishment of a State of Michigan Single Sign On User ID and subscribing to MI-WIC.

1. The State of Michigan Single Sign On (SSO) can be accessed through the URL:
<https://sso.state.mi.us/>
2. Click on <Register> to create a User ID within SSO. This will also be your User ID within MI-WIC

State of Michigan Single Sign On

Please Login or Sign-Up to use Single Sign-On

Login

User ID:

Password:

Login

Forgot Password?

If you have forgotten your password, click Need Password.
Single Sign-On system will email you a new temporary password.

Need Password

Sign-Up

If you are a new user to Single Sign-On, click Register to create your User ID and Password.

Register

3. **Registration – Step 1:** Provide the information requested and select <Continue>

State of Michigan Single Sign On

REGISTRATION- Step 1

* Indicates required field

First Name *

Middle Initial

Last Name *

Email Address *

NOTE: Users who have been assigned a State of Michigan email address must use this address to register.

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4. **Registration – Step 2:** Complete the creation of a User ID and select <Continue>

 Yes No'. There is a horizontal line. Below that is 'Enter the number as it is shown in the box below * : 36815'. At the bottom are 'Back', 'Continue', and 'Clear' buttons. A red arrow points to the 'Continue' button. The footer says 'Copyright © State Of Michigan. All rights reserved'."/>

Registration Page- Enter Number

State of Michigan Single Sign On

REGISTRATION- Step 2

Please Enter a four digit number to create a unique UserID : tester3m 2000 [Why should I enter this number?](#)

(OR)

Please generate a random four digit number for me : Yes No

Enter the number as it is shown in the box below * : 36815

36815

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5. **User Registration Confirmation:** Upon confirmation of the information, the user will receive an e-mail to the registered e-mail address that will contain the User ID and a temporary password.

Confirmation Page

State of Michigan Single Sign On

USER REGISTRATION CONFIRMATION

Please review the following information. Click Submit

First Name	: Miwic
Initial	:
Last Name	: Tester3
Email Address	: Boyntonk04@yahoo.com
Your User Id will be	: tester3m2000

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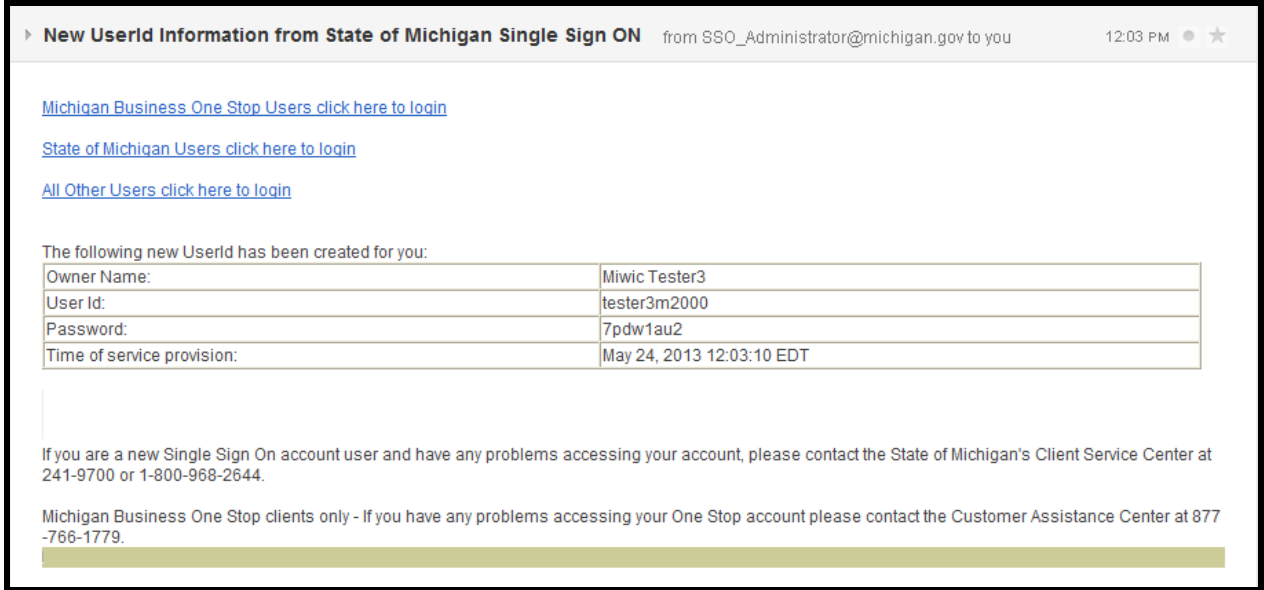
Confirmation Page

State of Michigan Single Sign On

Your request to be registered to the Michigan Web Site is being processed. You will receive an Email within 24 hours with your User Id and password.

