

Before you begin

This document walks through how to gain access to the MiSACWIS and MILogin page. Please review and complete the steps on the MiSACWIS_GainingAccess_Steps_v5 job aid prior to reviewing this job aid.

New User MiSACWIS/CCWIS Enrollment Overview

1. When your Michigan Statewide Automated Child Welfare Information System (MiSACWIS)/Comprehensive Child Welfare Information System (CCWIS) access request is approved, you will receive an email outlining the final steps required to subscribe to MiSACWIS/CCWIS through MILogin.



Note

Your pin will be included in the email for new users and will expire in 72 hours.

2. Subscribe to MiSACWIS in MILogin to complete your MiSACWIS/CCWIS access request to become active.



Note

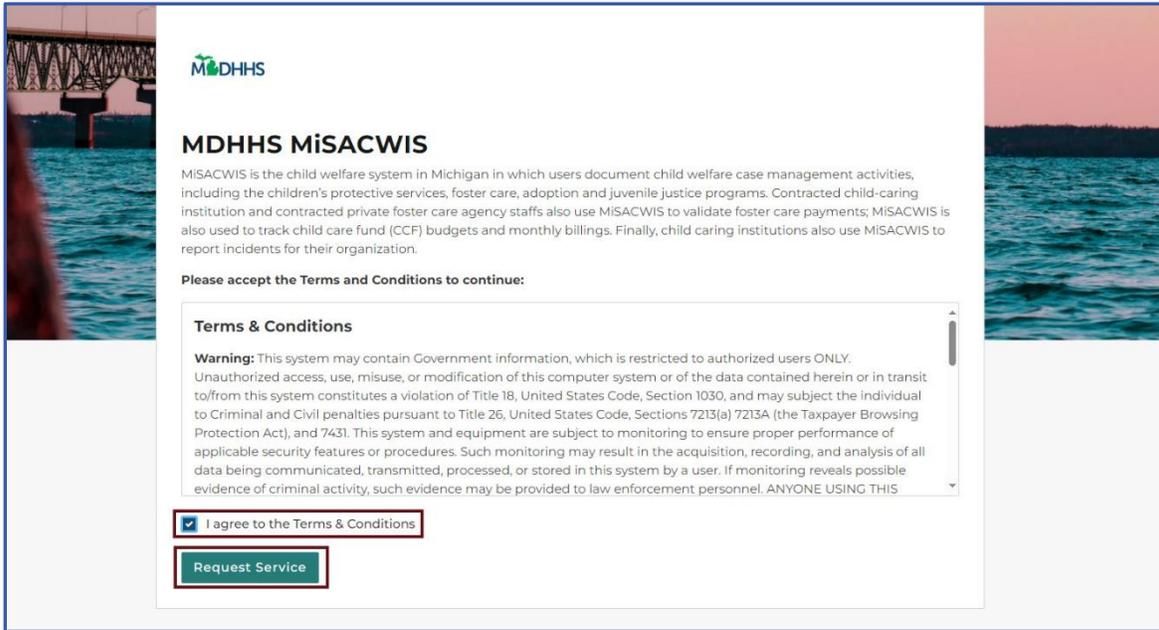
If the MDHHS MiSACWIS and/or CCWIS links already exists on your MILogin Home page, you previously subscribed and will not need to repeat this process.

3. To request MiSACWIS, click the **Discover Online Services** tab on the MILogin Homepage. Enter **[MDHHS MISACWIS]** in the Search field and click on the link when it displays.

The screenshot shows the 'Discover Online Services' interface. At the top, there is a 'Back to Home' button. Below it, the title 'Discover Online Services' is displayed, followed by the subtitle 'From renewing vehicle plates to getting food assistance, find and access the services you need.' A search bar labeled 'Search for Services' contains the text 'MDHHS MISACWIS' and a 'Search' button. On the left, there is a 'Filter by Departments' section with several radio button options: 'All Departments', 'Attorney General (AG)', 'Center for Educational Performance and Information (CEPI)', 'Department of Labor and Economic Opportunity (LEO)', and 'Department of Military and Veteran's Affairs (DMVA)'. On the right, the search results are displayed under the heading 'Michigan Department of Health & Human Services (MDHHS)'. A single result is shown: 'MDHHS MISACWIS', with a brief description of the system and a right-pointing arrow icon.

