

> Job Aid: Accessing MiSACWIS for MDHHS and Non-MDHHS Users

This job aid lays out the steps that new MiSACWIS users will need to complete in order to access the system.

Security Trainings

All new MiSACWIS users will complete the MDHHS privacy and security computer based trainings (CBTs) to get access initially and then will need to complete the CBTs yearly to maintain access. If your office is using the Database Security Application (DSA), the completion dates of each CBT will be uploaded to the Demographics screen in DSA through an automated process. CBTs will be tracked in DSA and no manual training is required.

If your office is using the MiSACWIS Security Agreement form, DHS-815 (non-MDHHS form), DHS-816 (MDHHS local office form), or DHS 817 (MDHHS central office form), to request access, the certificate of completion MUST be submitted with the security form for access to be granted. The certificate of completion will be sent to the email associated to your user ID. Screenshots no longer need to be submitted with security agreement forms.

The CBTs are accessed through the State of Michigan Learning Center.

[MDHHS Learning Center Quick Reference Guide for State Employees](#)

[MDHHS Learning Center Quick Reference Guide for Non-State Employees](#)



Note

Refer to **Communication Issuance (CI) 20-028** for additional assistance

If you are unsure if your agency is using DSA, please email MDHHS-DSA-MiSACWIS@michigan.gov



Note

Refer to **Gaining Access: Michigan Statewide Automated Child Welfare System (MiSACWIS)** job aid for assistance on requesting DSA Access if your County/Agency is using DSA.

Accessing MiSACWIS for all users

All users must first create a MILogin account.

1. Access MILogin: <https://miloginworker.michigan.gov/uiseure/selfservice> (SOM users and contractors with a michigan.gov email account) OR <https://milogintp.michigan.gov/> (users outside SOM network). The MILogin Home page displays.

Create a new MILogin account (Non-MDHHS)

1. Using the non-MDHHS URL, navigate to MILogin.
2. On the login screen, click **SIGN UP**.

3. Complete the required boxes, agree to the terms and conditions, and click **NEXT**. Be sure your name, e-mail, and phone number correspond with those on your DHS-815 form.

4. On the next screen, create your User ID and password using the guidelines provided.

- To help you recover your password, select **Email**, **Mobile (Text/SMS)**, or **Security Questions**. You can select multiple options.

Michigan.gov HELP CONTACT US

MILogin for Third Party

HOME

Create Your Account

1 Profile Information 2 Security Setup 3 Confirmation

Security Setup

Provide user id and password information to complete your profile

* Required

* User ID

* Password

* Confirm New Password

User ID guideline:

- Enter your last name, first initial, and any 4 numbers with no space between them. For Example: John Smith and using 9999 as an example for the four digit number, you would enter smithj9999.

Password Guidelines:

- Must be at least 8 characters in length
- Must include characters from 3 of the following categories:
 - Upper case letters (A-Z)
 - Lower case letter (a-z)
 - Numbers (0-9)
 - Special characters (SA %@~!\$*.-+<->)
- Should not be one of the last 3 used passwords
- Should not be based on your User ID

*** Security Options**

To choose your preferred password recovery method(s), please click on the buttons below. Multiple options can be selected.

Email Mobile (Text/SMS) Security Questions

CREATE ACCOUNT BACK

- If you select **Email** or **Mobile (Text/SMS)**, MILogin will display your email address or mobile number to confirm the information. A PIN will be sent to you via email or text. You will be prompted to enter this PIN in MILogin.
- If you select **Security Questions**, respond to the questions that appear.

*** Security Options**

To choose your preferred password recovery method(s), please click on the buttons below. Multiple options can be selected.

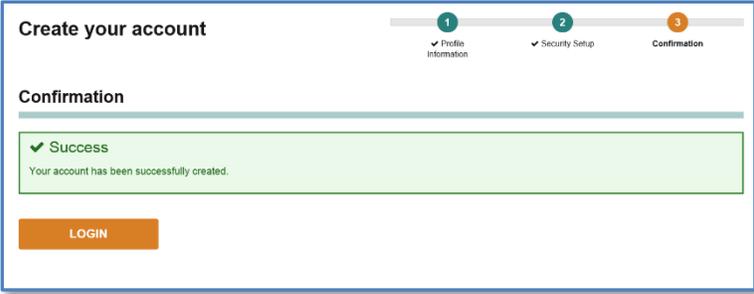
Email Mobile (Text/SMS) Security Questions

