



MICHIGAN DEPARTMENT OF
**LABOR & ECONOMIC
OPPORTUNITY**

**WORKFORCE
DEVELOPMENT**

MILogin for Business User Information Guide

**Operations Division
Data Performance & Reporting
December 2023**

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Background

MILogin is the State of Michigan’s solution to allow users access to many State services and systems online through a single user ID and password. It also provides enhanced security via multi-factor authentication (MFA). The OSMIS system has been enhanced and can now only be accessed through the MILogin for Business system. This manual describes how to access OSMIS and the new features introduced into OSMIS.

Summary of Changes

Function	In Past	New
Access OSMIS	URL: Services.michworks.org	<ul style="list-style-type: none"> Access OSMIS through the "One-Stop Management Information System" link on the MILogin for Business page. Multifactor Authentication - a user is sent an authentication code through email once per calendar day to access OSMIS. Upon the user’s successful login to MILogin and selecting “One-Stop Management Information System”, the user is brought directly to the OSMIS Dashboard.
New Functionality	N/A	<ul style="list-style-type: none"> When a new user is granted access to OSMIS, MILogin will send the user an email. The Dashboard Button is visible on the OSMIS menu.
	Passwords were reset in OSMIS	<ul style="list-style-type: none"> Password Resets occur in MILogin

Prerequisites to Gain OSMIS Access Through MILogin

There are five critical conditions that are required to access OSMIS:

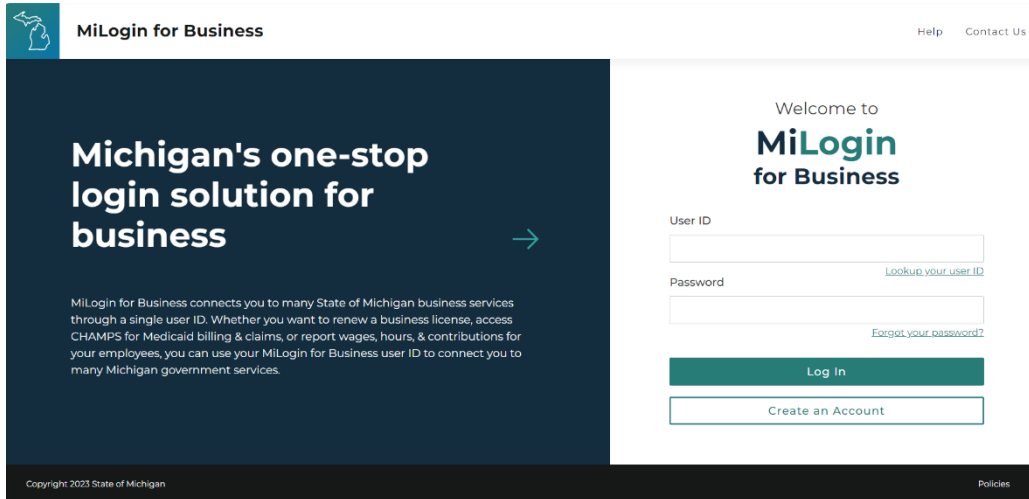
1. There must be a valid email domain(s) in OSMIS for the MWA.
2. The user’s OSMIS user account must have a valid work email address.
3. The user’s OSMIS user account status must be ACTIVE.
4. The MILogin ID in the user’s MILogin for Business account must exactly match the MILogin ID in the OSMIS user account.
5. The Email Address in the user’s MILogin for Business account must exactly match the Email Address in the OSMIS user account.

