



MIC Project Portal (MiDIG) Help and Frequently Asked Questions

This document provides a comprehensive list of Help topics and Frequently Asked Questions that can assist MiDIG users. If you are unable to find the answer to your query or require further assistance, please feel free to email us at mic@michigan.gov. Kindly mention your name, organization, and provide a brief description of the issue you are facing. We would be happy to help.

Project Timeline: Launch May 2024

Summer 2024 – State Planning Data Integrations

- 1. Statewide Transportation Improvement Program (STIP)**

MDOT federal aid projects and local federal aid projects included in statewide transportation planning processes.

- 2. TAMC Investment Reporting Tool (Local Transportation Projects)**

Local transportation projects submitted to the TAMC Investment Reporting Tool (IRT)

- 3. Regional Planning Agency – Coordination Offices**

MIC is piloting the use of regional coordination offices to support the development, aggregation, and digitization of local capital improvement program into a centralized database. This database and coordination efforts will be overseen by the regional entity.

Definitions and Acronyms

Accessing Agency - a party that employs and/or is otherwise affiliated with one or more Authorized Users and is granted access to the Portal by MIC through the PPAA to view project-related data or contribute data, received from Authorized Users, and displayed in the Portal.

Asset Owner – a public or private utility or agency (e.g., gas, electric, drinking water, storm water, wastewater, transportation, communications)

IUA – Individual User Agreement

IRT – Investment Reporting Tool

MIC – Michigan Infrastructure Council

Other Accessing Agency - limited access may be granted to additional agencies as deemed appropriate by the Portal Access Committee for strategic planning purposes.

PPAA – Project Portal Access Agreement



Project Portal Partner Organization – Agencies that contribute project data to the Portal

STIP – State Transportation Improvement Program

The Portal – Michigan Infrastructure Council “Dig Once” Project Portal (MiDIG)

User Role – View Only - Users with this role are only able to view project data within their approved jurisdiction. Users with this role may cannot edit or delete project information within the Project Portal.

User Role – Editor - In addition to viewing project data within their approved jurisdiction, users with this role may add, edit, or delete projects on behalf of their organization (*This role is referred to as “Data Contributor” in the PPAA*)

General Questions

- 1) *Who can access the Portal?*
 - a. The Portal is intended for authorized infrastructure asset owners, managers, and regional planning agencies who have completed all the required steps and obtained the required approvals necessary to access the application.
- 2) *Who can view my project information in the Portal?*
 - a. Approved users within the system will have the ability to view capital improvement projects submitted by other approved agencies within the State of Michigan.
- 3) *What types of projects can be entered in the Portal?*
 - a. The portal is intended for future construction projects across various infrastructure types. This includes transportation (roads, bridges, culverts, signals, and others), water (drinking water, storm water, and wastewater), communications, and utilities (gas, electric, and other).
- 4) *Does it cost anything to use the MIC Project Portal?*
 - a. No, there is no cost associated with accessing the MIC Project Portal.
- 5) *I already entered my project information on another State of Michigan platform. Do I have to enter it into the MIC Project Portal again?*
 - a. At this time, MIC is working on integrating existing transportation plans submitted to the Michigan Department of Transportation (State Transportation Improvement Plans (STIP) and TAMC multiyear program submissions (TAMC IRT) directly into the MIC Project Portal for collaboration purposes. Over time, the MIC will work with other agencies who store GIS project data to integrate this information into the system without the need for resubmission by public and private infrastructure owners.
- 6) *Can more than one person from an organization enter projects?*
 - a. Yes, more than one person from an organization can be designated to have the “Editor” user role.

- 7) *Is there a limit to the number of Portal users my organization can have?*
 - a. Not at this time. The MIC reserves the right to limit the number of users an organization can have.
- 8) *Who can I contact for help with the Portal?*
 - a. For additional help with the Portal, please send an email to mic@michigan.gov. Be sure to include your name, organization, contact information, and a description of the issue you have encountered.

