



SHOARS

STI/HIV Operations and Resource System

BHSP PARTNER REGISTRATION GUIDE

FOR BHSP PARTNERS WITHOUT A STATE OF MICHIGAN EMAIL
ADDRESS

BHSP PARTNER REGISTRATION GUIDE

BHSP Partner,

Welcome to the STI/HIV Operations and Resource System (SHOARS)! SHOARS is the place to interact with the Bureau of HIV/STI Programs (BHSP) at the Michigan Department of Health and Human Services (MDHHS). To get started on your SHOARS journey, you will need to create a SHOARS profile – this guide is designed to take you step-by-step through the process to request SHOARS access, create a user profile, and access the services you need.

There are five distinct steps in creating your SHOARS profile.

1. Create an account with MILogin*.
2. Request access to Michigan Relations, Collaborations & Resources (MI RCR) in MILogin.
3. Request access to SHOARS
4. Create a user profile in SHOARS.
5. Alignment of your profile.

Please follow this guide to successfully register for your SHOARS account. If you have any questions or difficulty, please reach out to the SHOARS team at

MDHHS-SHOARS-Support@michigan.gov

Thanks!

SHOARS Support Team

Helpful Links:

[MILogin for Business](#)

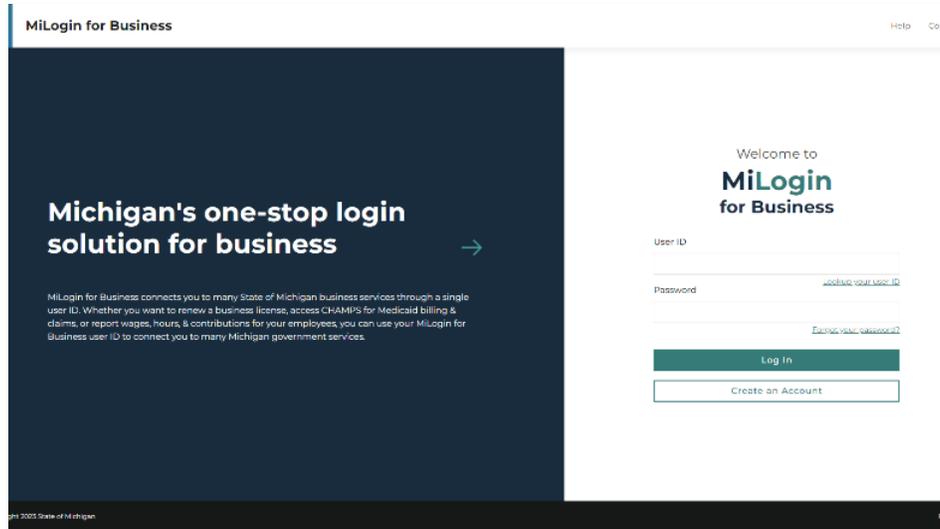
***If you already have a MiLogin account, you do not need to create a new one. You will be able to skip to Step 2. Click [HERE](#) to skip to Step 2.**

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STEP 1: Create an Account with MiLogin

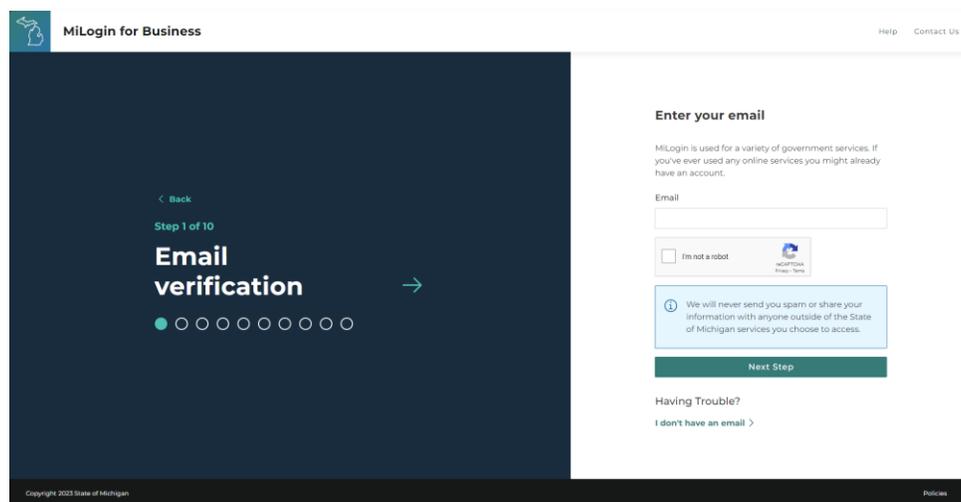
*If you **already** have an account, click [HERE](#) to skip to Step 2.

1. Navigate on your browser to [MiLogin for Business](#).



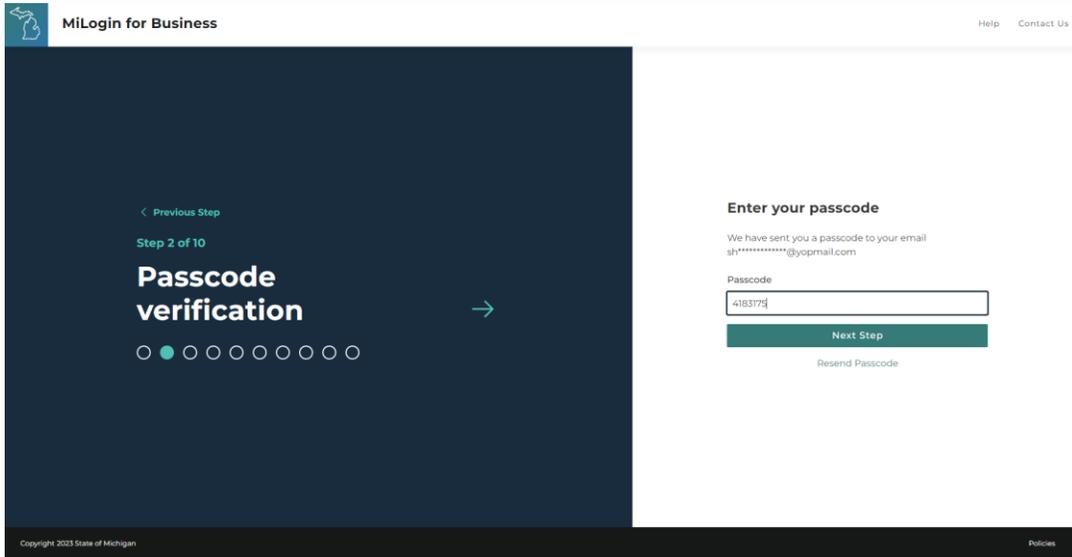
2. Begin creating an account on the MiLogin homepage.