*** Security Questions**

--Select Security Question #1--	Enter Security Answer #1
--Select Security Question #2--	Enter Security Answer #2
--Select Security Question #3--	Enter Security Answer #3
--Select Security Question #4--	Enter Security Answer #4

CREATE ACCOUNT BACK

8. Click **CREATE ACCOUNT**. You will receive a confirmation message.



9. Click **LOGIN**. You will be redirected to the login screen.
10. Sign in to MILogin with your new credentials. Your MILogin Home Page appears.
11. Click **UPDATE PROFILE** and confirm your work phone number is correct. To update the other information, such as your name and email address, please contact the Client Service Center.
12. Click **SUBMIT** to save any changes to your profile.

Logging in to MILogin (MDHHS)

As an MDHHS employee, you will not have a separate login for MILogin. When you sign in to your State of Michigan computer and navigate to MILogin, you will be automatically signed in. The next step to access MiSACWIS is to request the application.

Request MiSACWIS access (Non-MDHHS)

After you successfully create your MILogin account and completed **MiSACWIS Request From within Data Security Application (DSA)** or Submitted the **MDHS-815**, your next step is to subscribe to the MiSACWIS application.

You will receive an e-mail with instructions on how to subscribe to MiSACWIS, after Application Security completes your access to MiSACWIS. Also, included in the e-mail is a MiSACWIS PIN that you will need to subscribe to the MiSACWIS application.

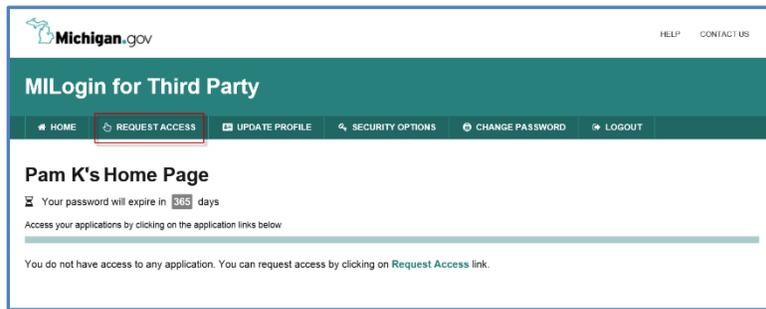
After you submit your access request, you will need to obtain a Multifactor Authentication (MFA) code. A new MFA passcode is required daily. This allows you to access all applications in your profile. This passcode is reset each evening at midnight and will not have to be reset sooner as long as you do all of the following:

- Access MiSACWIS
- Use the same web browser
- Use the same Internet Protocol (IP) address

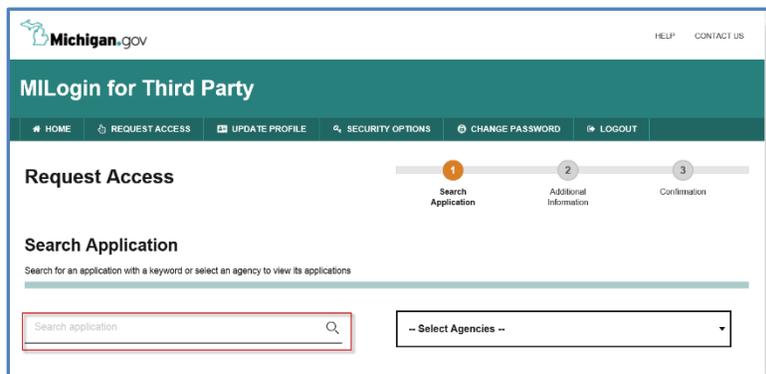
If you move from one office to another, you will again be prompted for an MFA code.