Accessing the Portal

- 1) *How do I gain access to the MIC Project Portal?*
 - a. **Step 1:** Request access to the Project Portal through MiLogin (**Search for MIDIG**)
 - i. **MiLogin for Third Parties (non-State Workers)** (**Please use business email**)
 - ii. **MiLogin for State Workers**
 - b. MIC staff will review your preliminary request and reach out with clarifications and concerns. Once verified as an authorized user, the MIC will provide requesting party with a PPAA and IUA for review and signature.
 - i. *Note: If your agency already has a PPAA on file, your request will be verified with your agency representative on file and you will be asked to provide an IUA.*
 - c. **Step 2:** Complete PPAA and IUA and return to MIC Staff for filing.
 - d. **Step 3:** MIC Staff will authorize your entry into the Portal environment and you will receive a welcome email.
 - e. **Step 4:** Return to MiLogin site to gain access.
 - i. **MiLogin** for Third Parties (non-State Workers)
 - ii. **MiLogin** for State Workers
- 2) *Can I let consultants enter my project information and access the Portal on behalf of my organization?*
 - a. Consultants may access the Portal at the discretion of the accessing agency they are working for. The accessing agency must grant consultants permission and include them when completing the User Role Designation Form. Consultants are required to follow the same steps and obtain the same approvals as other Portal users.
- 3) *I do not have a MiLogin account. How do I get one?*
 - a. **MiLogin** for Third Parties (non-State Workers)
 - b. **MiLogin** for State Workers
- 4) *I have a MiLogin account. How do I request access to the MIC Project Portal?*
 - a. From your MiLogin page, select the “Request Access” button from the top menu. Once you are on the Request Access page, enter “MIDIG” in the search field. Select MIC Project Portal (MIDIG) from the search results and then follow the prompts to request access. The MIC Project Portal Administrator will be notified of your request.
- 5) *What if I need help with MiLogin?*

- a. For help with MiLogin, please visit reach out to MIC Staff at MIC@michigan.gov or review self-service help documents at [MiLogin Help](#).

Editing User Profiles in the Portal

- 1) *How do I update my profile and notification settings?*
 - a. To edit your profile information, click on your name in the upper right-hand corner of the page. From the menu, select “Settings”. This will take you to the Edit Profile screen where you are able to update your profile within the system.
 - b. To edit notification settings, click on the “Notifications” tab on the left side of the settings page. Here you will be able to select which notifications the system provides your user profile.
 - c. To edit email settings, click the “email settings” tab on the left side of the settings page. You will then be able to adjust how frequently the system provides system updates to your email address and what is contained in those updates.
- 2) *I used to work in City A, but now I work in City B on the other side of the state. Will I still be able to access the projects I owned while working in City A in the Portal?*
 - a. No. Once you leave an organization, your access to that organization’s project information in the MIC Project Portal is removed.
 - b. In the event you change jobs and/or leave your organization, send an email to mic@michigan.gov to have your user profile updated.
- 3) *How do I add new or additional users for my organization?*
 - a. Each new or additional user must sign an [IUA \(Individual User Agreement\)](#). Additionally, the signing authority for the accessing agency must complete the [User Role Designation Form](#) for the new user(s).

Using the Portal

- 1) *Why do I not see any projects on the landing page after logging into the Portal?*
 - a. The landing page displays your organization’s projects that have been entered into the Portal. If you are not seeing anything in your project list, the accessing agency associated with your account has not contributed any project data.
- 2) *What is the difference between the “Viewer” and “Editor” user roles?*
 - a. Users with the “Viewer” role are only able to view projects
Users with the “Viewer” role **cannot** add or edit projects.
 - b. Users with the “Editor” role can manually add and edit projects within their approved agency.
Users with the “Editor” role can also utilize the in-app communications to collaborate and share information with other project managers within the system.
- 3) *Can I bulk upload my projects into the system from my own GIS system?*

- a. Bulk uploads are currently disabled within the interface. Users wishing to upload projects within the system will be required to add projects individually at this time.
 - b. The MIC Staff is developing a bulk upload approach to support this functionality in the future. To learn more about this process, and participate in the pilot, please send an email to mic@michigan.gov.
 - c. Regional Infrastructure Coordination Hubs (RICH) Pilot – For infrastructure owners who are located within a RICH pilot area, bulk uploads can be provided to the regional entity for inclusion in their integrated map. Integrated maps housed by the RICH regions will be directly uploaded into the Project Portal without the need for adding within the interface.
- 4) *As an Editor, how do I manually add a new project?***
- a. From either the landing page or the Project Map page, click “Add/+”.
 - i. Complete the required fields displayed on the left side of the screen
 - ii. To “draw” your project location on the map, use the drawing tools located in the upper right corner of the map
 - iii. Click “Save”
- 5) *As an Editor, how do I manually edit an existing project?***
- a. Editors can select the project they would like to edit by clicking “Edit” for the desired project on the landing page or by selecting the desired project on the map and clicking “Edit”
 - b. After “Edit” has been selected, the user is able to make the desired changes
 - c. Once the desired changes have been made, click “Save”
 - i. Editors are only able to edit manually added projects from their own organization.
 - ii. Projects added from GIS files cannot be manually edited within the Portal.
- 6) *Can I delete a project?***
- a. Users with the Editor user role are able to delete manually added projects owned by their organization.
- 7) *Is there a limit to the number of projects I can add?***
- a. There is not a limit to the number of projects users can add.
- 8) *Can I change the contact information to someone else when entering a project?***
- a. Yes. Contact information can be switched to others within your organization by someone with administrative privileges. Please reach out to MIC@michigan.gov for support on changing contact information.
- 9) *How frequently are projects updated in the Portal?***
- a. Projects that are imported from IRT and STIP are updated on a quarterly basis. All other projects are updated on a cadence established with the accessing agency.