NOTE: If you already have a MiLogin for Business account you do not need to create a new one!



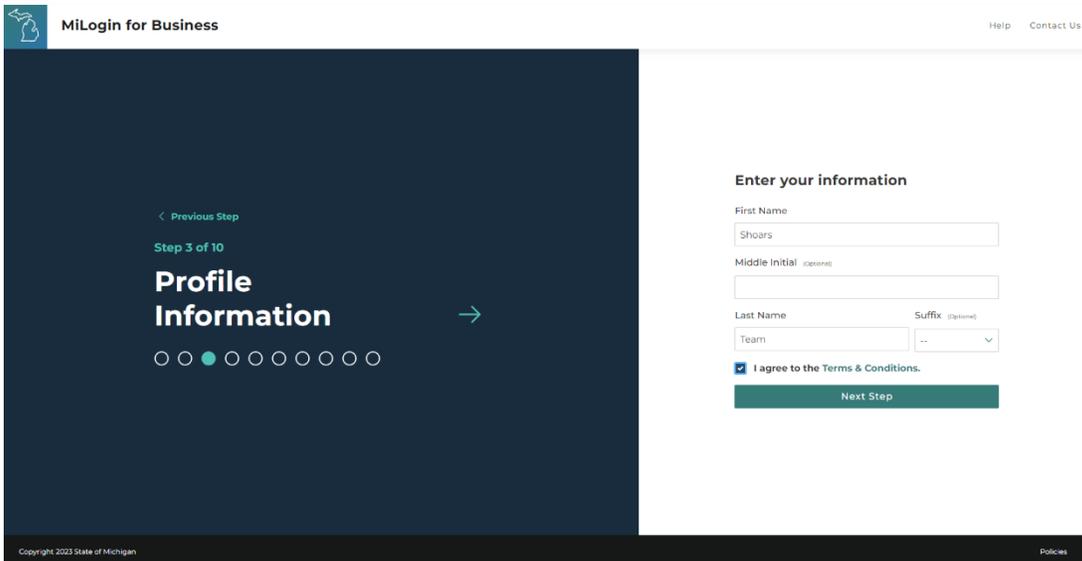
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3. After Email Verification, there will be Passcode Verification.



The screenshot shows the 'MiLogin for Business' interface. On the left, a dark blue sidebar contains a navigation menu with a 'Previous Step' link, 'Step 2 of 10', and the title 'Passcode verification' with a right-pointing arrow. Below the title is a progress indicator consisting of ten circles, with the second circle filled in blue. At the bottom of the sidebar, it says 'Copyright 2023 State of Michigan'. On the right, the main content area is white and titled 'Enter your passcode'. It includes a message: 'We have sent you a passcode to your email sh*****@yopmail.com'. Below this is a 'Passcode' input field containing the text '-418377\$'. A green 'Next Step' button is positioned below the input field, and a 'Resend Passcode' link is located underneath. In the top right corner, there are links for 'Help' and 'Contact Us'. In the bottom right corner, there is a 'Policies' link.

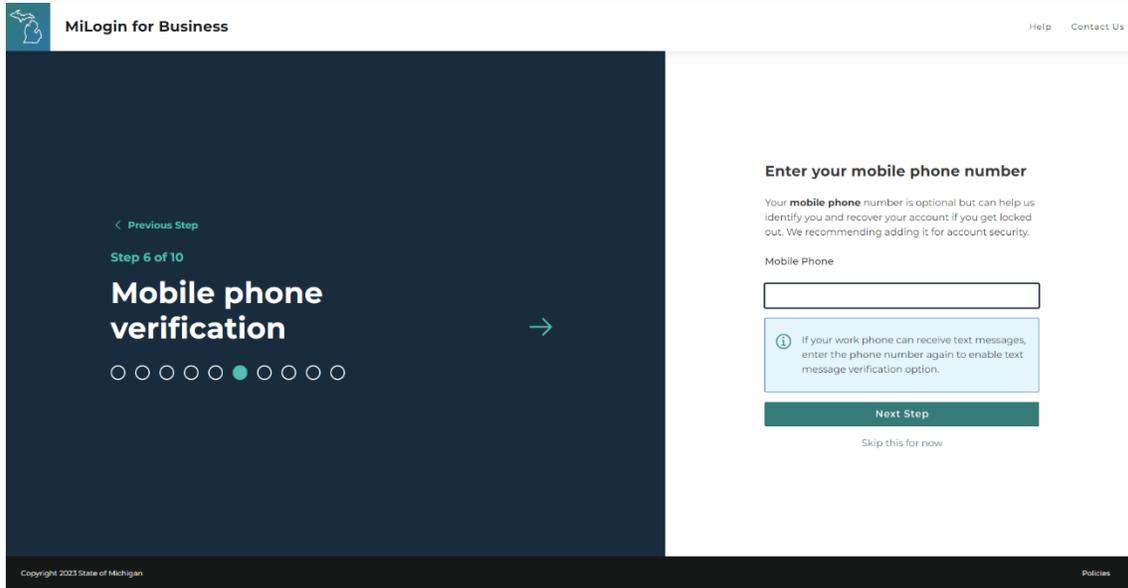
4. Enter your Profile Information.



The screenshot shows the 'MiLogin for Business' interface. On the left, a dark blue sidebar contains a navigation menu with a 'Previous Step' link, 'Step 3 of 10', and the title 'Profile Information' with a right-pointing arrow. Below the title is a progress indicator consisting of ten circles, with the third circle filled in blue. At the bottom of the sidebar, it says 'Copyright 2023 State of Michigan'. On the right, the main content area is white and titled 'Enter your information'. It includes several input fields: 'First Name' (containing 'Shoars'), 'Middle Initial' (with a '(optional)' label), 'Last Name', and 'Suffix' (with a '(optional)' label). There is also a 'Team' dropdown menu. A checkbox labeled 'I agree to the Terms & Conditions.' is checked. A green 'Next Step' button is positioned below the input fields. In the top right corner, there are links for 'Help' and 'Contact Us'. In the bottom right corner, there is a 'Policies' link.

