

# Michigan Disease Surveillance System



## User Registration QUICK REFERENCE

### Getting Started

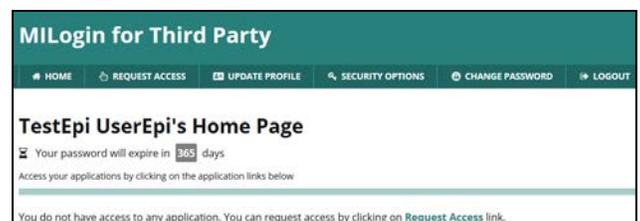
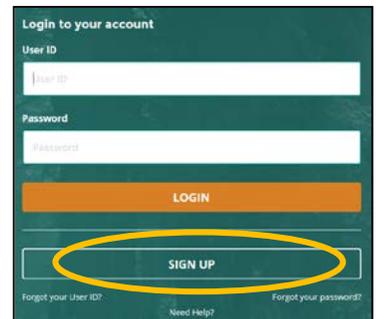
There are several steps required to access the Michigan Disease Surveillance System (MDSS). These steps are outlined in the checklist below:

- You must have a valid MILogin User ID and password. The section [MILogin Registration](#) will walk you through the steps of obtaining your MILogin User ID and password.
- You must request permission to access MDSS. The section [Requesting Access to MDSS](#) will walk you through the steps of requesting access to MDSS.
- You must complete the MDSS user registration. The section [Registering with MDSS](#) will walk you through the steps of registering within MDSS.
- You must be assigned a role within MDSS. The section [Getting a User Role](#) will discuss the process of obtaining a user role.

### MILogin Registration

If you have a valid MILogin *User ID* and *Password* (e.g., Michigan Childhood Immunization Registry users), please proceed to the next section, [Requesting Access to MDSS](#).

1. Using your Internet browser, type the following into the location/address text box:
  - MILogin for Non-Michigan.gov emails - <https://milogintp.michigan.gov/>
  - MILogin for Michigan.gov emails – <https://miloginworker.michigan.gov/>
2. Press the ENTER key. The “MILogin” page will display:
3. Click the SIGN UP button. The “Create Your Account” page will display.
4. Complete the requested information. Fields displayed with an asterisk (\*) are required.
5. Click the NEXT button.
6. Create a User ID following the instructions of last name, first initial followed by 4 numeric digits and a qualifying password.
7. Select your preferred password recovery method (email, mobile, or security questions) and complete the additional required information. Click CREATE ACCOUNT.
8. Once your account is created successfully, click to login.
9. Enter the *User ID* and *Password* you just created. Click LOGIN
10. You are now on your home page.



## Requesting Access to MDSS

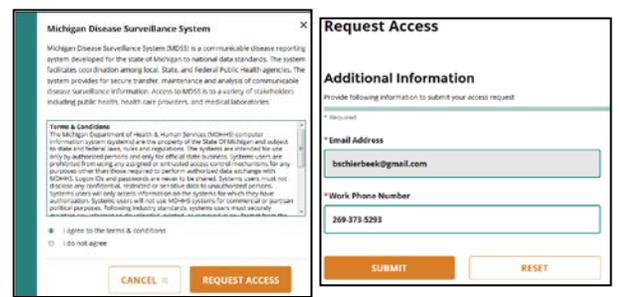
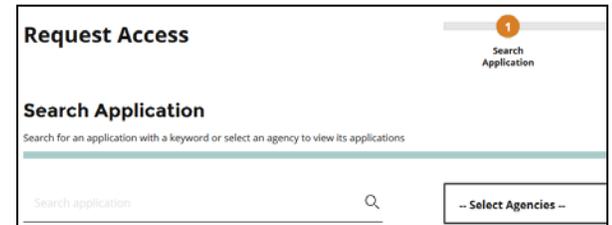
Once you are a registered user of MILogin, you need to request access to MDSS.

1. Using your Internet browser, type the following into the location/address text box:
  - MILogin for Non-michigan.gov emails - <https://milogintp.michigan.gov/>
  - MILogin for Michigan.gov emails – <https://miloginworker.michigan.gov/>
2. Press the ENTER key. Enter your MILogin *User ID* and *Password*.
3. Click the LOGIN button. The MILogin home page will display.



If you see the **Michigan Disease Surveillance System** link below “Access Your Applications”, you already have permission to access MDSS. Please proceed to the next section, *Registering with MDSS*.

4. Click the REQUEST ACCESS button. The “Request Access” page will display.
5. Type “Michigan Disease Surveillance System” into the search box under and click ‘Enter’
6. Click on the Michigan Disease Surveillance System application that appears at the bottom of the screen.
7. Agree to the terms & conditions by clicking the radio button then click REQUEST ACCESS.
8. Verify your email and phone number and click SUBMIT.
9. A confirmation of your request will be displayed. Click HOME to bring you back to your MILogin homepage.



You will receive an approval e-mail following your request for access. The steps in the following section, “Registering with MDSS”, still must be completed before you can use the system.

## Registering with MDSS

The final step to gaining MDSS access is to register with MDSS. To register with MDSS, you must perform the following steps:

1. Using your Internet browser, type the following into the location/address text box:
  - MILogin for Non-michigan.gov emails - <https://milogintp.michigan.gov/>
  - MILogin for Michigan.gov emails – <https://miloginworker.michigan.gov/>
2. Press the ENTER key. Enter your MILogin *User ID* and *Password*.
3. Click the LOGIN button. The MILogin home page will display.
4. Click the **Michigan Disease Surveillance System** link.
5. Click ACKNOWLEDGE/AGREE and the MDSS User Registration Form will display.
6. Enter the values for the fields.
7. Click the REGISTER button.

Until your MDSS access level (role) is assigned, you will not have access to MDSS.

## Getting a User Role

After you have completed the *Getting Started* checklist, the appropriate local health jurisdiction administrator will review your registration information and assign an appropriate access level (role). Your local health jurisdiction administrator should notify you once your role is assigned.