

# Creating your MILogin Third Party Account, Requesting Access to GEMS/MARS & Completing the TNG Application

## **Creating your MILogin Third-Party Account:**

MILogin is the State of Michigan's single sign on software that will allow users access to State of Michigan systems, to include: GEMS/MARS; CEPI; MICIP; MEGS+; NexSys; etc.

Step one is to follow the Link [MILogin](#).  
- Or visit: [milogintp.michigan.gov](http://milogintp.michigan.gov)

Using the link above, once you arrive at the MILogin page, it will look like this:

The screenshot shows the 'MILogin for Third Party' web interface. At the top, there's a header with the Michigan.gov logo and links for 'HELP' and 'CONTACT US'. Below the header is a teal banner with the title 'MILogin for Third Party' and a 'HOME' button. The main content area is titled 'Create Your Account' and features a progress bar with three steps: 1. Profile Information (highlighted), 2. Security Setup, and 3. Confirmation. Under the 'Profile Information' section, there's a prompt to 'Enter your profile information' and a list of required fields marked with an asterisk: First Name, Middle Initial, Last Name, Suffix, Email Address, Confirm Email Address, Work Phone Number, and Mobile Number. Each field has a corresponding text input box. Below the 'Email Address' and 'Confirm Email Address' fields, there's a blue box stating: 'By providing an e-mail address, a new PIN can be sent to you to help with resetting a forgotten password.' Similarly, below the 'Work Phone Number' and 'Mobile Number' fields, there's a blue box stating: 'By providing a mobile number, a text message can be sent to you to help with resetting a forgotten password.'

Using your personal information, you will fill out the form. At the end of the form, you will be asked to answer a challenge question:

**\*Verification Question: Which word from list "carload, exact, assault, portfolio" contains the letter "p"?**

portfolio

☐ I agree to the [terms & conditions](#).

Answer the question. Follow the link to the Terms and Conditions of the MILogin access portal, then check the box indicating agreement (screenshot above). Then click next.

NEXT

RESET

The next screen will ask you to set up your MILogin User ID and Password to complete your profile.

## Security Setup

Provide user id and password information to complete your profile

\* Required

\* User ID

Enter a User ID

\* Password

Enter password

\* Confirm New Password

Confirm password

### User ID Guidelines:

- 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.
- User ID cannot contain space.

### 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 (!\$#,%@-~^&\*\_-+=><)
- Should not be one of the last 3 used passwords
- Should not be based on your User ID

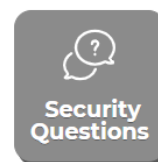
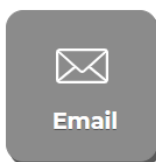


In the gray box to right of the User ID and Password boxes you will see the rules that you need to follow in setting up both the User ID and Password.

After setting your Password and User ID, you will need to choose how to recover your Password through the Security Options.

### \*Security Options

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



Whichever selection you choose, be sure it will be a good option for you. The information provided via the Profile page will be used as the contact information moving forward (i.e. Email or Mobile).

- If you select *email*, the email address you entered onto the Profile page will house your password reset.
- If you select the *mobile* option, the phone number you entered on your Profile page will house your password reset.
- The *Security Questions* option allows you to choose from a dropdown list of 4 questions to answer. Please be sure the way you answer the questions can be easily remembered. Once you have made your selections, click on the "Create Account" link.
  - If you have selected the "email" option for your Security Option, you will be taken to a page that will give you information about your access.

NOTE: At this point, you do not have access to any State of Michigan systems.

## MILogin for Third Party

[HOME](#)[REQUEST ACCESS](#)[UPDATE PROFILE](#)[SECURITY OPTIONS](#)[CHANGE PASSWORD](#)[LOGOUT](#)

### Home Page of Aaron Tooley

🔒 Your password will expire in **365** days

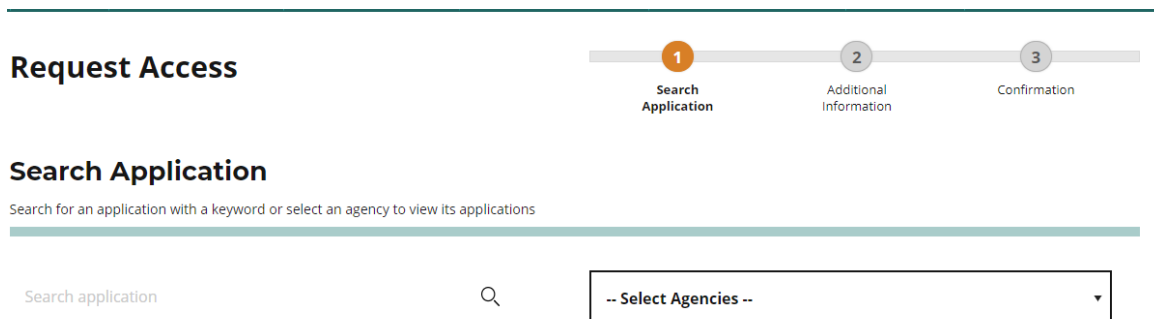
Access your applications by clicking on the application links below

You do not have access to any application. You can request access by clicking on [Request Access](#) link.