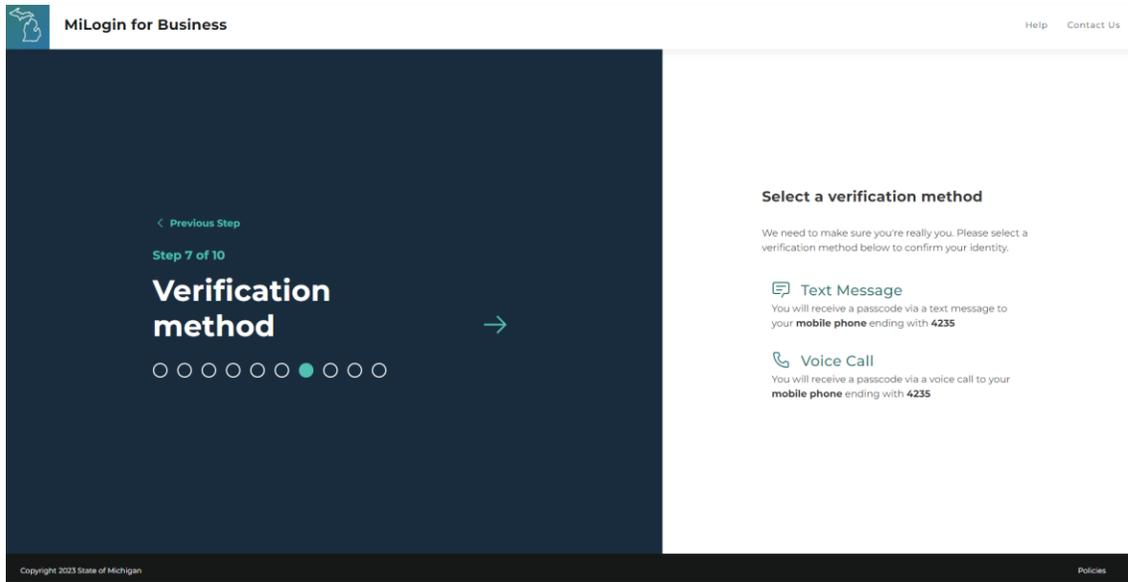
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5. Mobile Phone Verification.



The screenshot shows the 'MiLogin for Business' interface. On the left, a dark blue sidebar contains a 'Previous Step' link, 'Step 6 of 10', the title 'Mobile phone verification', a progress indicator with 10 circles (the 6th is filled), and a right-pointing arrow. The main content area on the right is white and titled 'Enter your mobile phone number'. It includes a sub-header, a paragraph explaining that a mobile phone number is optional but helpful for account recovery, a 'Mobile Phone' input field, a light blue information box stating that work phones can receive text messages and that the number should be entered again to enable text message verification, a green 'Next Step' button, and a 'Skip this for now' link. The footer contains 'Copyright 2023 State of Michigan' and 'Policies'.

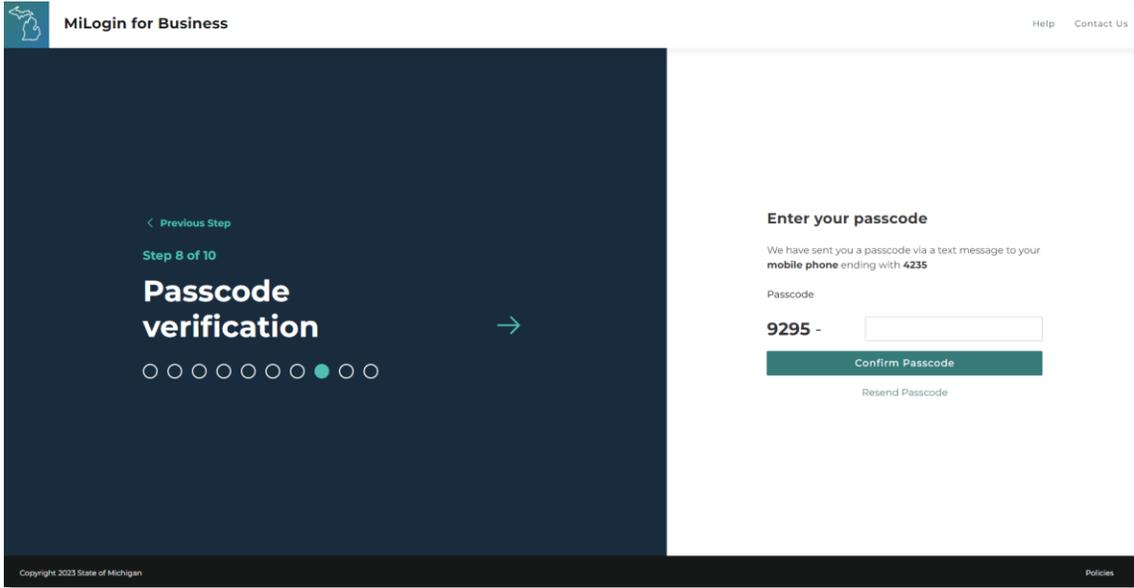
6. Select your Verification Method with text or call and enter the code.



The screenshot shows the 'MiLogin for Business' interface. On the left, a dark blue sidebar contains a 'Previous Step' link, 'Step 7 of 10', the title 'Verification method', a progress indicator with 10 circles (the 7th is filled), and a right-pointing arrow. The main content area on the right is white and titled 'Select a verification method'. It includes a sub-header, a paragraph stating the need to confirm identity, and two options: 'Text Message' (with a message icon) and 'Voice Call' (with a phone icon). Each option includes a brief description of how the passcode will be delivered. The footer contains 'Copyright 2023 State of Michigan' and 'Policies'.