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6. **New User ID Information:** An automated e-mail confirmation will be sent to the registered e-mail address. This e-mail is generally provided within a few minutes of submitting the information, but can take up to 24 hours.



7. **State of Michigan Single Sign On:** The user must log into SSO using their newly created User ID and temporary password.



8. **SSO Security:** After your initial login, you are required to change your password and answer a series of challenge questions to assist with password recovery

SSO Administration: Expired Password

State of Michigan Single Sign On

User tester3m2000's password has expired

Input old password :

Input new password :

Confirm new password :

Changes to password rules:

Password rules are changing because of increased security.
Please note new password rules below.

Password rules are:

- Minimum password length is 8
- Password must contain at least one letter and one number
- Passwords are case sensitive
- Maximum number of repeated characters is 2
- Password cannot be same as userid or user name
- New password cannot be same as old password

Change Challenge/Response Answers

State of Michigan Single Sign On

User ID: tester3m2000 [Sign Off](#)

Change Challenge/Response Answers

Change your answers and click OK. You must provide an answer to each challenge.
Answers are not case sensitive.

What is your mothers maiden name?
Answer: Confirm Answer:

What is the name of the city in which you were born?
Answer: Confirm Answer:

What are the last four (4) digits of your social security number?
Answer: Confirm Answer:

What is your fathers middle name?
Answer: Confirm Answer:

Change Challenge/Response Answers

State of Michigan Single Sign On

User ID: tester3m2000 [Sign Off](#)

Change Challenge/Response Answers

Your challenge/response answers have been updated.

Portal - Home Page

State of Michigan Single Sign On

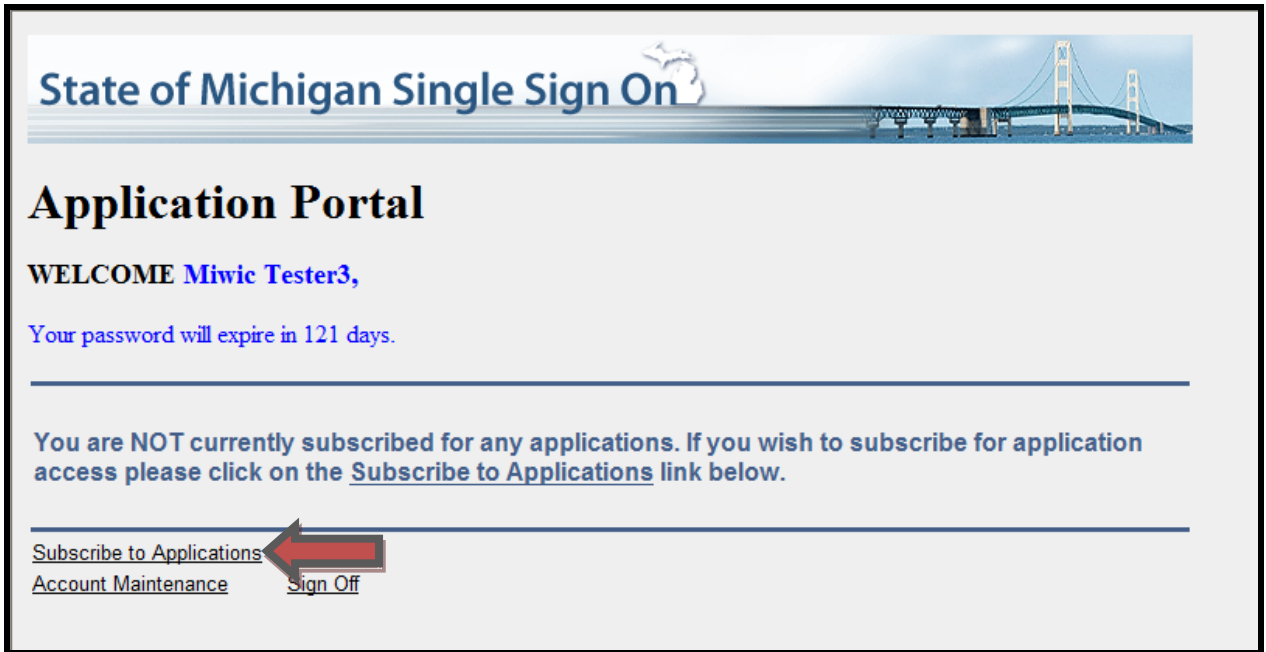
User ID: tester3m2000 [Sign Off](#)