> Job Aid: MiSACWIS/CCWIS Enrollment Overview

4. Follow the instructions for MiSACWIS enrollment on the MiLogin Home page. Click [**I agree to the terms & conditions**].



MDHHS

MDHHS MiSACWIS

MiSACWIS is the child welfare system in Michigan in which users document child welfare case management activities, including the children's protective services, foster care, adoption and juvenile justice programs. Contracted child-caring institution and contracted private foster care agency staffs also use MiSACWIS to validate foster care payments; MiSACWIS is also used to track child care fund (CCF) budgets and monthly billings. Finally, child caring institutions also use MiSACWIS to report incidents for their organization.

Please accept the Terms and Conditions to continue:

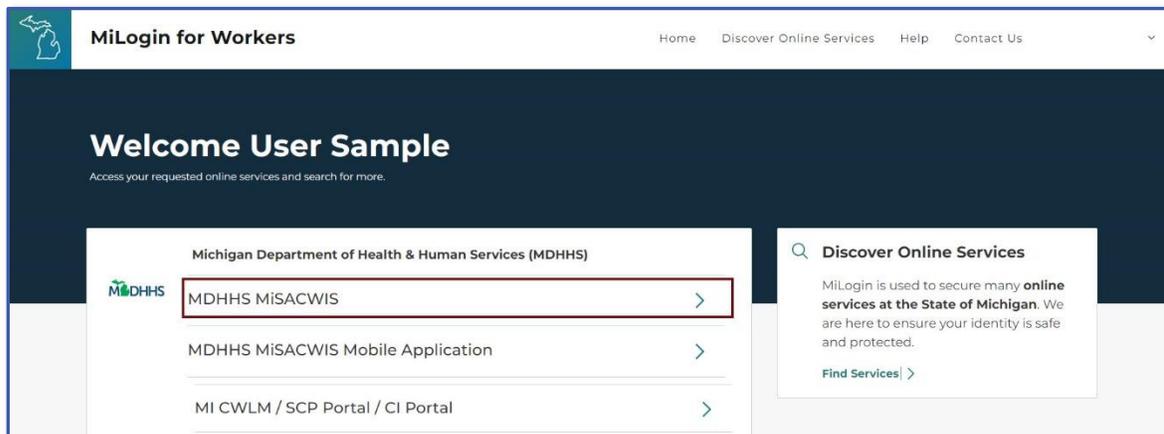
Terms & Conditions

Warning: This system may contain Government information, which is restricted to authorized users ONLY. Unauthorized access, use, misuse, or modification of this computer system or of the data contained herein or in transit to/from this system constitutes a violation of Title 18, United States Code, Section 1030, and may subject the individual to Criminal and Civil penalties pursuant to Title 26, United States Code, Sections 7213(a) 7213A (the Taxpayer Browsing Protection Act), and 7431. This system and equipment are subject to monitoring to ensure proper performance of applicable security features or procedures. Such monitoring may result in the acquisition, recording, and analysis of all data being communicated, transmitted, processed, or stored in this system by a user. If monitoring reveals possible evidence of criminal activity, such evidence may be provided to law enforcement personnel. ANYONE USING THIS

I agree to the Terms & Conditions

Request Service

5. Click **Continue**.
6. Click [MDHHS MiSACWIS](#). The terms and conditions for the system appear.



MiLogin for Workers

Home Discover Online Services Help Contact Us

Welcome User Sample

Access your requested online services and search for more.

Michigan Department of Health & Human Services (MDHHS)

- MDHHS MiSACWIS** >
- MDHHS MiSACWIS Mobile Application >
- MI CWLM / SCP Portal / CI Portal >

Discover Online Services

MiLogin is used to secure many **online services at the State of Michigan**. We are here to ensure your identity is safe and protected.

[Find Services](#) >

7. Confirm the application you requested, read the terms and conditions, and click **Request Access**.

> Job Aid: MiSACWIS/CCWIS Enrollment Overview

8. On the Additional Information page, enter the **MiSACWIS pin** to proceed with your request. The email address and work phone number will prefill. *Once all required information is entered. You will receive confirmation that your request has been submitted.*

Additional Information

Provide following information to submit your access request

* Required

* **Email Address**

* **Work Phone Number**

* **SACWIS Pin**

9. Click **SUBMIT**. Users will receive a confirmation.
10. After the enrollment process has been completed. The MiSACWIS link will appear on the MILogin Home page. The CWLM link will appear on the MILogin Home page within 90 minutes if security access is requested.