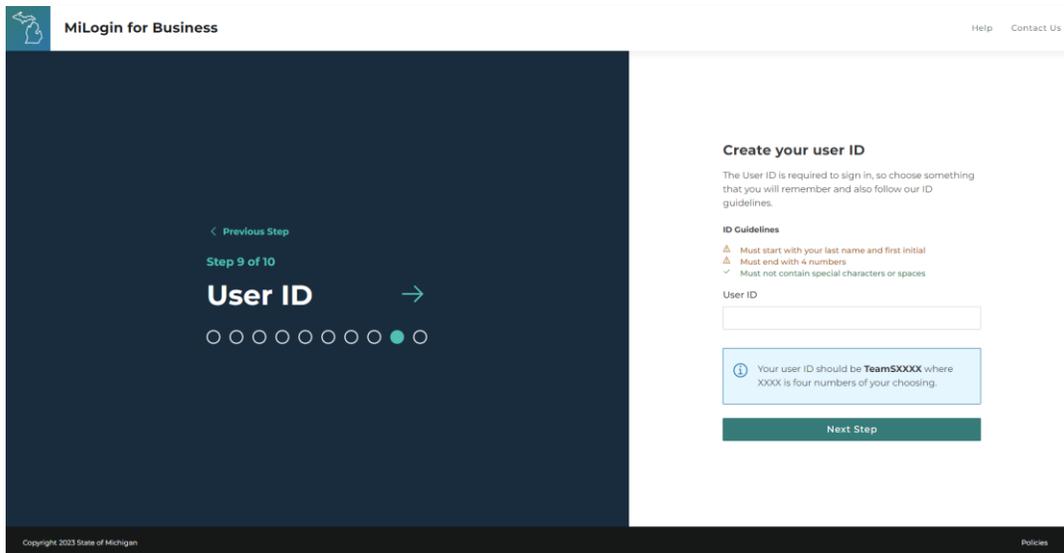
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7. Enter the passcode you receive from your phone call or text message.



The screenshot shows the 'MiLogin for Business' registration interface. On the left, a dark blue sidebar contains a progress indicator for 'Step 8 of 10' titled 'Passcode verification', with a right-pointing arrow and a row of 10 circles, the 8th of which is filled. The main content area is white and titled 'Enter your passcode'. It includes a message: 'We have sent you a passcode via a text message to your mobile phone ending with 4235'. Below this, there is a 'Passcode' label, the text '9295 -', and an input field. A green 'Confirm Passcode' button is positioned below the input field, with a 'Resend Passcode' link underneath. The footer contains 'Copyright 2023 State of Michigan' and 'Policies'.

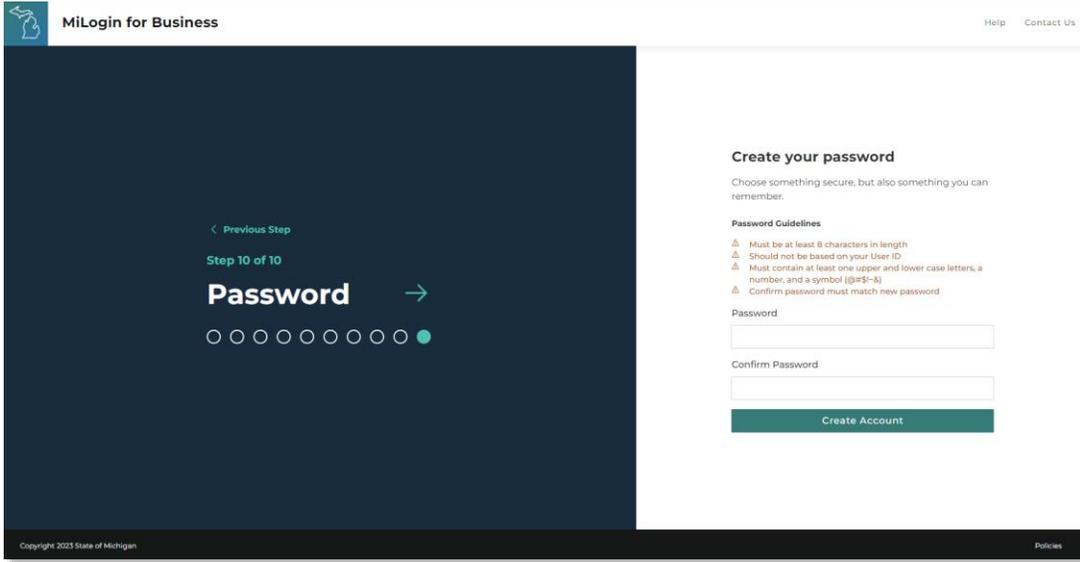
8. Create your User ID.



The screenshot shows the 'MiLogin for Business' registration interface. On the left, a dark blue sidebar contains a progress indicator for 'Step 9 of 10' titled 'User ID', with a right-pointing arrow and a row of 10 circles, the 9th of which is filled. The main content area is white and titled 'Create your user ID'. It includes a message: 'The User ID is required to sign in, so choose something that you will remember and also follow our ID guidelines.' Below this, there are 'ID Guidelines' listed with icons: a triangle for 'Must start with your last name and first initial', a triangle for 'Must end with 4 numbers', and a checkmark for 'Must not contain special characters or spaces'. An 'User ID' input field is provided. A blue information box contains the text: 'Your user ID should be TeamSXXXX where XXXX is four numbers of your choosing.' A green 'Next Step' button is located at the bottom. The footer contains 'Copyright 2023 State of Michigan' and 'Policies'.

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9. Create your password.