Multifactor Authentication

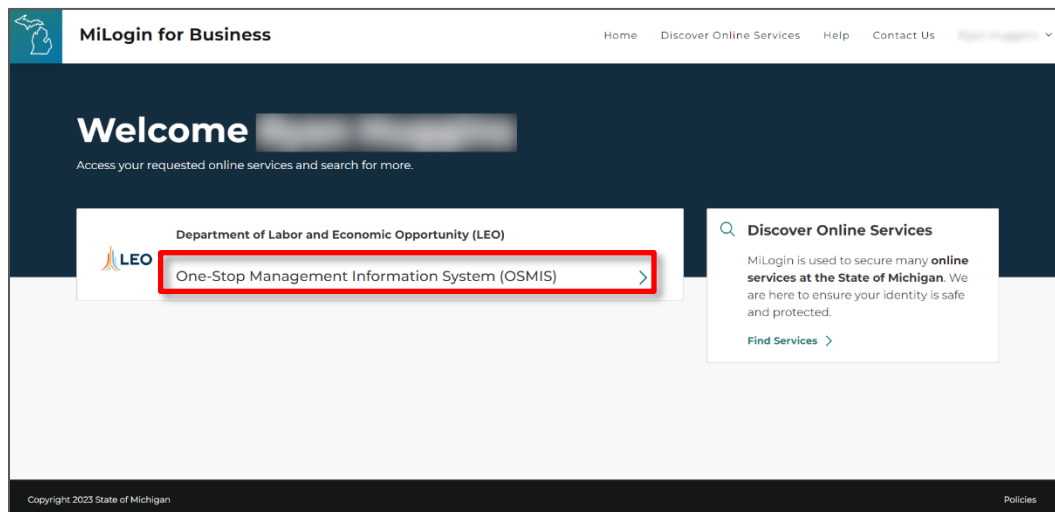
Multifactor authentication means that a user must pass multiple security checks before accessing OSMIS. The first security check is to successfully log into the MILogin for Business account. The second is, after clicking the One-Stop Management Information System (OSMIS) link in MILogin for Business, to validate the passcode sent to the email account. When both of these security checks are successfully passed, the user will gain access to OSMIS and the new OSMIS User Dashboard.

Accessing OSMIS

The URL to access OSMIS is <https://milogintp.michigan.gov>. A user is required to have a MiLogin for Business User ID and Password before they can access OSMIS.



Enter the User ID and Password and click Login.

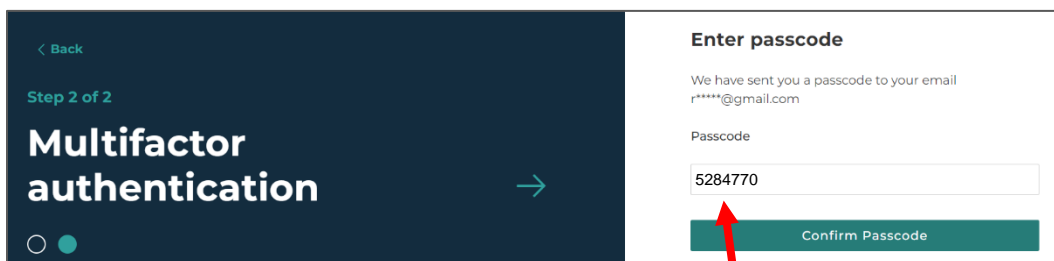
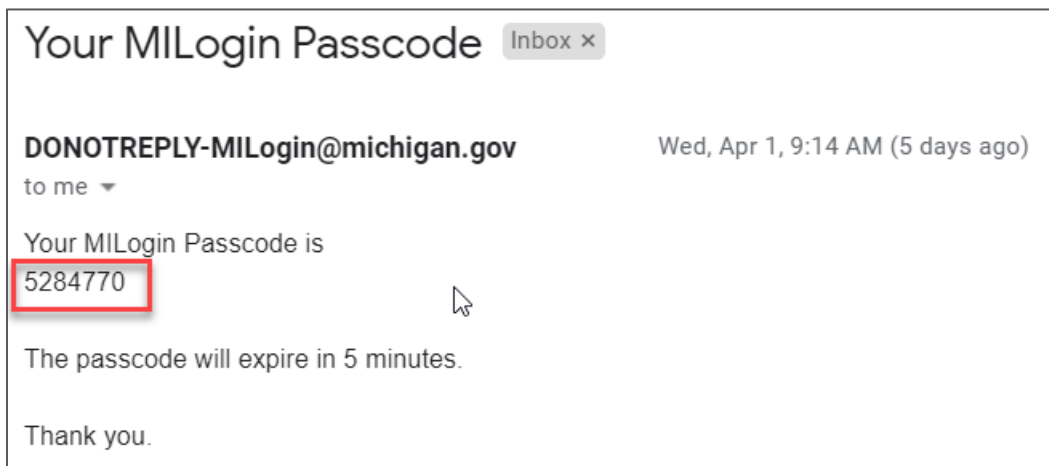


To access OSMIS, click the One-Stop Management Information System (OSMIS) link.