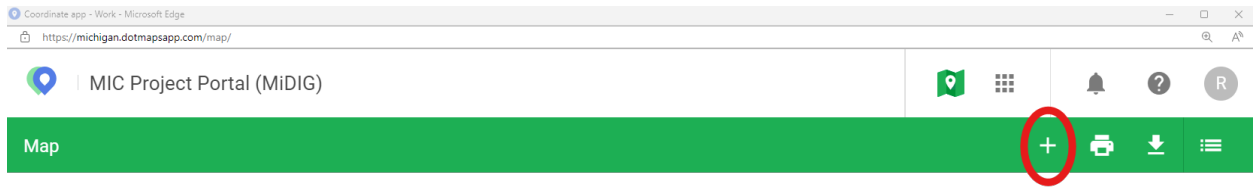
MiDIG How To:

What to Expect When First Logging into the Portal

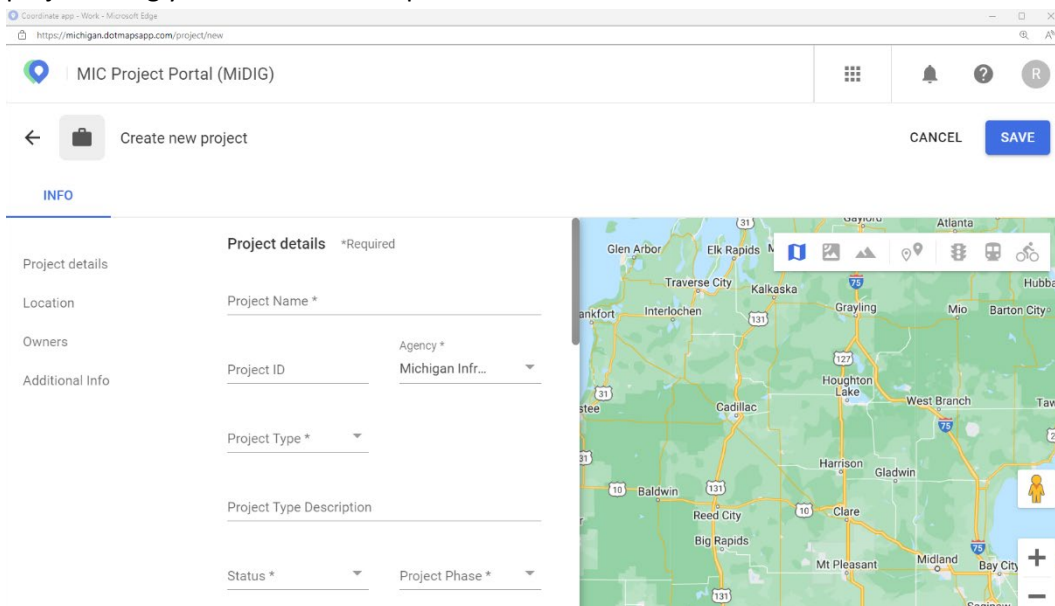
Upon your first login to the Portal after completing the IUA, you will be placed into an awaiting assignment agency. Within 1-2 business days, the MIC Administrator will assign your Agency and user role in accordance to your signed PPA and IUA.

How to Draw a Project in the GIS Interface.