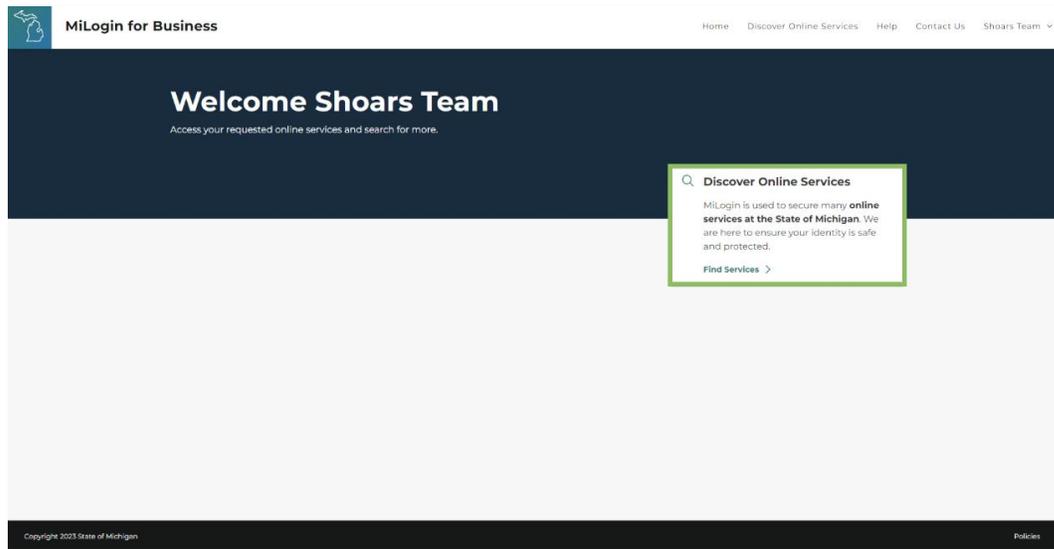


The screenshot shows the 'MiLogin for Business' interface. On the left, a dark blue sidebar contains a navigation menu with 'Previous Step' and 'Step 10 of 10 Password' (with a right arrow). Below the menu is a progress indicator of 10 circles, with the 10th circle filled in green. On the right, the main content area is titled 'Create your password' and includes the instruction: 'Choose something secure, but also something you can remember.' Below this are 'Password Guidelines' with three warning icons: 'Must be at least 8 characters in length', 'Should not be based on your User ID', and 'Must contain at least one upper and lower case letters, a number, and a symbol (@#\$%-&*)'. A fourth guideline states 'Confirm password must match new password'. There are two input fields: 'Password' and 'Confirm Password'. A green 'Create Account' button is at the bottom. The footer contains 'Copyright 2023 State of Michigan' and 'Policies'.

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STEP 2: Request Access to MI RCR

1. Login to MiLogin for Business, select **“Discover Online Services.”**

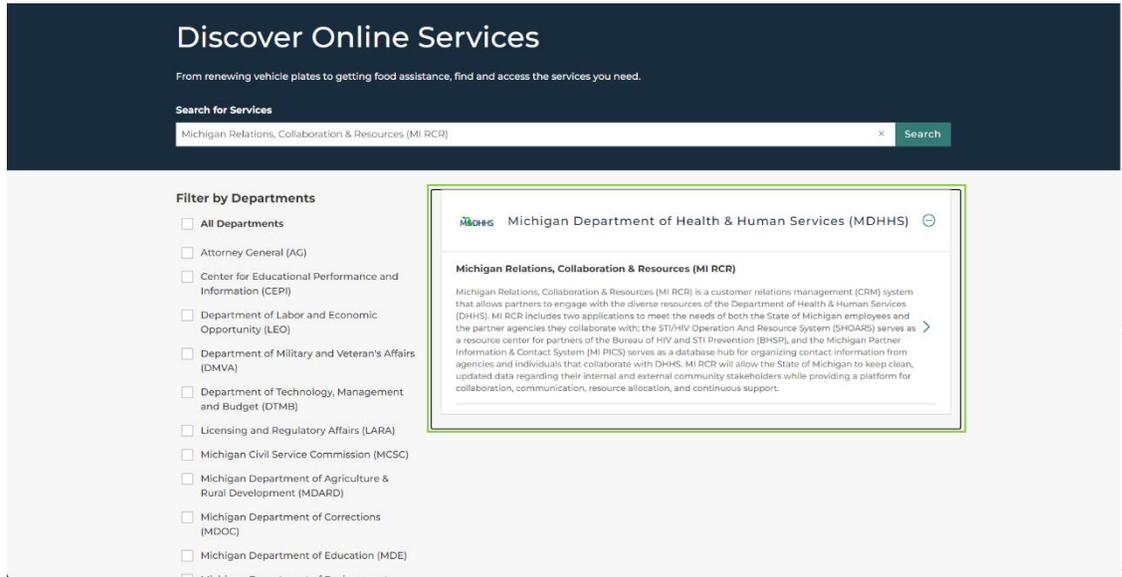


2. In the **“Search for Services”** search bar, begin typing **“Michigan Relations Collaborations & Resources”** for MI RCR to populate and select it.

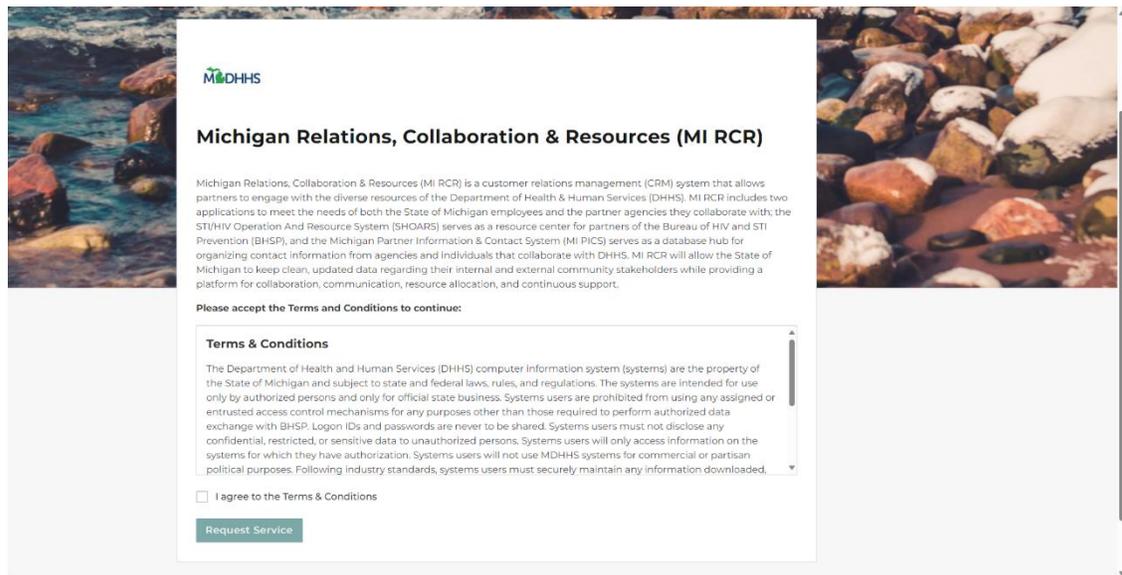


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- Click into the “**MDHHS, Michigan Relations, Collaborations & Resources**” infographic.