Account Maintenance

- [Change My Personal Information](#)
- [Change My Password](#)
- [Change My Challenge/Response Answers](#)



9. **Subscribing to MI-WIC:** With the SSO created, the user must subscribe to MI-WIC.
- a. On the SSO Welcome Page, select Subscribe to Applications
 - b. Select Dept. of Community Health, then select MI-WIC
 - c. Enter your work phone number and click <Continue>
 - d. Ensure that the information is correct and click <Confirm>
 - e. The user will receive an e-mail to the registered e-mail address confirming their subscription to MI-WIC has been approved



Generic Application Page

State of Michigan Single Sign On

Subscription For: MI-WIC

* Indicates required field

Work Phone* Your E-mail*

(Include area code eg: 517-123-3456)

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Enrollment Confirmation

State of Michigan Single Sign On

User Enrollment Confirmation For: MI-WIC

Please review the following information. Click Confirm or Back.

User Info

User ID : tester3m2000

Email Address : Boyntonk04@yahoo.com

Full Name : Miwic Tester3

Phone Number : 517-335-8406

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State of Michigan Single Sign On



Your subscription request has been submitted successfully. You will be notified upon approval.

Close

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▶ **You request for access to MI-WIC** from SSO_Administrator@michigan.gov to you

**** This IS AN AUTO-GENERATED EMAIL. PLEASE DO NOT REPLY DIRECTLY TO IT. ****

Your request for access to the MI-WIC application has been approved.
The application link will be available the next time you log into your SSO account.

10. **Completing MI-WIC enrollment:** The user selects the **MI-WIC** application and is taken to the MDCH Systems Use Notification to Acknowledge.



DCH Message - Windows Internet Explorer

State of Michigan Single Sign On

User ID: tester3m2000 Sign Off

MDCH Systems Use Notification

The Michigan Department of Community Health's (MDCH) computer information systems (systems) are the property of the State Of Michigan and subject to state and federal laws, rules and regulations. The systems are intended for use only by authorized persons and only for official state business.

Systems users are prohibited from using any assigned or entrusted access control mechanisms for any purposes other than those required to perform authorized data exchange with MDCH. Logon IDs and passwords are never to be shared. Systems users must not disclose any confidential, restricted or sensitive data to unauthorized persons. Systems users will only access information on the systems for which they have authorization. Systems users will not use MDCH systems for commercial or partisan political purposes.

Following industry standards, systems users must securely maintain any information downloaded, printed, or removed in any format from the systems. When no longer needed, this information must be destroyed in an appropriate manner specific to the format type.

All users of the systems give their expressed consent to the monitoring of their activities on the systems. If such monitoring reveals possible evidence of unauthorized or criminal activity, the evidence may be provided to administrative or law enforcement officials for disciplinary action and /or prosecution.

By accessing information provided by the Michigan Department of Community Health computer information systems and clicking on the button below, I acknowledge and agree to abide by all governing privacy and security terms, conditions, policies and restrictions for each authorized application.

11. **Selection of Local Agency:**

- a. Select your local agency and <Save>.
- b. You will receive a message confirming that your new User ID was successfully created. Select <OK>
- c. You will receive a screen which alerts you that your User ID is not active and you do not have any roles or agencies assigned. ***This is not an error message.*** This message means that you have properly completed the sign-up process and the Local WIC Coordinator or WIC System Administrator can now make you active in MI-WIC. Please contact the person shown on the screen to complete the process.



Department of
Community Health


New User Info

UserID	<input type="text" value="tester3m2000"/>
First Name	<input type="text" value="Miwic"/>
Last Name	<input type="text" value="Tester3"/>
Local Agency	<input type="text" value="000000 - State Agency"/>

Save



New User Registration - Windows Internet Explorer

 Department of
Community Health

New User Info


UserID

First Name


Last Name

Local Agency

Message from webpage

 New user created successfully.
You can access MI-WIC site once administrator assigns privileges.

User Access Validation - Windows Internet Explorer

 Department of
Community Health

User ID: tester3m2000

You have been redirected to this page since you meet one of the conditions listed below:

- Your User Id does not have any agencies assigned.
- Your User Id does not have any roles assigned.
- Your user Id is not active.

Please call or email your WIC Coordinator (Kathie Boynton, (517)335-8406, Boyntonk@michigan.gov) for access into the MI-WIC System.