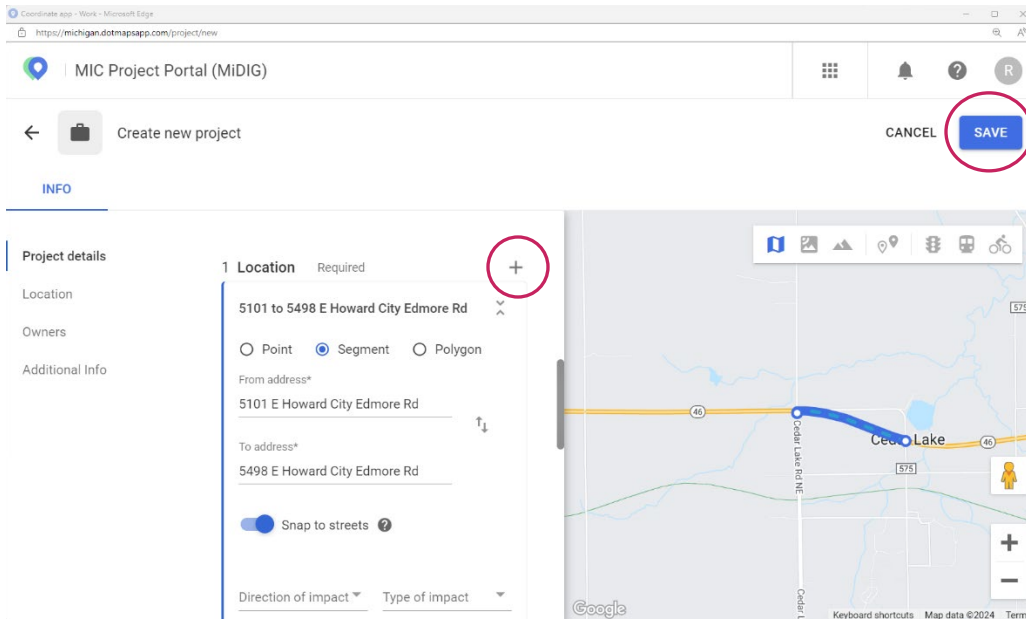
1. On the landing screen, locate the plus sign (+) on the Map Ribbon: Pick New Project



2. Within the mapping interface on the right of the screen. Navigate to the geographic location of the project using your mouse or trackpad.



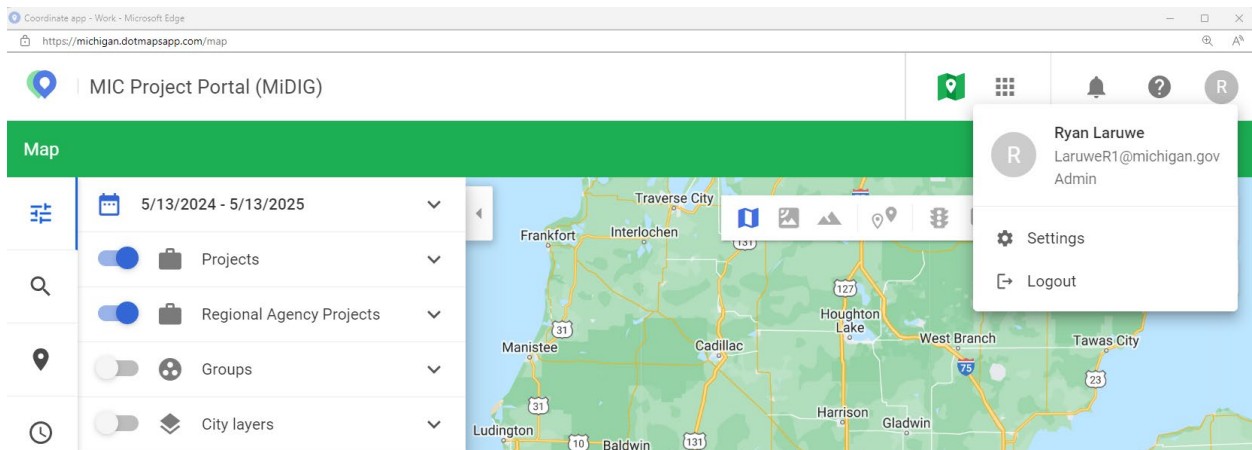
3. Provide the requested project details on the left side of the screen, including the timeline and a project owner who will serve as the project coordinator on the project. (There can be multiple coordinators for situational awareness) Required fields are marked with an *Asterisk
4. Within the location area of the project details screen, click on "undefined street".
 - a. Determine if you would like your project to appear as a point, line segment, or polygon
 - b. Segments can either be drawn on the map, (click two points and the system will snap to the roadway) or enter via two addresses.



5. For projects that have multiple segments, use the + button to add other locations.
6. Once a project is saved, listed project coordinators will receive an email and in-app notification of projects from other authorized users that are scheduled for the same time (conflict), or occurring the same vicinity in the coming years (coordination).