- Agree to the Terms & Conditions and “**Request Service.**”

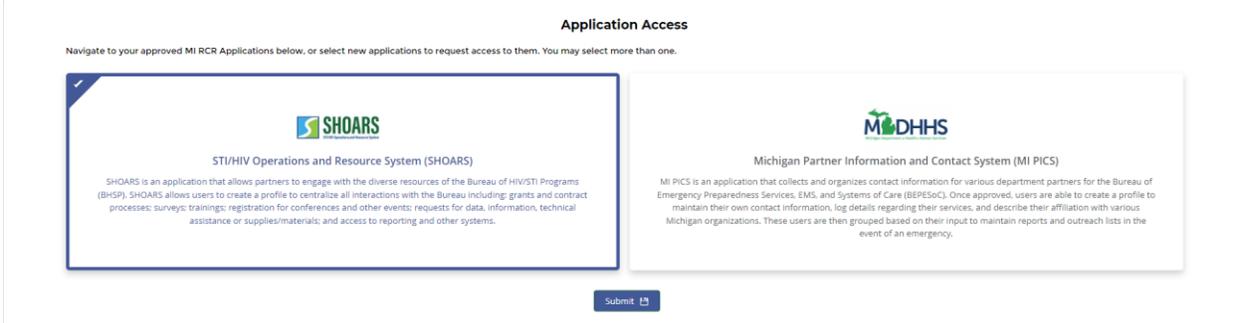


- Give 2 business day for approval to MI RCR, you will receive an email stating you’re approved and will be able to access MI RCR.

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STEP 3: Request Access to SHOARS

1. After receiving access to MI RCR, launch the application. The below screen will appear, select the SHOARS Application, then select **“Submit.”**



Application Access

Navigate to your approved MI RCR Applications below, or select new applications to request access to them. You may select more than one.


SHOARS

STI/HIV Operations and Resource System (SHOARS)

SHOARS is an application that allows partners to engage with the diverse resources of the Bureau of HIV/STI Programs (BHSP). SHOARS allows users to create a profile to centralize all interactions with the Bureau including: grants and contract processes; surveys; trainings; registration for conferences and other events; requests for data, information, technical assistance or supplies/materials; and access to reporting and other systems.

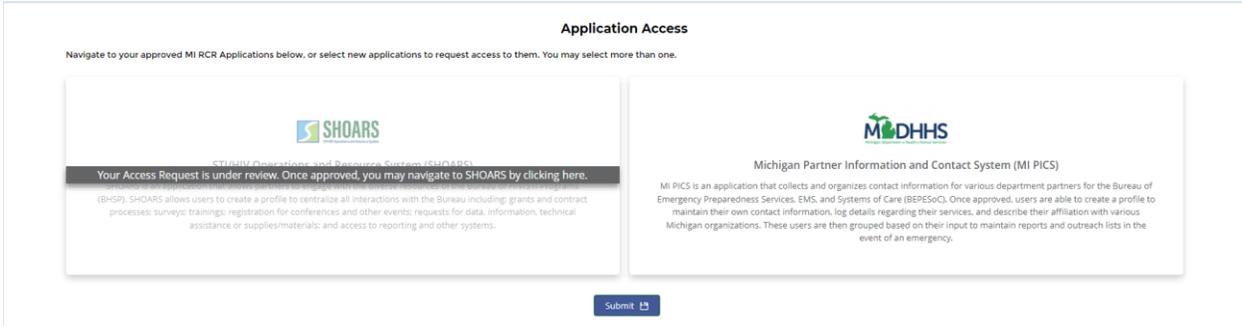

MDHHS

Michigan Partner Information and Contact System (MI PICS)

MI PICS is an application that collects and organizes contact information for various department partners for the Bureau of Emergency Preparedness Services, EMS, and Systems of Care (BEPESoC). Once approved, users are able to create a profile to maintain their own contact information, log details regarding their services, and describe their affiliation with various Michigan organizations. These users are then grouped based on their input to maintain reports and outreach lists in the event of an emergency.

[Submit](#)

2. This will generate an access request, please allow up to 2 business days for approval.
 - a. Waiting for approval screen



Application Access

Navigate to your approved MI RCR Applications below, or select new applications to request access to them. You may select more than one.


SHOARS

STI/HIV Operations and Resource System (SHOARS)

Your Access Request is under review. Once approved, you may navigate to SHOARS by clicking here.

(BHSP). SHOARS allows users to create a profile to centralize all interactions with the Bureau including: grants and contract processes; surveys; trainings; registration for conferences and other events; requests for data, information, technical assistance or supplies/materials; and access to reporting and other systems.

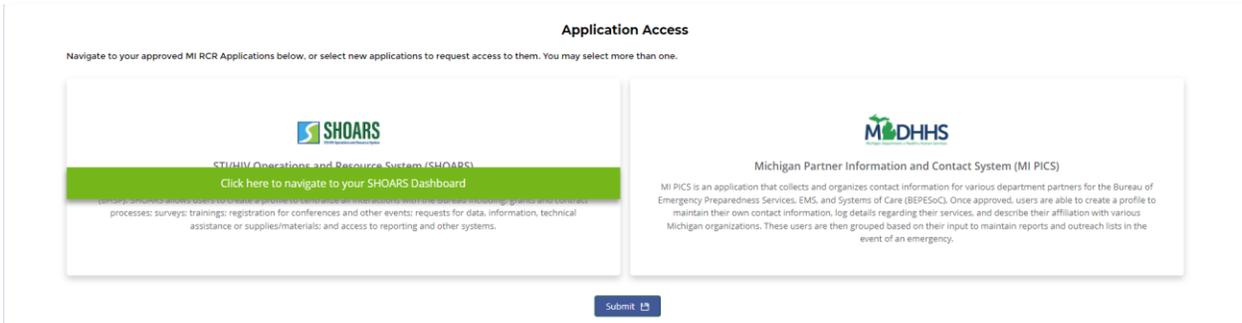

MDHHS

Michigan Partner Information and Contact System (MI PICS)

MI PICS is an application that collects and organizes contact information for various department partners for the Bureau of Emergency Preparedness Services, EMS, and Systems of Care (BEPESoC). Once approved, users are able to create a profile to maintain their own contact information, log details regarding their services, and describe their affiliation with various Michigan organizations. These users are then grouped based on their input to maintain reports and outreach lists in the event of an emergency.

