❯ Job Aid: MiSACWIS/CCWIS Enrollment Overview

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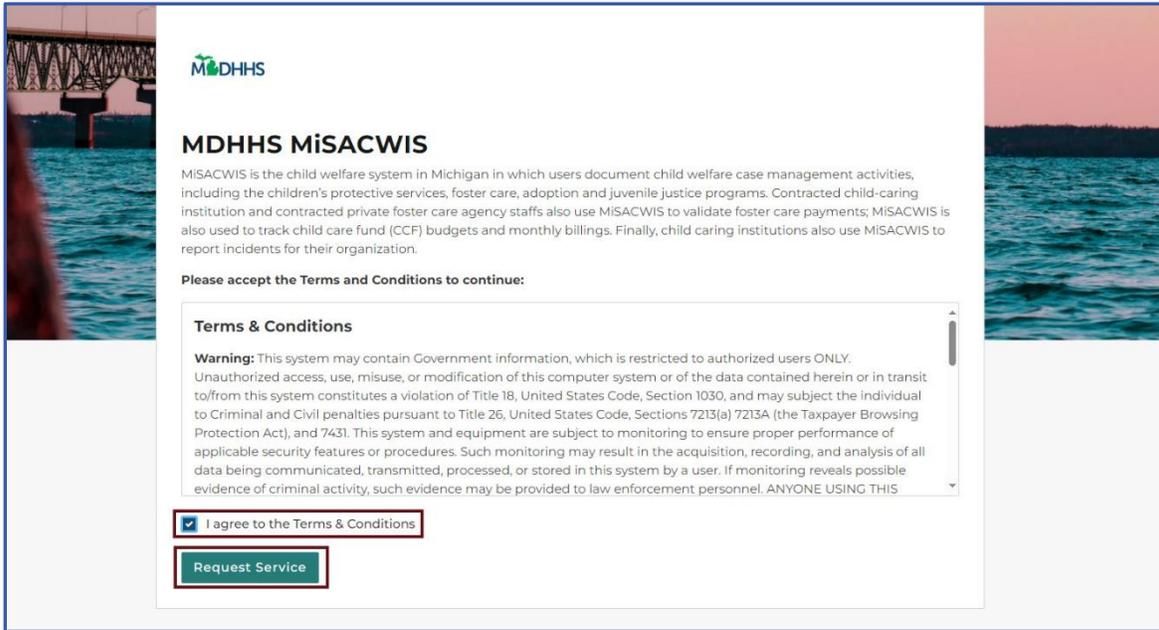
> **Note**
>
> If the MDHHS MiSACWIS and/or CCWIS links already exists on your MILogin Home page, you previously subscribed and will not need to repeat this process.

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.

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

5. Click **Continue**.

6. Click MDHHS MiSACWIS. The terms and conditions for the system appear.

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

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

> weavers@mail.com

*Work Phone Number

> 517-555-0250

*SACWIS Pin

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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.

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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.
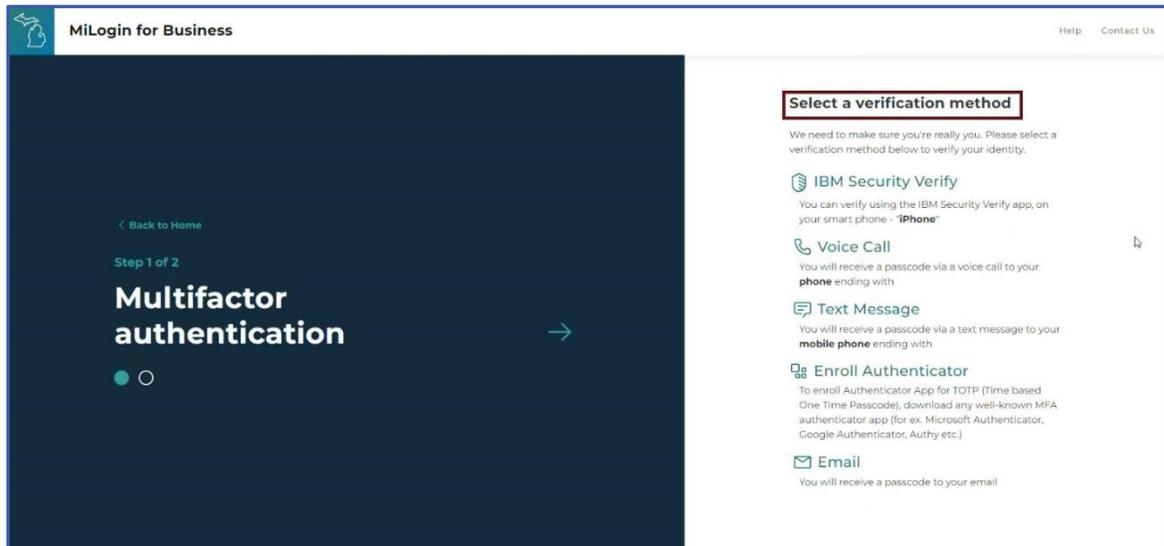
1. Log in to MiLogin. Your MiLogin Home Page appears.