To request MiSACWIS access:

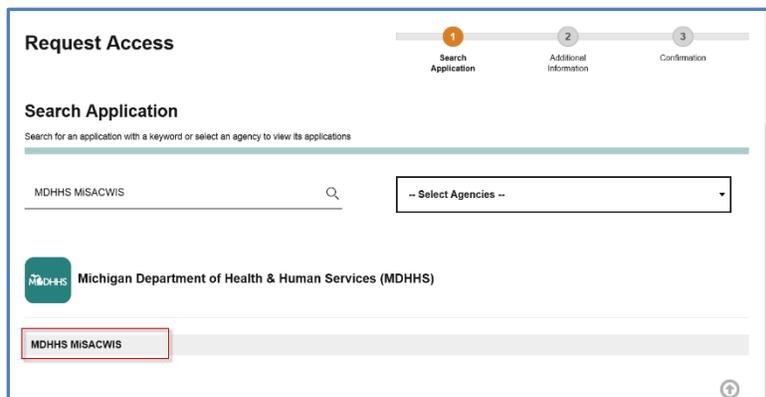
1. On your MILogin Home Page, click **REQUEST ACCESS**.



2. In the search box, type *MISACWIS*. A list appears.



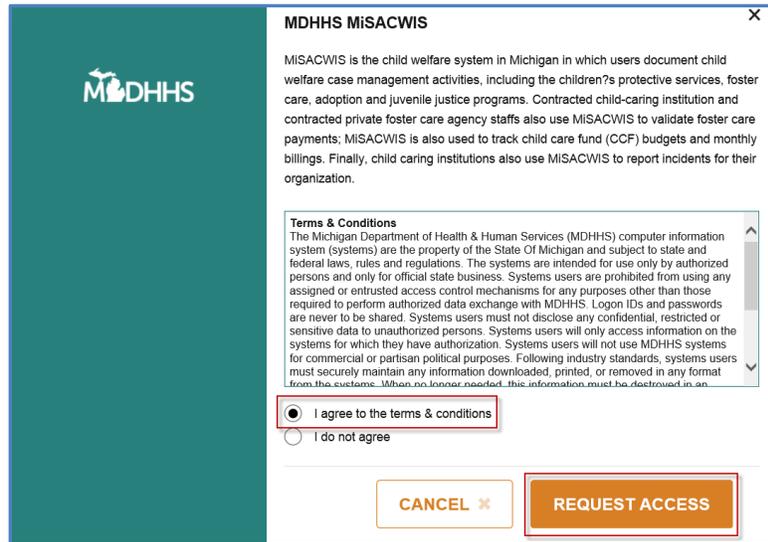
3. Select **MDHHS MiSACWIS** from the list. A link for the requested application appears below.



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

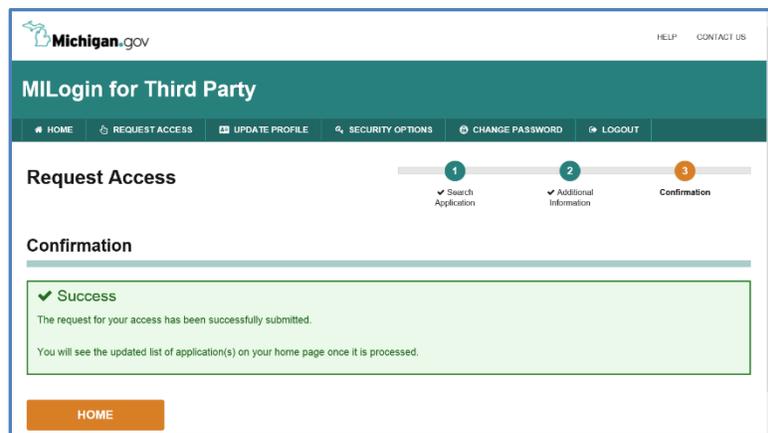
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2. Confirm the application you requested, read the terms and conditions, and click **REQUEST ACCESS**.



The screenshot shows a dialog box titled "MDHHS MiSACWIS" with a close button (X) in the top right corner. On the left is a green sidebar with the MDHHS logo. The main content area contains a paragraph of text describing the system's purpose. Below this is a "Terms & Conditions" section with a scrollable text area. At the bottom, there are two radio buttons: "I agree to the terms & conditions" (which is selected) and "I do not agree". Two buttons are at the bottom right: "CANCEL" with a close icon and "REQUEST ACCESS".

3. On the next screen, enter the **SACWIS Pin** you received via email. Your email address and work phone number will be prepopulated for you.
4. Click **SUBMIT**. You will receive a confirmation.