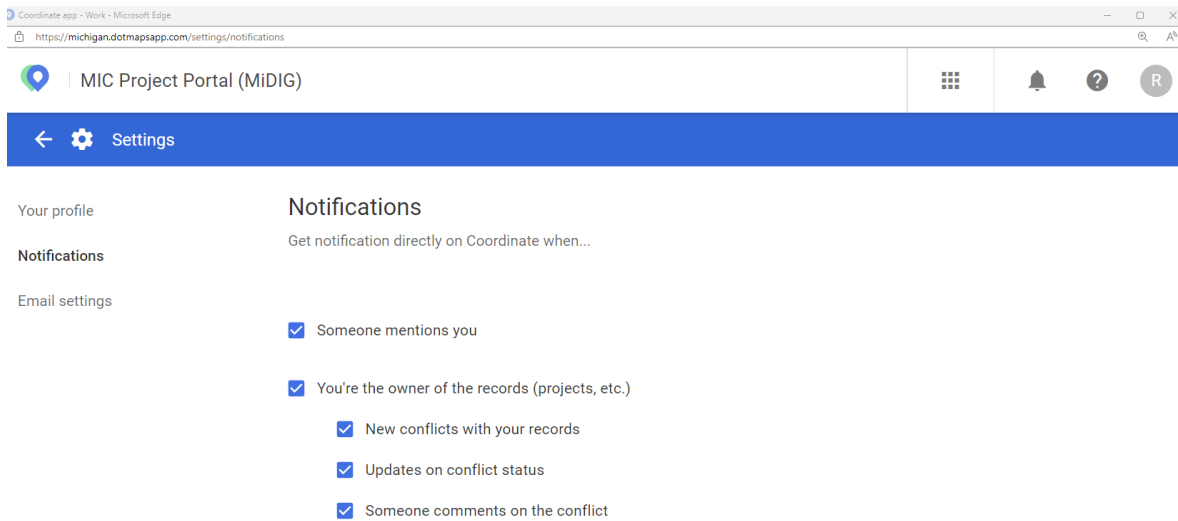
How To Update Notification Settings:

1. To update your notification settings in the software, click on the User Icon in the top right of the interface and select the settings icon



Training materials are in the process of being developed. If you have additional questions, please send an email to mic@michigan.gov. Your question will be addressed promptly.

2. Within the settings page, you can update and review your profile information and review your current access level (viewer, manager, admin).

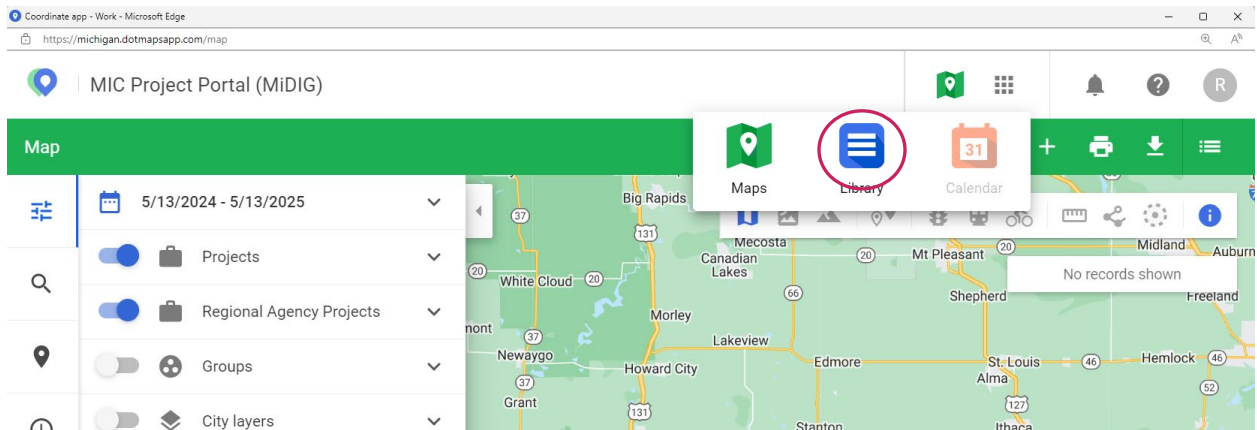


3. Within the Notifications Tab, you can select when and if you would like to be notified by the system. You can also setup standardized digest that will provide updates within regular intervals and boundary group updates.

