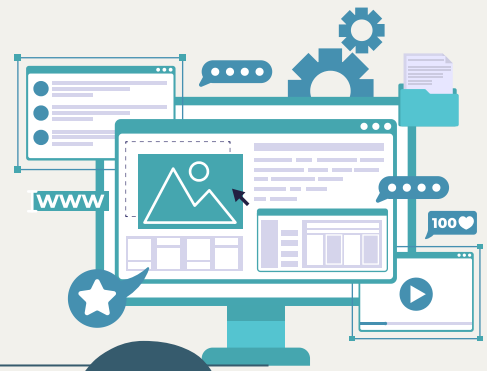


MiLogin Tips for CCHIRP Users



CREATING A MILOGIN ACCOUNT IS THE FIRST STEP TO ACCESSING CCHIRP.

To create your MiLogin account, go to: [MiLogin](#) and get started.

1

- If you already have a MiLogin account, **DO NOT** create a new one.
- Make sure you are on the correct MiLogin page. If your page says MiLogin for Business or MiLogin for Workers, you are on the wrong page.



2

THIS IS YOUR PERSONAL ACCOUNT, AND THE ONLY ONE YOU NEED

- To access CCHIRP, you will use the public MiLogin portal.
- If you leave the child care facility, you will be removed but you will always keep the same MiLogin ID and password for all of your State of Michigan applications.

3 NO ACCOUNT SHARING

- Each individual who will access CCHIRP will need to have their own account credentials.
- **Do not create one account for the whole facility.**
- User actions are logged for audit purposes. You should never let anyone log in under your account.



4

FORGOTTEN PASSWORDS

If you forget your password, **DO NOT create a new account.** This won't help you access CCHIRP and will actually cause complications.

Just like an account for a streaming service or a shopping app, if you create a new account, you will not have access to any of your existing data.

Instead, click the forgotten password link to get help accessing your account.

5

STILL NEED HELP?

If you are having trouble or are receiving an error message when trying to log in to CCHIRP reach out to: MiLEAP-CCLB-Help@michigan.gov

- If possible, include a screenshot of your error message.
- Give a description of when you are experiencing the issue.
- If it is a MiLogin issue, you will need to call the MiLogin Help desk for assistance: 1-800-968-2644. Be sure to tell them you are using the public portal.

Individuals with disabilities may contact the **MiLEAP ADA Coordinator** to request an alternative format to these materials. Please visit www.Michigan.gov/ADA for a list of state ADA Coordinators.