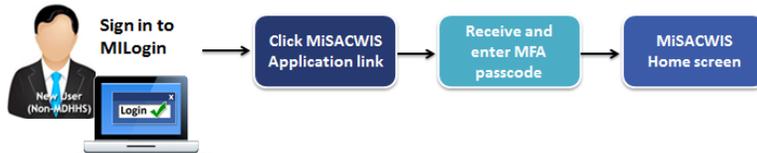
The screenshot shows the "MiLogin for Third Party" interface. At the top is the Michigan.gov logo and navigation links for HELP and CONTACT US. Below is a navigation bar with links for HOME, REQUEST ACCESS, UPDATE PROFILE, SECURITY OPTIONS, CHANGE PASSWORD, and LOGOUT. The main heading is "Request Access". A progress indicator shows three steps: 1. Search Application (checked), 2. Additional Information (checked), and 3. Confirmation (active). Below the progress bar is a "Confirmation" section with a green success message: "Success. The request for your access has been successfully submitted. You will see the updated list of application(s) on your home page once it is processed." A "HOME" button is at the bottom.

When your request is processed, the link to the MiSACWIS application will appear on your MiLogin home screen.

Login to MiSACWIS (Non-MDHHS)

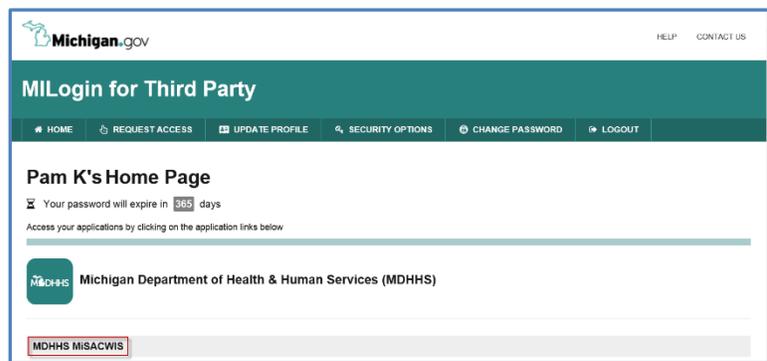
As a non-MDHHS worker, you will need to obtain an MFA passcode to use MiSACWIS. The MFA passcode is reset every day at midnight. After you create your MILogin account and request access to MiSACWIS, your routine login process will be as follows:

Non-MDHHS Login:

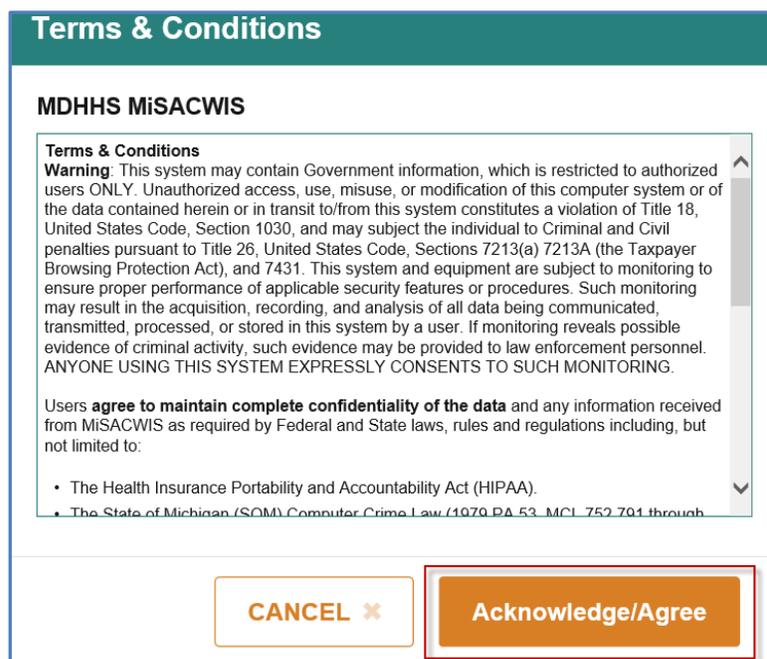


To login to MiSACWIS:

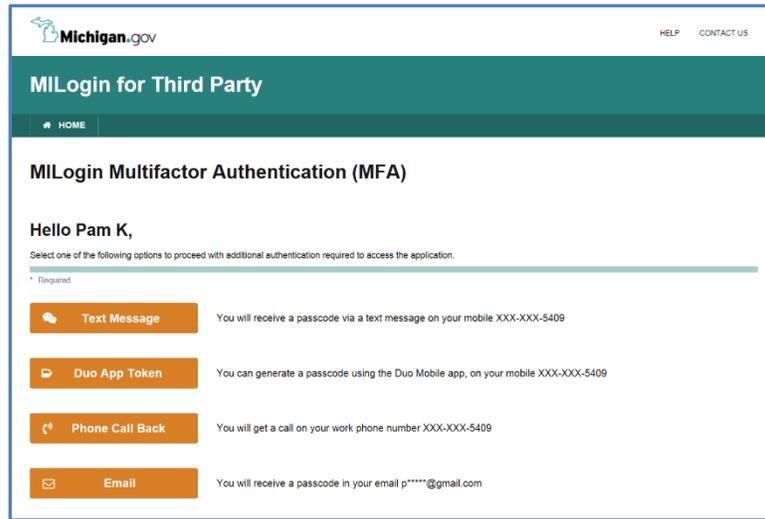
1. Sign in to MILogin. Your MILogin Home Page appears.



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



3. Read the usage agreement and click **ACKNOWLEDGE/AGREE**. The MILogin Multifactor Authentication (MFA) screen appears.



4. Select your preferred method of receiving your MFA passcode.
 - If you select **Text Message** or **Email**, you will be directed to a screen where you will enter your passcode received via text or email. Your MiSACWIS Home Desktop screen will appear.
 - If you select **Phone Call Back**, you will receive an immediate phone call. Follow the instructions over the phone. You will be prompted to press any key on your phone. This key selection will log you into MiSACWIS.
5. To register your device as a security authentication token, select **Register Device**. Follow the instructions you receive via text message on your device. After registration is complete, your phone can be used to generate your MFA passcode via the Duo Mobile App. In MILogin, you will be directed to a screen where you will enter your passcode. Your MiSACWIS Home Desktop screen will appear.

After your device has been registered, the **Register Device** button changes to read **Duo App Token**. You can use this method in the future to enter the passcode generated via your device's Duo Mobile App.

Change your password (Non-MDHHS)

Before your password expires, click **Change Password** on your MILogin Home Page to create a new password. If your password has already expired, you will need to contact the MiSACWIS Help Desk at 1-855-659-6599 to have your password reset.

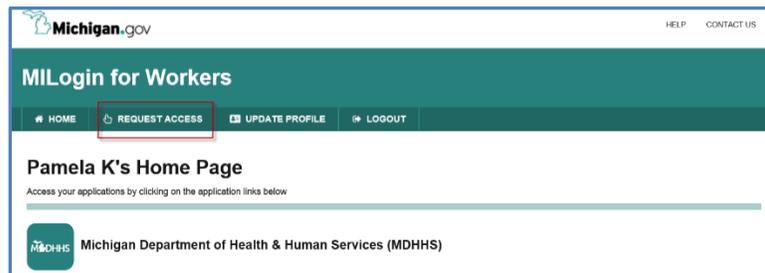
Request MiSACWIS access (MDHHS)

After you successfully create your MILogin account and complete **MiSACWIS Request Form** within the **Data Security Application (DSA)** or have submitted your **DHS-816** or **DHS-817**, your next step is to subscribe to the MiSACWIS application.

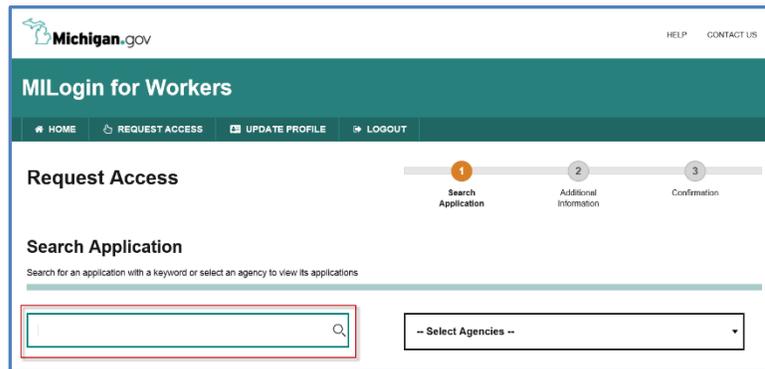
As an MDHHS employee, you will not have a separate login for MILogin. When you sign into your State of Michigan computer and navigate to MILogin, you will be automatically signed in.