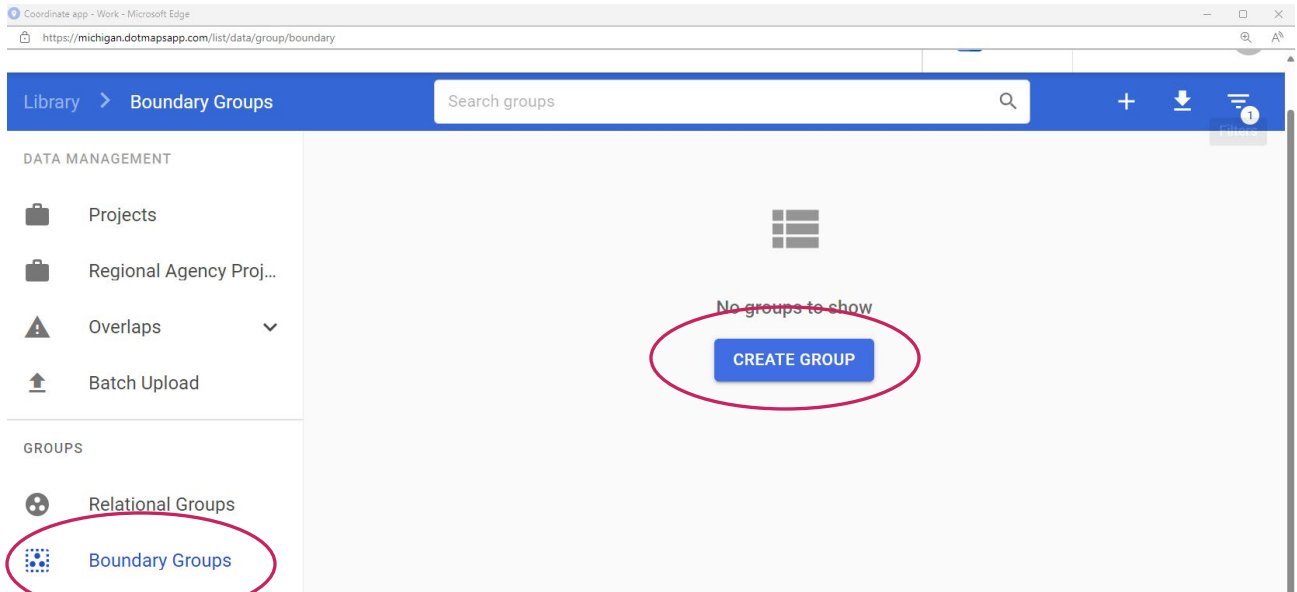
How To Utilize Boundary Groups:

Boundary Groups are a tool that allows users to be alerted when planned infrastructure projects are occurring in their service territory that may not intersect with planned projects, but may impact existing infrastructure.

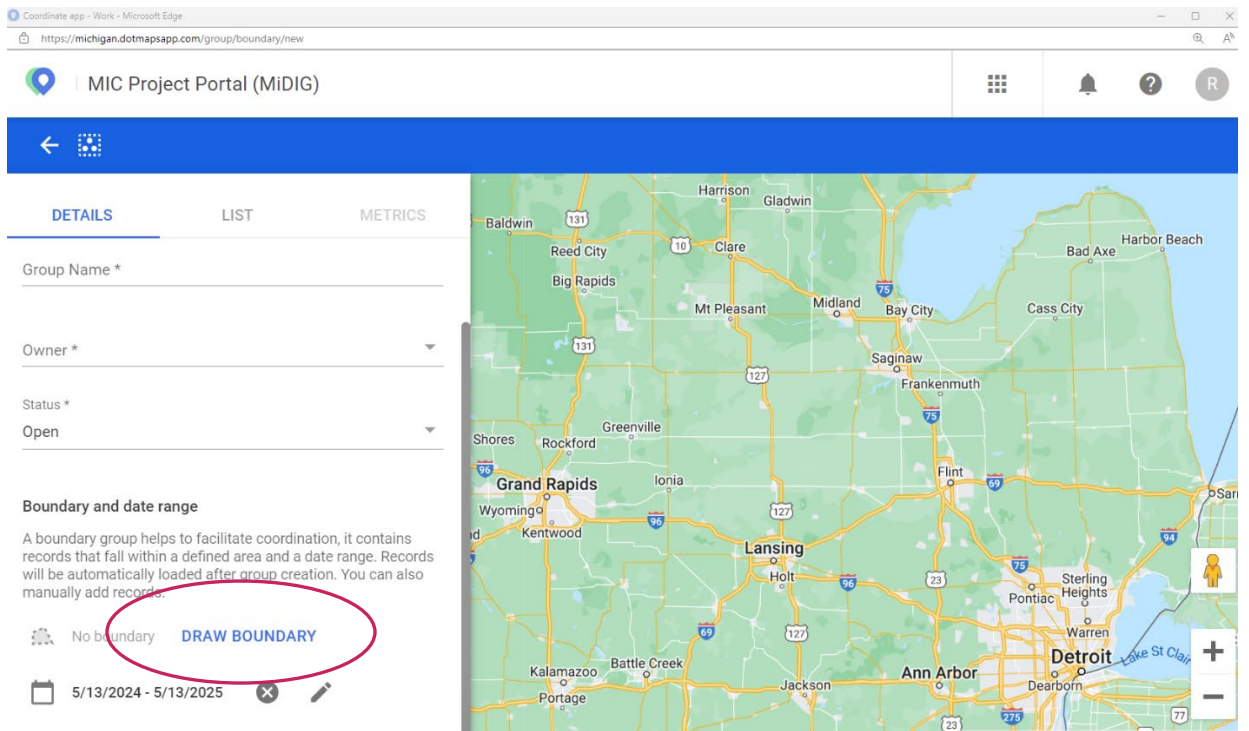
1. Create A Boundary Group – Boundary Groups are created within the library page of the MiDIG Portal



