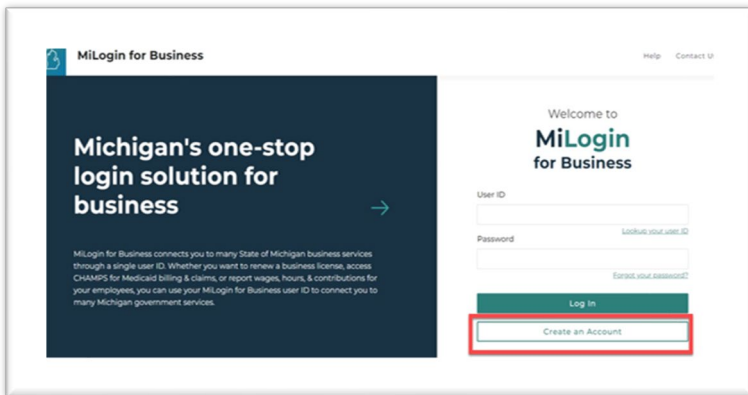




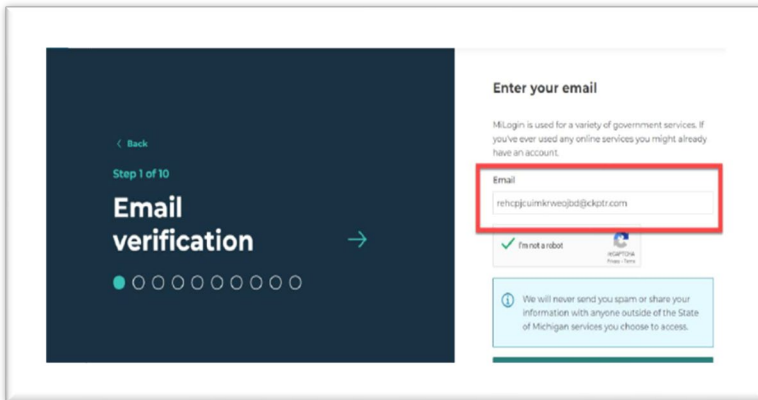
How to create a MiLogin for Business (Third-Party – all non @michigan.gov address) user account for the MSP Professional Development Learning Center



****Go to:** [MiLogin for Business](#)

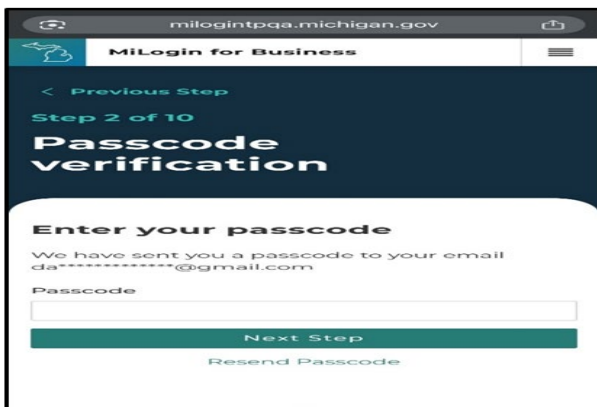
Step 1 of 10: Type your business or personal address (*any address not ending with @michigan.gov*) in the box.

- Select I'm not a robot



Step 2 of 10: A passcode will be sent to that email address.

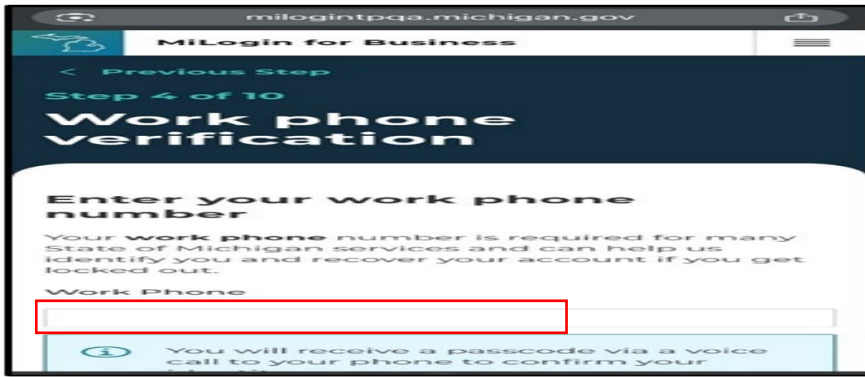
- Enter the passcode
- Select Next Step



Step 3 of 10: Enter your first, middle initial, and last name.