To request MiSACWIS access:

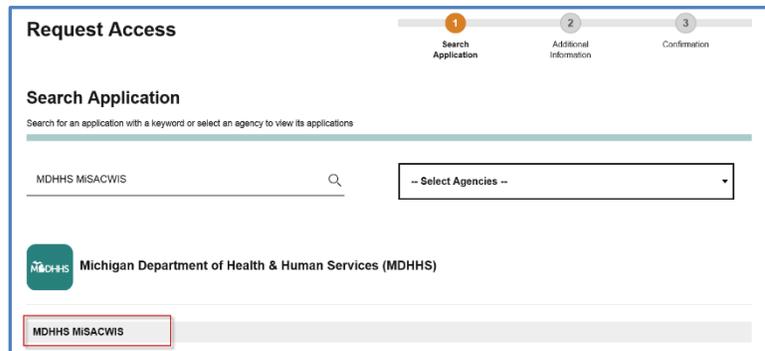
1. On your MILogin Home Page, click **Request Access**.



2. In the search box, type *MiSACWIS*. A list appears.



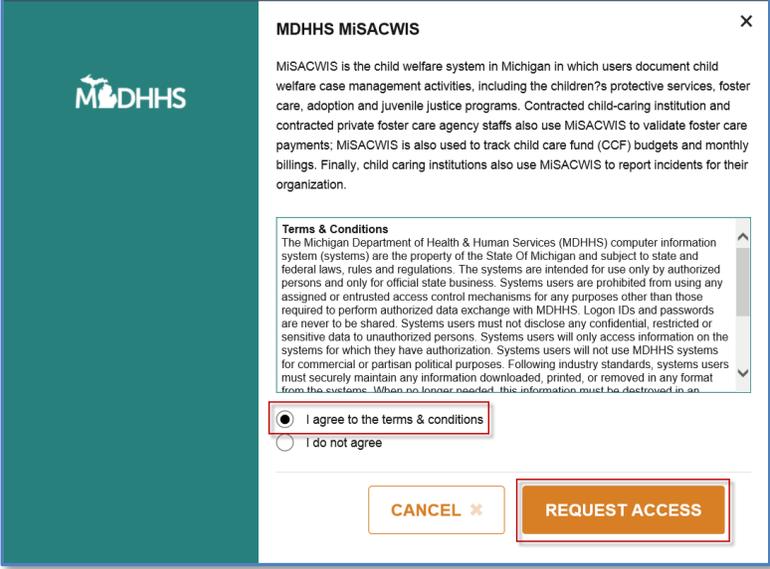
3. Select **MDHHS MiSACWIS** from the list. A link will appear at the bottom of the screen.



4. Click the **MDHHS MiSACWIS** link. The terms and conditions window appears.

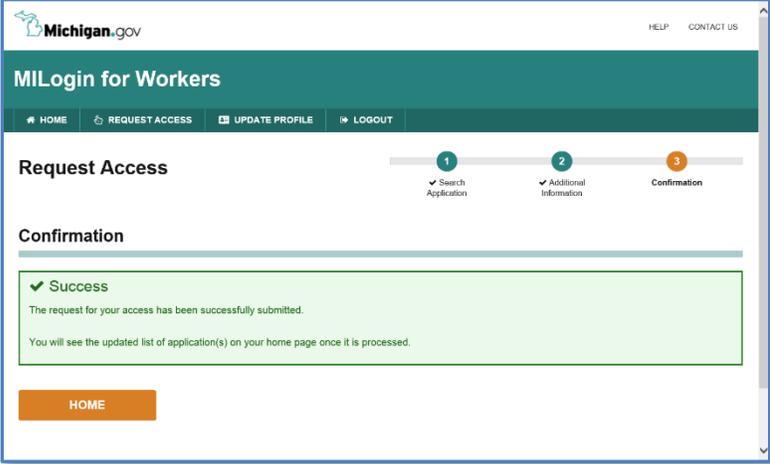
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5. Read the terms and conditions, click the **I agree to the terms & conditions** option and then click **Request Access**.