The Multifactor Authentication page will display if the user has not logged into the One-Stop Management Information System (OSMIS) yet that day.

When the Email button is clicked on the MILogin Multifactor Authentication (MFA) page, a code is sent to the email address stored in the user's MILogin for Business account. Open the email and retrieve the code. (Code displayed is an example)



This number will change each time the user completes the Multifactor Authentication Process.

A MILogin Multifactor Authentication screen is displayed with a box for a passcode. Enter the passcode that was sent in the email and click Confirm Passcode.

Terms and Conditions

The One-Stop Management Information System (OSMIS) is the property of the State of Michigan and subject to state and federal laws, rules and regulations. The system is intended for use only by authorized persons and only for official state business. System users are prohibited from using any assigned or entrusted access control mechanisms for any purposes other than those required by the Michigan Department of Labor and Economic Opportunity's Office of Employment and Training (LEO-E&T). Logon IDs and passwords are never to be shared. System users must not disclose any confidential, restricted or sensitive data to unauthorized persons. System users will only access information on the systems for which they have authorization. System users will not use state owned systems for commercial or partisan political purposes. Following industry standards, system users must securely maintain any information downloaded, printed, or removed in any format from the system. When no longer needed, this information must be destroyed in an appropriate manner specific to the format type. All users of the systems give their expressed consent to the monitoring of their activities on the systems. By accessing information provided by LEO-E&T and clicking on the button below, I acknowledge and agree to abide by all governing privacy and security terms, conditions, policies and restrictions for each authorized application.

[View OSMIS INFORMATION SECURITY AND ACCEPTABLE USE POLICY](#)

Acknowledge and Agree

Logout

Read the Terms and Conditions and click the Acknowledge and Agree button.

The user is given access to the OSMIS Dashboard.

The screenshot shows the OSMIS Dashboard interface. At the top, there is a search bar and a user profile icon labeled 'OSMIS'. Below this is a navigation bar with 'OS ADMIN' and a dropdown arrow. The main content area is divided into two sections: 'Overview' and 'Tasks'. The 'Overview' section contains five cards with the following data:

Card	Value	Label	Status
Wagner-Peyser	6,848	Wagner-Peyser	Active
Wagner-Peyser	0	Wagner-Peyser	Exited
WIOA Title I	521	WIOA Title I	Active
WIOA Title I	42	WIOA Title I	Training Activities
WIOA Title I	0	WIOA Title I	Exited

The 'Tasks' section shows '0 Tasks' and a 'No tasks found.' message. It includes a 'Quick Add' form with fields for 'Title', 'Due Date (optional)', and 'Important', along with an 'Add Task' button. There are also toggle switches for 'Important' and 'Hide Completed'.

The screenshot shows the Michigan Works! One Stop MIS selection screen. At the top, there is a logo for 'MICHIGAN 12/15/0/99 WORKS! One Stop MIS'. Below the logo, the text reads 'Please select the system you want to go to ...'. There are four buttons arranged in a row:

Button	Text
Wagner-Peyser	ISS
Welfare Reform	Case Notes
WIOA	Reports
TAA	BRN

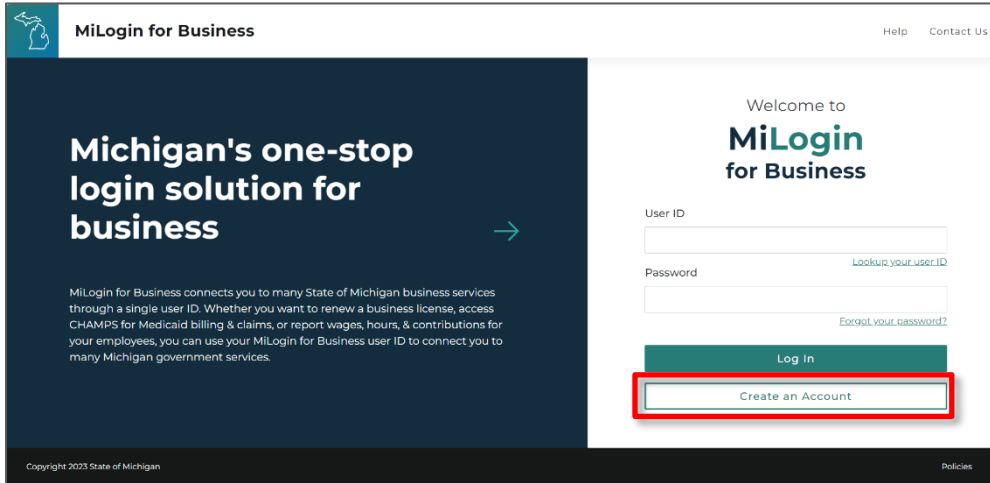
Below the buttons, there are three links:

- [WDA POLICIES](#)
- [Setup My Environment to test Library Upgrades](#)
- [Restore My Environment to regular OSMIS](#)

Create a MiLogin for Business Account

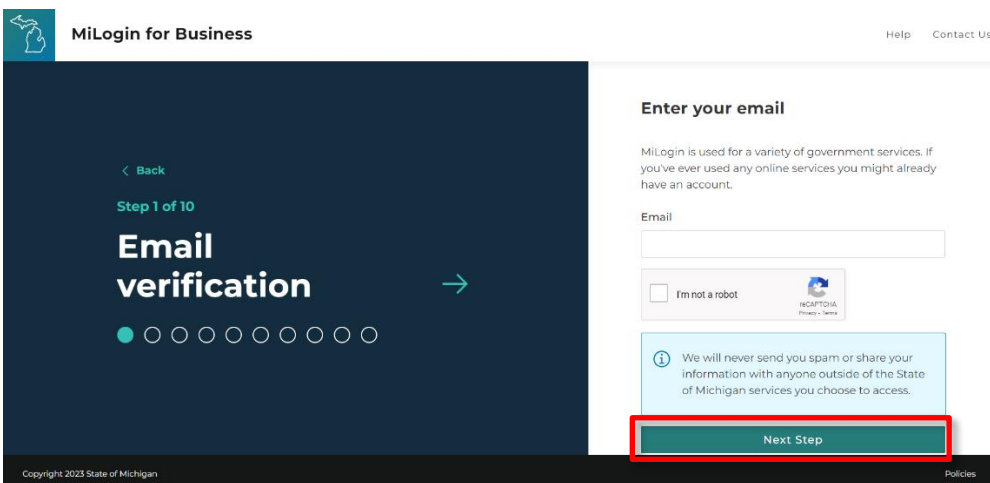
Each Michigan Works Agency has an internal process for account creation. Contact the MWA Administrator before creating an account.

1. Open <https://milogintp.michigan.gov>
2. Click Create an Account



Enter Email

Enter a valid email address (ex: xxxxx@miworks.org) and complete the reCAPTCHA, then click Next Step.



Important to note: This email address will be the exact email address used when creating the new OSMIS account. It is one of the fields that creates the link between MiLogin and OSMIS. The Passcode required for accessing OSMIS will be sent to the email address.

Enter Email Passcode

Enter the passcode sent to the email address, then click Next Step.

The screenshot shows the 'Passcode verification' step (Step 2 of 10) of the MiLogin for Business process. On the left, a dark blue sidebar contains a 'Previous Step' link, the current step indicator 'Step 2 of 10', the title 'Passcode verification', a right-pointing arrow, and a progress bar with 10 circles, the second of which is filled. The main content area on the right is white and titled 'Enter your passcode'. It includes a message: 'We have sent you a passcode to your email bo*****@gmail.com'. Below this is a 'Passcode' input field and a 'Next Step' button, which is highlighted with a red rectangular box. A 'Resend Passcode' link is positioned below the button. The footer contains 'Copyright 2023 State of Michigan' and a 'Policies' link.