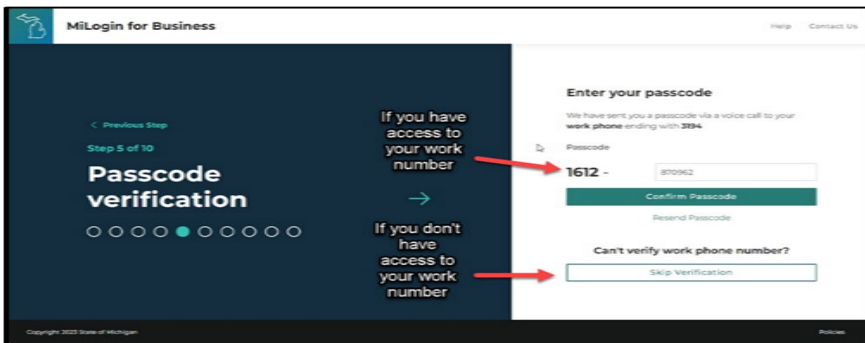
- Click on agree to Terms & Conditions
- Click next step





Step 4 of 10: Enter your work or business number.

- Immediately you will receive a call with a passcode to enter.
 - Recommended putting the call on speaker to enter the code. (code will repeat)

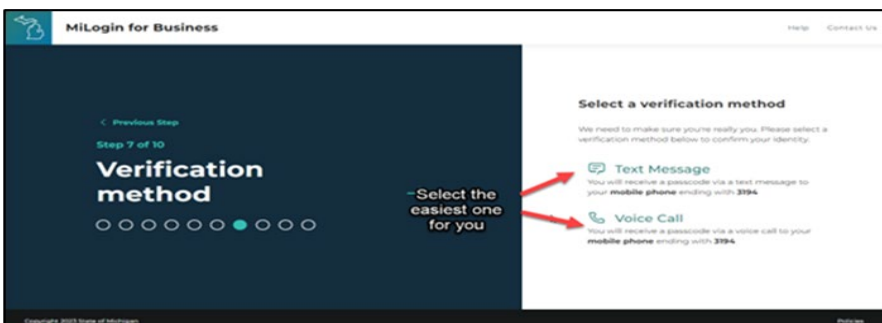


Step 5 of 10: Enter the pass code

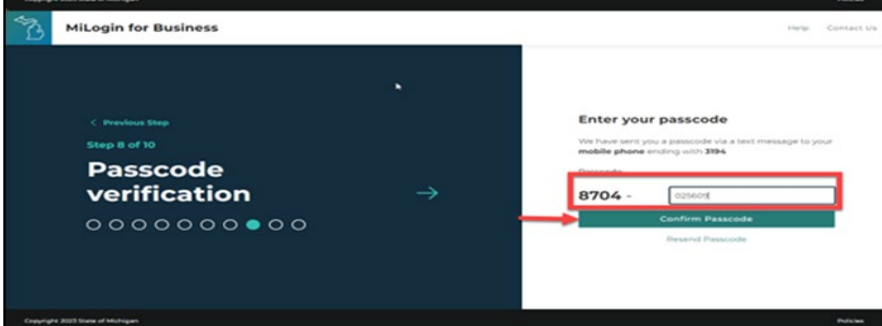


Step 6 of 10: Enter mobile or business phone number.

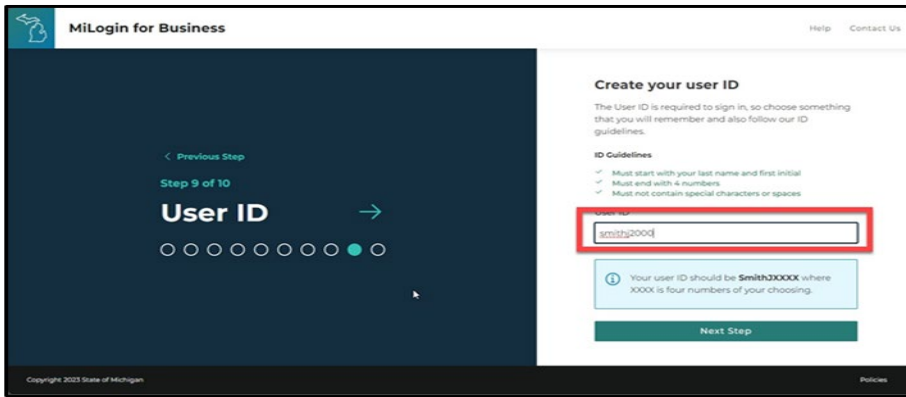
- It will be the same work or business number you entered