MDHHS MiSACWIS >

MDHHS MiSACWIS Mobile Application >

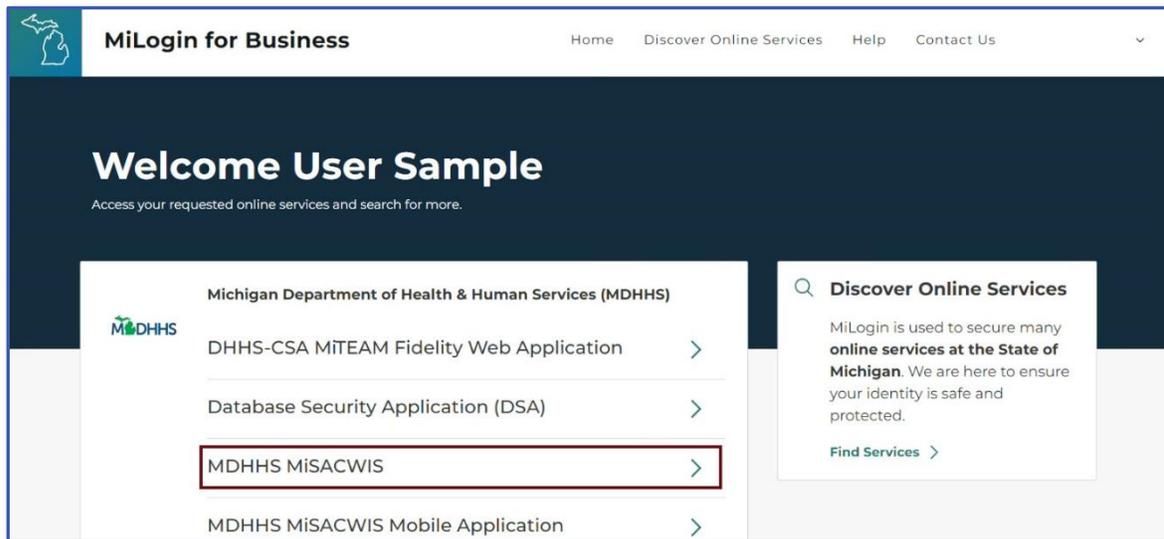
MI CWLM / SCP Portal / CI Portal >

Logging in to MiSACWIS

Before you begin

Each time MiSACWIS/CCWIS or CWLM is accessed, non-MDHHS users must complete the Multifactor Authentication (MFA) process. The MFA passcode is valid for one business day. If the user's office location changes, a new MFA code may be required.

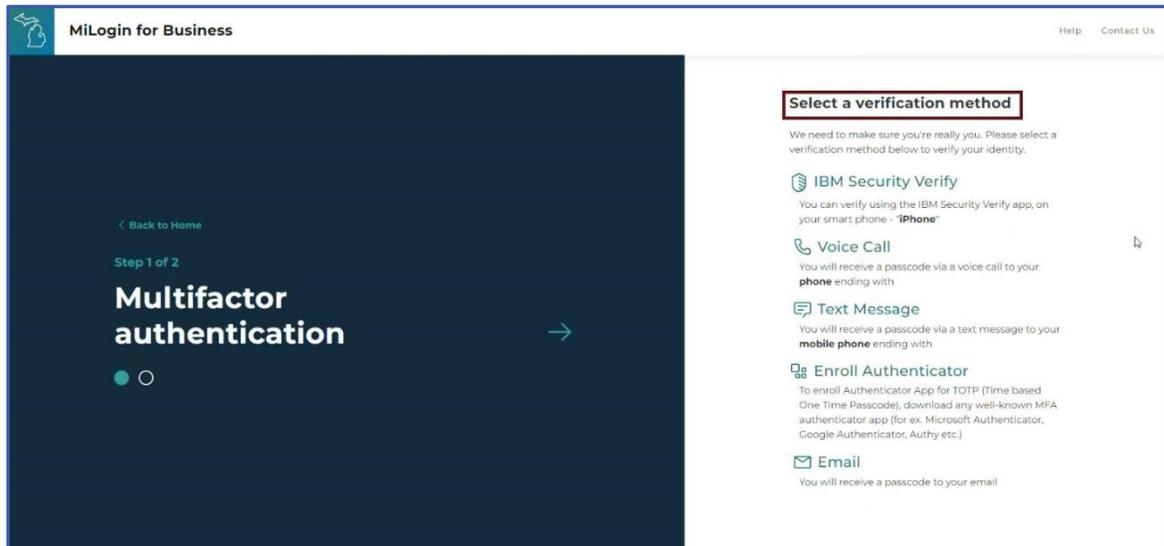
1. Log in to MiLogin. Your MiLogin Home Page appears.
2. Click **MDHHS MiSACWIS**. The MiSACWIS usage agreement will appear.