[Submit](#)

- b. Approval screen



Application Access

Navigate to your approved MI RCR Applications below, or select new applications to request access to them. You may select more than one.


SHOARS

STI/HIV Operations and Resource System (SHOARS)

Click here to navigate to your SHOARS Dashboard

(BHSP). SHOARS allows users to create a profile to centralize all interactions with the Bureau including: grants and contract processes; surveys; trainings; registration for conferences and other events; requests for data, information, technical assistance or supplies/materials; and access to reporting and other systems.


MDHHS

Michigan Partner Information and Contact System (MI PICS)

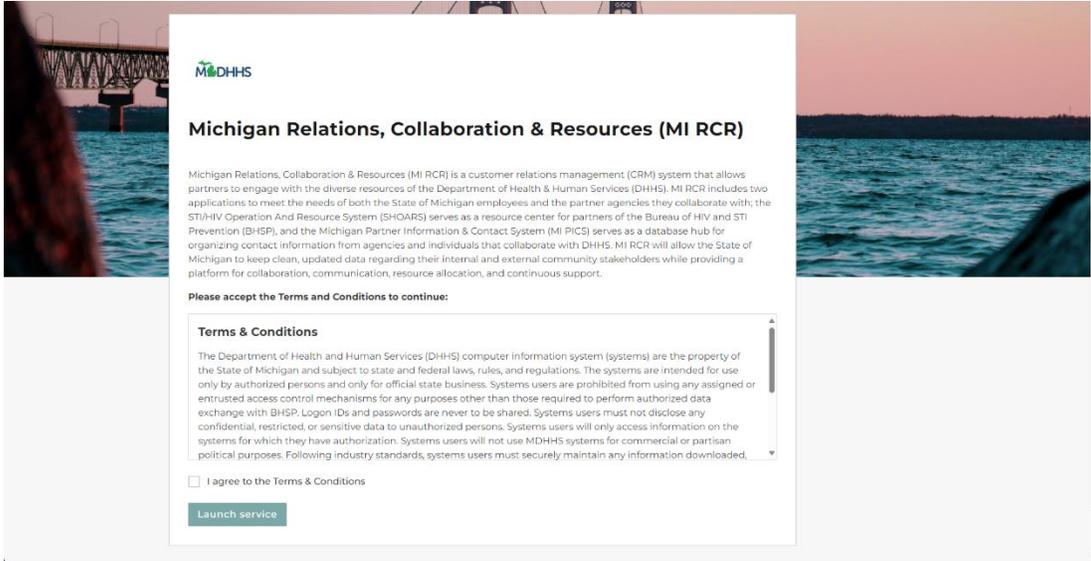
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[Submit](#)

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STEP 4: Create a User Profile in SHOARS

1. Within your MiLogin for Business, agree to the terms and conditions and **“launch service.”**



Michigan Relations, Collaboration & Resources (MI RCR)

Michigan Relations, Collaboration & Resources (MI RCR) is a customer relations management (CRM) system that allows partners to engage with the diverse resources of the Department of Health & Human Services (DHHS). MI RCR includes two applications to meet the needs of both the State of Michigan employees and the partner agencies they collaborate with; the STI/HIV Operation And Resource System (SHOARS) serves as a resource center for partners of the Bureau of HIV and STI Prevention (BHSP), and the Michigan Partner Information & Contact System (MI PICS) serves as a database hub for organizing contact information from agencies and individuals that collaborate with DHHS. MI RCR will allow the State of Michigan to keep clean, updated data regarding their internal and external community stakeholders while providing a platform for collaboration, communication, resource allocation, and continuous support.

Please accept the Terms and Conditions to continue:

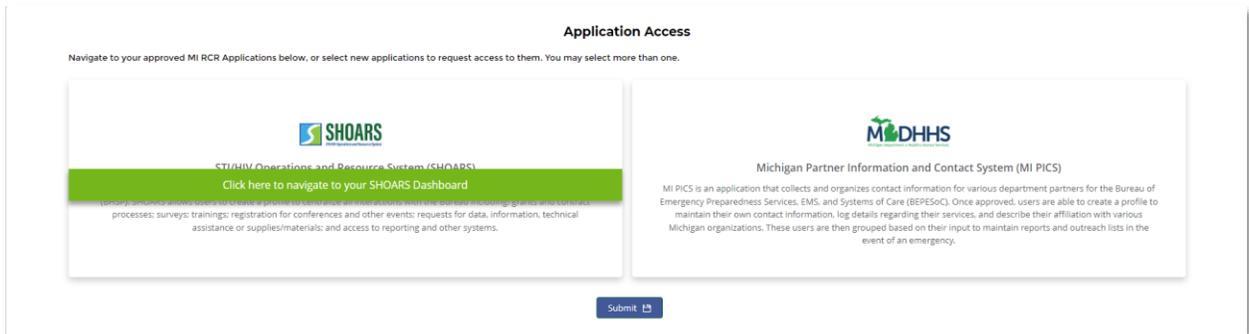
Terms & Conditions

The Department of Health and Human Services (DHHS) computer information system (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 BHSP. 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 MDHHS systems for commercial or partisan political purposes. Following industry standards, systems users must securely maintain any information downloaded.

I agree to the Terms & Conditions

Launch service

2. Select the green bar to navigate to your SHOARS Dashboard.



Application Access

Navigate to your approved MI RCR Applications below, or select new applications to request access to them. You may select more than one.