Step 7 of 10: Pick which verification method you would like to use for the mobile device. Once you receive the code you will verify the phone number

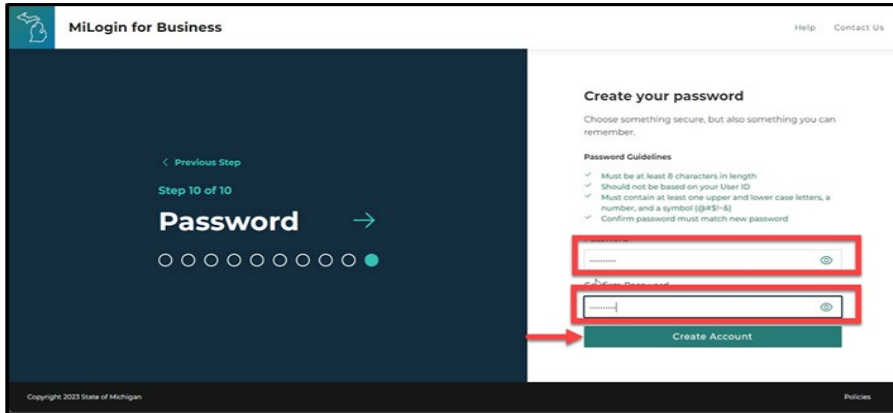


Step 8 of 10: Entry passcode



Step 9 of 10: You will then create your user ID

- Required is **Last name, First initial, and then four numbers** of your choosing (*NOT YOUR EMAIL*).



Step 10 of 10: Enter in a password you will remember and confirm it by typing it in both places.

Account Creation Submission Confirmed

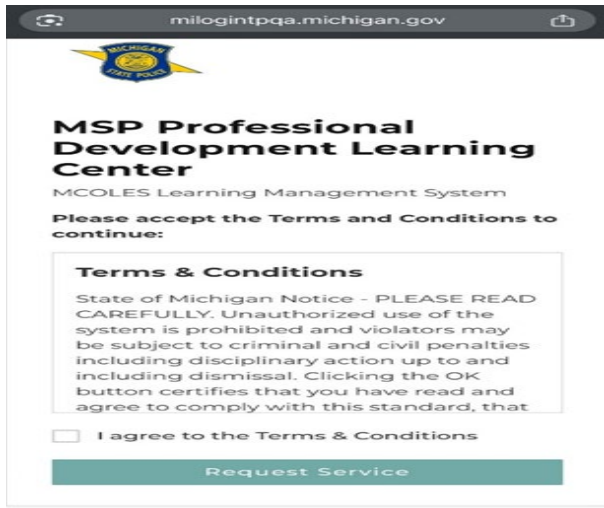
This is to confirm that your request for online account

Once you receive your email approval, logout of MiLogin.



1. Login back into MiLogin.
2. Click on '**Find Services**'
3. Search for the application **MSP Professional Development Learning Center**
4. Request Access
5. MSP System Admins will receive an email to approve your request (this may take up to 48 hours during normal business).
6. Once the approver approves your request, you will see the application on the MiLogin home page dashboard.

- It is recommended to log out from the MiLogin portal and log back in after your access is approved.



1. Click on the “MSP Professional Development Learning Center application to launch.
2. Click on” I agree to Terms and Conditions” and click on Launch service.

- You will be prompted for Multifactor authentication (MFA) and select a verification MFA method, PLEASE only use the Text or Phone call method. (For security reasons, MFA is required each time you log in to a browser within 24 hours).

3. After MFA authenticating, you will be launched to the “MSP Professional Development Learning Center”.



Welcome to the MSP Professional Development Learning Center!