3. Read the usage agreement and click **ACKNOWLEDGE/AGREE**.

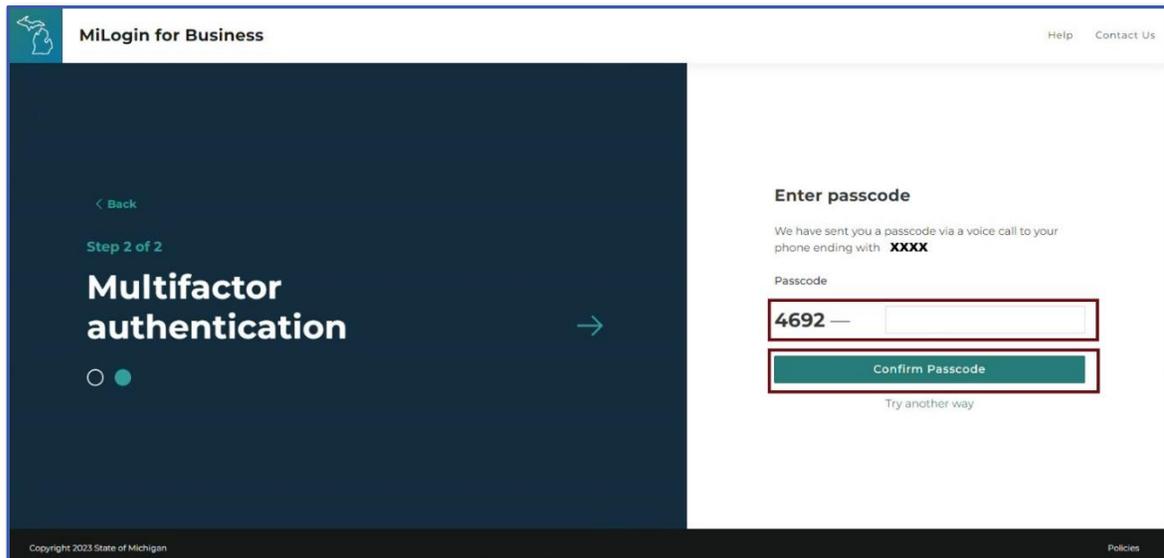
> Job Aid: MiSACWIS/CCWIS Enrollment Overview

- The MiLogin Multifactor Authentication (MFA) screen appears. Select the preferred method of receiving the MFA passcode. The MiLogin Multifactor Authentication (MFA) screen appears.



The screenshot shows the MiLogin for Business interface. On the left, a dark blue sidebar contains a back arrow, the text "Step 1 of 2", and "Multifactor authentication" with a right-pointing arrow. Below this are two progress indicators: a filled teal circle and an empty white circle. The main content area on the right is white and titled "Select a verification method". It includes a sub-header "Select a verification method" and a note: "We need to make sure you're really you. Please select a verification method below to verify your identity." There are five options listed: "IBM Security Verify" (with a note about the app and iPhone), "Voice Call" (with a note about a voice call to a phone ending with a specific number), "Text Message" (with a note about a text message to a mobile phone ending with a specific number), "Enroll Authenticator" (with instructions to download an app like Microsoft Authenticator or Google Authenticator), and "Email" (with a note about receiving a passcode via email).

- Enter the passcode that was received. Click Confirm Passcode.



The screenshot shows the MiLogin for Business interface at the "Enter passcode" step. The left sidebar is similar to the previous screen but now shows "Step 2 of 2" and the second progress indicator is filled teal. The main content area is white and titled "Enter passcode". It includes a note: "We have sent you a passcode via a voice call to your phone ending with XXXX". Below this is a "Passcode" label and a text input field containing "4692". A "Confirm Passcode" button is located below the input field. At the bottom of the main content area, there is a link that says "Try another way". The footer of the page contains "Copyright 2023 State of Michigan" on the left and "Policies" on the right.

- MiSACWIS will appear in a new screen.