2. Click **MDHHS MiSACWIS**. The MiSACWIS usage agreement will appear.
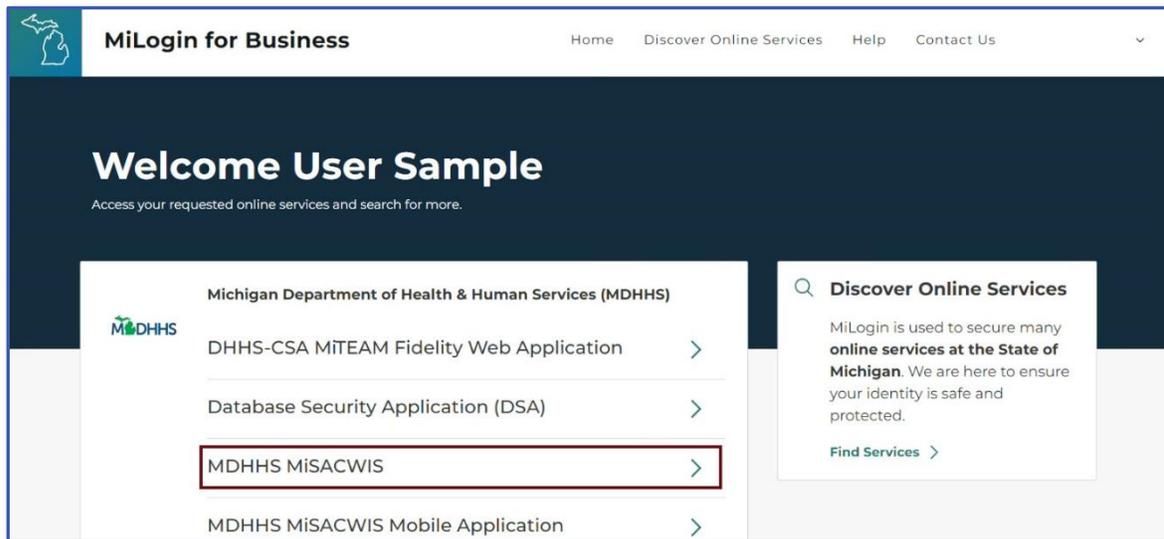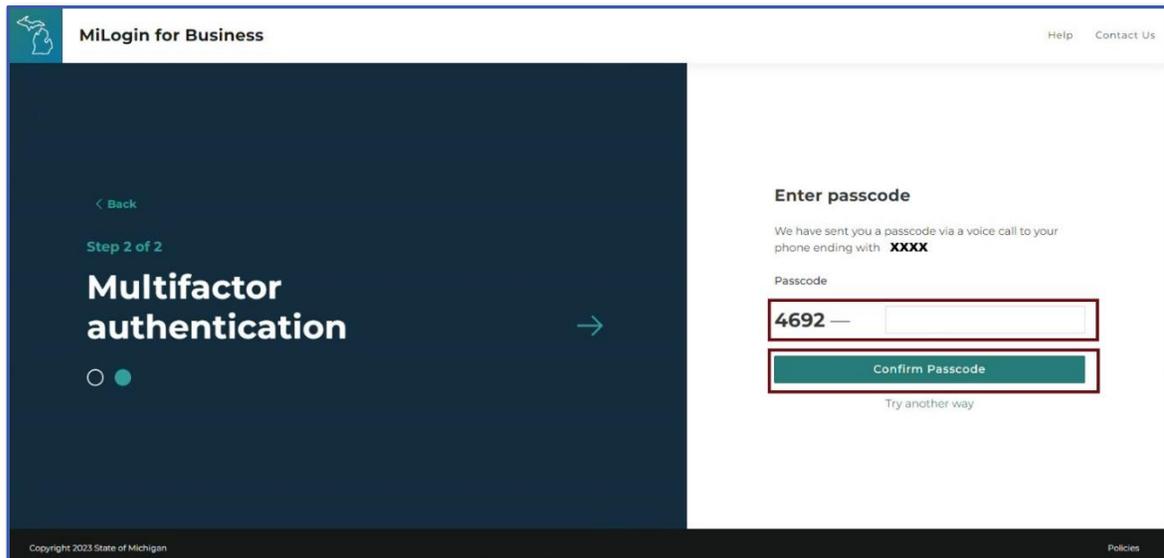

3. Read the usage agreement and click **ACKNOWLEDGE/AGREE**.

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

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

6. MiSACWIS will appear in a new screen.