2. On the left navigation pane, select Boundary Groups and Create Group



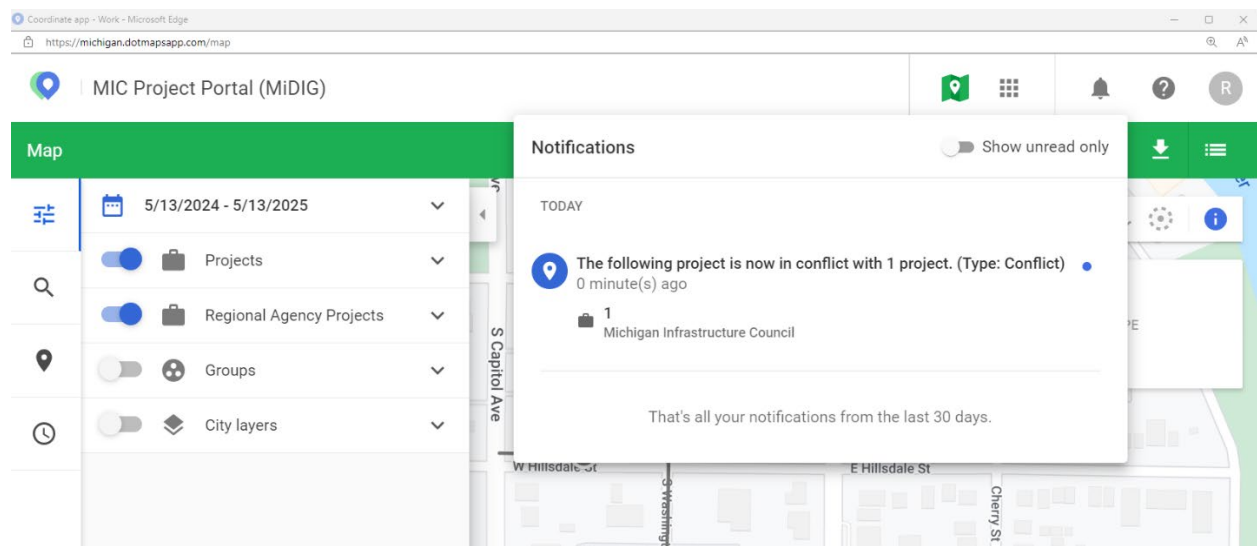
3. Create a Group Name and assign an owner to the group. This will be the user that is notified when projects are intersecting the boundary.
4. At the bottom of the data entry, click on the draw boundary button to outline an area of interest such as a service territory.



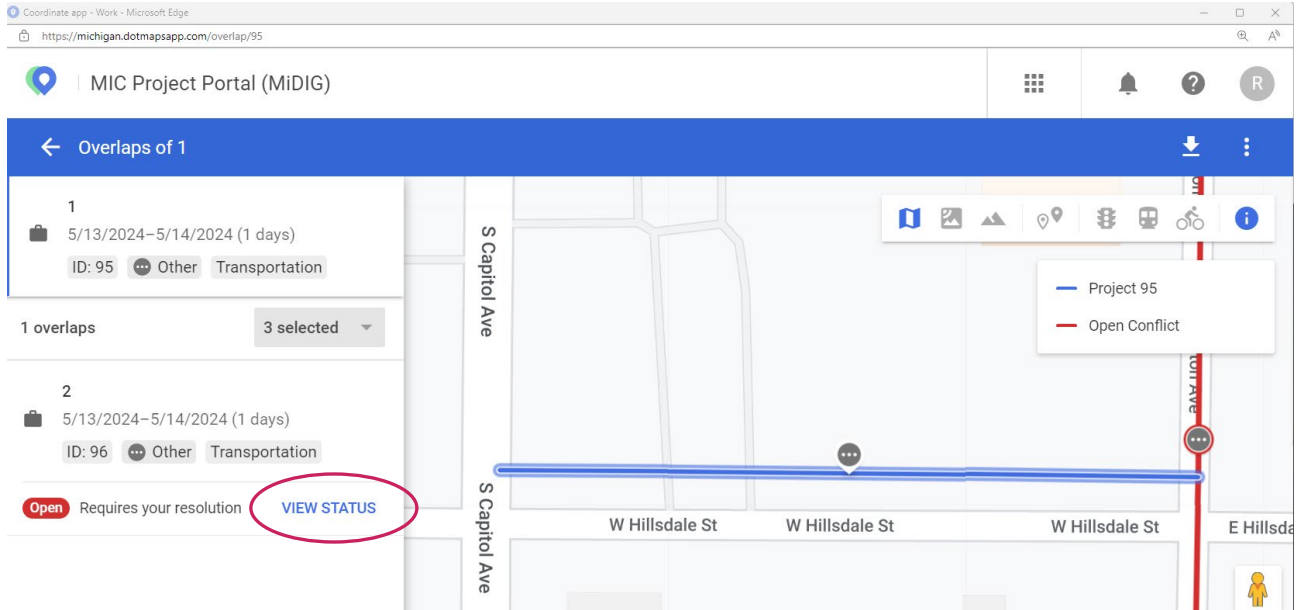
5. Within the map on the right-hand side, draw a polygon to delineate the boundaries of the area of interest. Finish polygon by click on the starting point.
6. Provide a date range which the Boundary Area or area of interest should be active.
7. Updates for Boundary Areas are sent out as part of scheduled digest as selected in the User Preferences area of the software.