SHOARS

STI/HIV Operations and Resource System (SHOARS)

Click here to navigate to your SHOARS Dashboard

Clicking SHOARS allows users to create a profile to enhance all their efforts with the Bureau of HIV and STI Prevention (BHSP) processes: surveys; trainings; registration for conferences and other events; requests for data, information, technical assistance or supplies/materials; and access to reporting and other systems.

MDHHS

Michigan Partner Information and Contact System (MI PICS)

MI PICS is an application that collects and organizes contact information for various department partners for the Bureau of Emergency Preparedness Services, EMS, and Systems of Care (BEPESoC). Once approved, users are able to create a profile to maintain their own contact information, log details regarding their services, and describe their affiliation with various Michigan organizations. These users are then grouped based on their input to maintain reports and outreach lists in the event of an emergency.

Submit

**If it's been past 2 business days and you still do not have access to SHOARS, please reach out to MDHHS-SHOARS-SUPPORT@michigan.gov.*

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3. After you launch SHOARS, you'll be prompted to register by entering in your professional information, please only enter your work information as SHOARS does not house any PII or PHI
 - a. On page 2 ensure you select the right area (Local Health Department, Community Based Organization, and Medical Provider/Health Care Worker.)

Select any areas that pertain to you ⓘ

Available	Chosen
Agency/Community Based Organization (CBO)	Local Health Department (LHD)
Medical Provider/Healthcare Worker	
Other	

- b. On page 3 you'll need to select your primary role as it relates to your organization to ensure you receive proper communications.

Additional Details

Please note, these selections are not tied to your permissions within SHOARS, this will help us streamline communications, newsletters, and event invites to the appropriate groups.

Primary role in relation to the Bureau of HIV and STI Programs (select up to three)

Available	Chosen
Academic (University Faculty/Staff)	Information Technology Staff
Accountant/Financial Manager	
Administrative Support	
Business Analyst	

- c. Also, on page 3 you'll need to select professional interests for dependency on additional communications our bureau may send out.

Professional Interests (select all that apply)

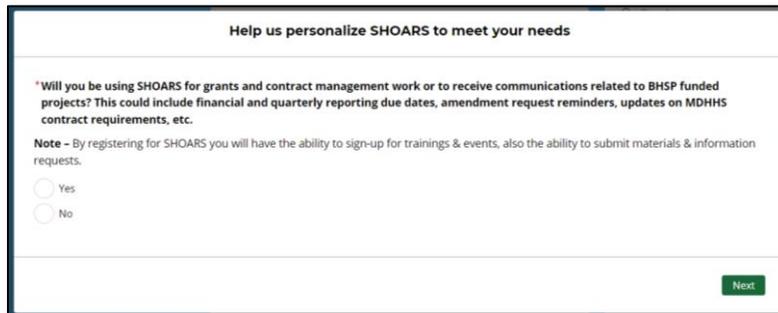
Available	Chosen
Accreditation	HIV Services
Adolescent Health	Hospital System/Medical Setting
AIDS Drug Assistance Programs	Local Health Department
Community Advisory Bodies (MHAC/SEMHC)	Medicaid/Medicare

STEP 5: Alignment of Your Profile

1. After submitting your User Registration form, select the “+ **Finish Your SHOARS Profile Here**” to determine if you should receive grants management communications.



2. If you should receive grants and contracts communications, select “**Yes.**”



Help us personalize SHOARS to meet your needs

*Will you be using SHOARS for grants and contract management work or to receive communications related to BHSP funded projects? This could include financial and quarterly reporting due dates, amendment request reminders, updates on MDHHS contract requirements, etc.

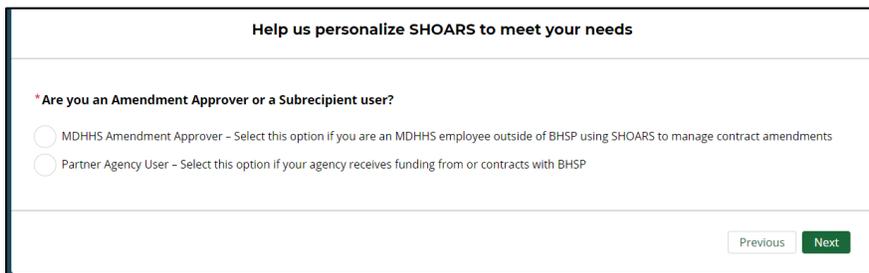
Note - By registering for SHOARS you will have the ability to sign-up for trainings & events, also the ability to submit materials & information requests.

Yes

No

Next

3. Determine if you're a partner agency user that receives funding or if you're a MDHHS employee outside of the Bureau of HIV and STI Programs.



Help us personalize SHOARS to meet your needs

*Are you an Amendment Approver or a Subrecipient user?

MDHHS Amendment Approver - Select this option if you are an MDHHS employee outside of BHSP using SHOARS to manage contract amendments

Partner Agency User - Select this option if your agency receives funding from or contracts with BHSP

Previous Next

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4. Select your role as it relates to EGrAMS, if you are aligned to multiple projects, you will be able to select them in the next step.

Help us personalize SHOARS to meet your needs

*Select your role

Authorized Official – Authorized to submit project applications and sign a legal binding agreement on behalf of your agency.
Note: This role must match what your organization and project has listed in EGrAMS.

Project Director – A person from your agency responsible for performing administrative tasks such as: assigning other agency users, activating and deactivating users, restricting access to projects, etc.
Note: This role must match what your organization and project has listed in EGrAMS.

Financial Officer – Oversees financial operations and submits financial reports for your agency.
Note: This role must match what your organization and project has listed in EGrAMS. Please ensure you select Grant Liaison/Coordinator, Grant Manager, or Accountant/Financial Manager as your primary role in your user profile.

Project Team Member – Other individuals who work with BHSP funded programs, but do not serve as the lead staff.
Note: There is no limit on number of project team members, the permissions for this role can vary and are approved by the associated Project Director.

Previous Next

5. Unless you are an Authorized Official, input your Organization(s) and Project(s) and **“Submit.”**

Help us personalize SHOARS to meet your needs

Select Organizations and Projects

*Your Organization

*Your Project Name

+ Add Alignment

Previous Submit

6. Success! You're now registered for SHOARS and can access trainings and events, supply ordering, and *if* you said “Yes” for grants management, upon approval, you will be able to see important amendment information and receive our communications!