## **Requesting Access to GEMS/MARS**

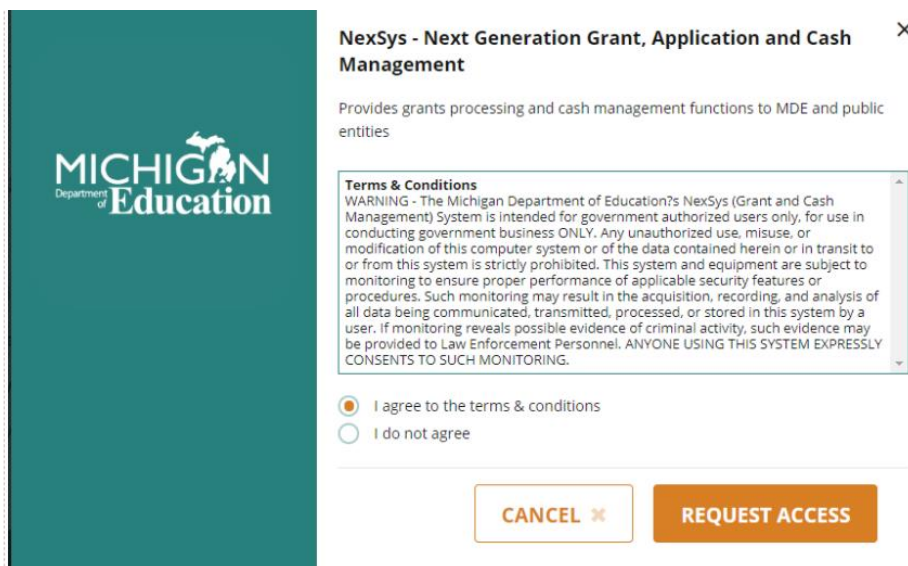
Once you have created your MiLogin account, or if you previously had one, you can request access to any of the MDE systems that currently use MEIS as the login portal. From your MiLogin homepage click on "Request Access".

You will be taken to the "Request Access" screen. On this screen, you will need to select MDE from the dropdown list.



Select the MDE system you want to request access to from the list of available systems. You will pick: Grant Electronic Monitoring System / Michigan Administrative Review System (GEMS/MARS).

Once the system refreshes, review the Terms & Conditions page, click the I agree radio button, then click the Request Access button.



The next page is Additional Information page. The system automatically pre-populates the information from your MILogin Profile page. Please review for accuracy, then click the Submit button.

### Additional Information

Provide following information to submit your access request

\* Required

\* Email Address

atooley@anywhereus.org

\* Work Phone Number

517-632-4567

SUBMIT

RESET

After following the instructions above, a successful submission will end in a Confirmation screen that looks similar to this:

**Request Access**

1 ✓ Search Application    2 ✓ Additional Information    3 Confirmation

**Confirmation**

✓ **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.

**HOME**

Click on Home button to be taken to the home page of your MILogin account. From this page:

- Logout of MILogin
- Log back in
- Once signed in, you should see the access to GEMS/MARS listed. This may take a few minutes and you will have to log out/back in to see any changes. Going forward, you will only use this link to open up GEMS/MARS.

**PLEASE NOTE:** MILogin can react differently with different browsers. If you logged out and logged back in and do not see the MEIS account link option, please close all browser windows and tabs before logging back in to MILogin.


## Opening the TNG Application:

After logging into MiLogin, click on the GEMS/MARS link below and agree to the terms and conditions.

[HOME](#) [REQUEST ACCESS](#) [UPDATE PROFILE](#) [LOGOUT](#)

### Home Page of Joshua Long

Access your applications by clicking on the application links below

**Michigan Department of Education (MDE)**

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**Grant Electronic Monitoring System / Michigan Administrative Review System (GEMS/MARS)**

**Michigan Education Information System Account Link**

**Michigan Nutrition Data System 2.0**




**NexSys - Next Generation Grant, Application and Cash Management**

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Scroll down to the GEMS/MARS Questionnaire section, and scroll to the end of the list of forms. You may also do a search based on program office. Click the paper icon that is all the way to the right of the application to open it.

**GEMS/MARS Questionnaires**

**Program Office:**

FORMS AVAILABLE			
98b Goal Submission 2022		Office of Educational Supports	
Emergency Assistance to Non-Public Schools Application II		Office of Financial Management	
Team Nutrition Grant Application	10/3/22-11/4/22	Office of Health and Nutrition Services	

GEMS/MARS will automatically take you to a page where you can create a new application. If you have already started one, it will appear in the list. To continue a previous one, you can click on your district name. To create a new one, click "Create New Team Nutrition Grant Application".

Submissions: 1 found

Status	District Name	
Submitted	AAA test	

Create New Team Nutrition Grant Application »

Fill out the application fields. Once done, click "Submit" at the bottom of the page to complete/finalize your submission.