The screenshot shows a web window titled "MDHHS MiSACWIS". On the left is a teal sidebar with the MDHHS logo. The main content area has a white background. At the top, there is a description of MiSACWIS. Below that is a "Terms & Conditions" section with a scrollable text area. Underneath the text are two radio buttons: "I agree to the terms & conditions" (which is selected) and "I do not agree". At the bottom of the form are two buttons: "CANCEL ✕" and "REQUEST ACCESS".

6. On the next screen, you will see your email and work phone number have been prepopulated for you. Enter the **SACWIS Pin** you received via email.
7. Click **Submit**. You will receive a confirmation message.



The screenshot shows the "MILogin for Workers" interface. At the top is the Michigan.gov logo and navigation links for "HOME", "REQUEST ACCESS", "UPDATE PROFILE", and "LOGOUT". A progress bar shows three steps: "1 Search Application", "2 Additional Information", and "3 Confirmation". The "Confirmation" section is active and displays a green "Success" message: "The request for your access has been successfully submitted. You will see the updated list of application(s) on your home page once it is processed." A "HOME" button is located at the bottom of the page.

When your request is processed, the link to the MiSACWIS application will appear on your MILogin home screen.

Login to MiSACWIS (MDHHS)

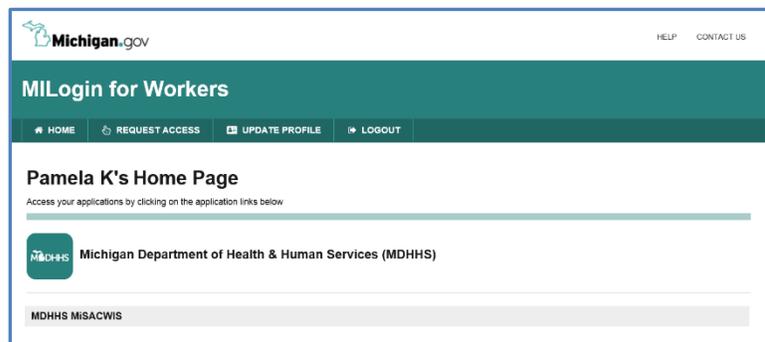
As an MDHHS worker, you access MiSACWIS directly from the application link in MILogin.

MDHHS Login:

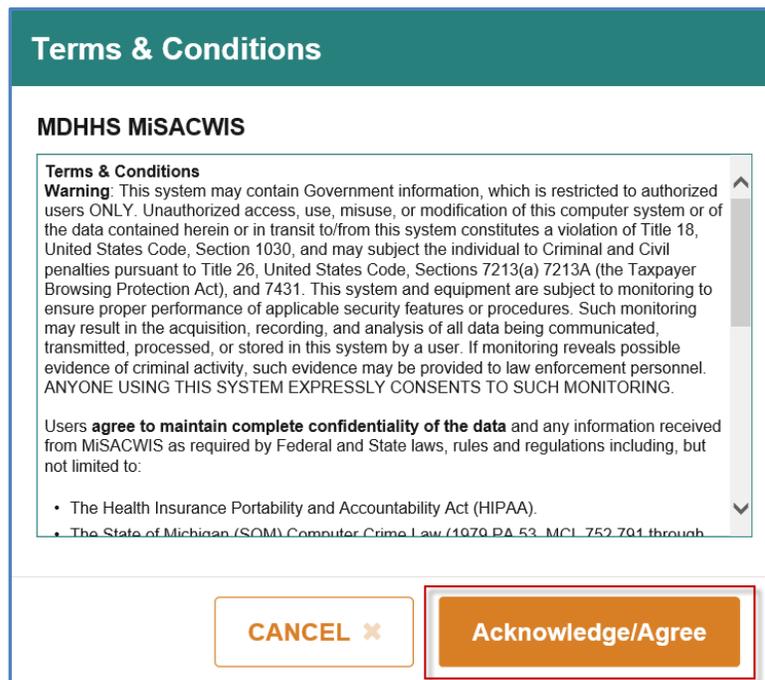


To login to MiSACWIS:

1. On your State of Michigan computer, navigate 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**. Your MiSACWIS Home Desktop screen appears.

Password Resets (MDHHS)

Since your MILogin password is tied to your network password, you will need to contact the Client Service Center at 517-241-9700 or 1-800-968-2644 to reset your password.