Collaborating with Other Users and Conflict Resolutions:

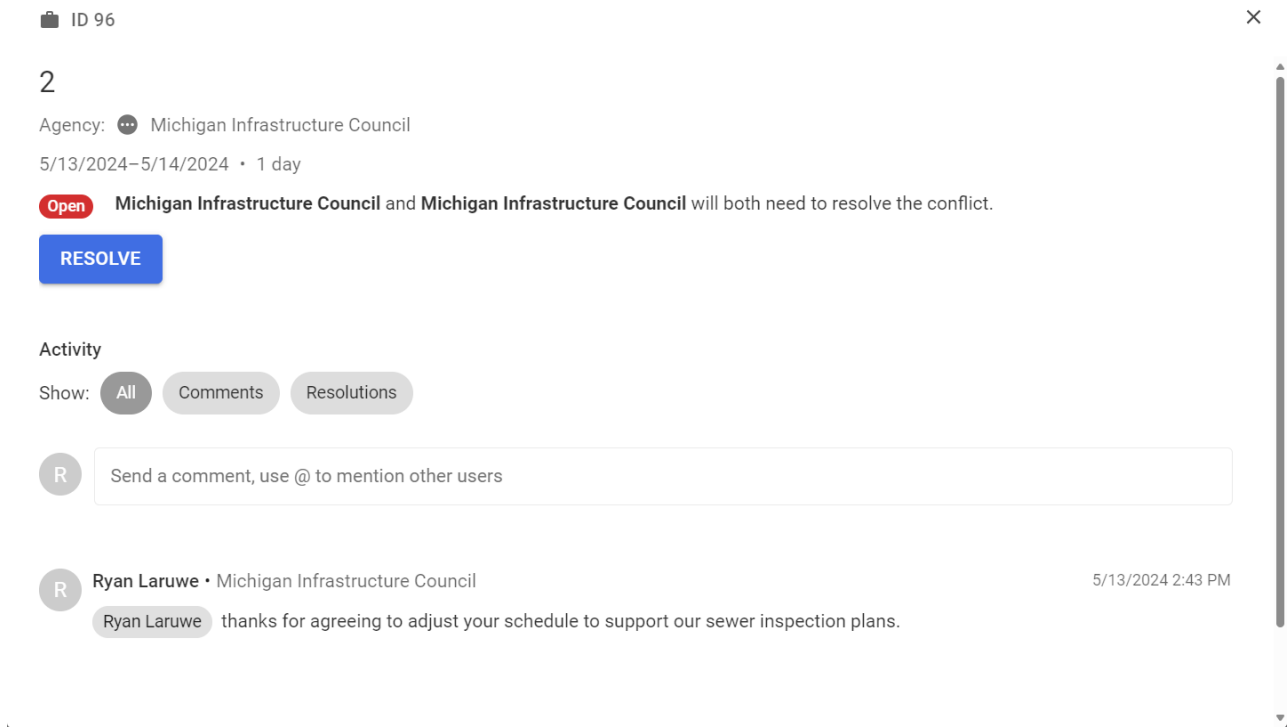
1. When the interface recognizes two conflicting projects, it automatically creates a conflict resolution space for impacted parties and sends notification to all impacted parties.



2. Project Owners are provided details of the conflicting projects and are asked to work to resolve conflicts through in-app communications. By “Viewing Status” users are taken into a collaborative space for users to share information and discuss collaboration and coordination opportunities and reach joint resolutions.



3. Project Owner (and agencies) are able to track communications between parties, share pertinent data and information, and resolve conflicts proactively before they become future issues and delays.



Bulk Project Uploads (Future Development):

If you are interested in uploading your projects in bulk from your own GIS system, you can adapt your existing project data into the MIC Project Data Schema and submit to the MIC Staff for direct integration into the Portal.

Can't find what you are looking for?

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