Enter Name

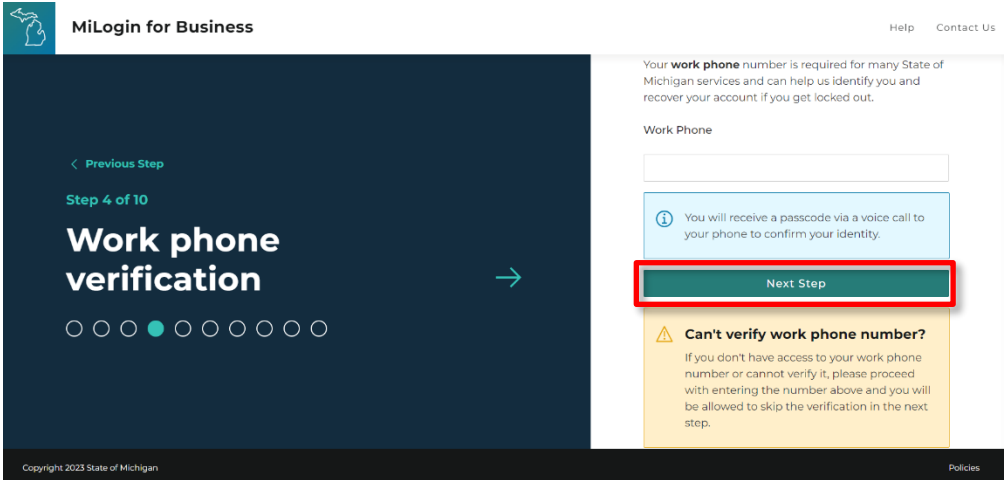
Enter your name, agree to the terms & conditions, and click Next Step.

The screenshot shows the 'Profile Information' step (Step 3 of 10) of the MiLogin for Business process. On the left, a dark blue sidebar contains a 'Previous Step' link, the current step indicator 'Step 3 of 10', the title 'Profile Information', a right-pointing arrow, and a progress bar with 10 circles, the third of which is filled. The main content area on the right is white and titled 'Enter your information'. It features input fields for 'First Name', 'Middle Initial (Optional)', and 'Last Name'. The 'Last Name' field is accompanied by a 'Suffix (Optional)' dropdown menu. Below these fields is a checkbox labeled 'I agree to the Terms & Conditions.' and a 'Next Step' button, which is highlighted with a red rectangular box. The footer contains 'Copyright 2023 State of Michigan' and a 'Policies' link.

Enter Work Phone Number

Enter your work phone number, then click on Next Step.

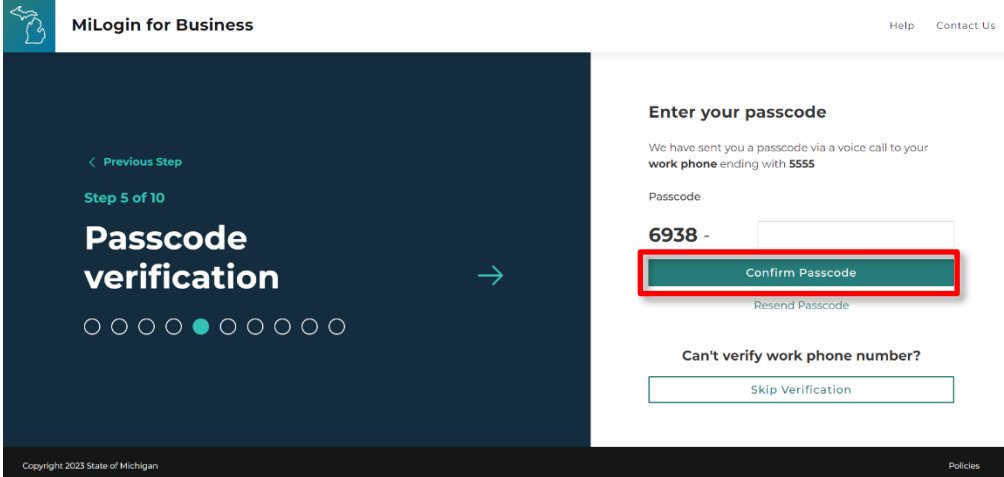
If you do not have access to your work phone number or cannot verify it, you can enter any phone number anyway and you will be allowed to skip verification in the next step.



Enter Phone Number Passcode

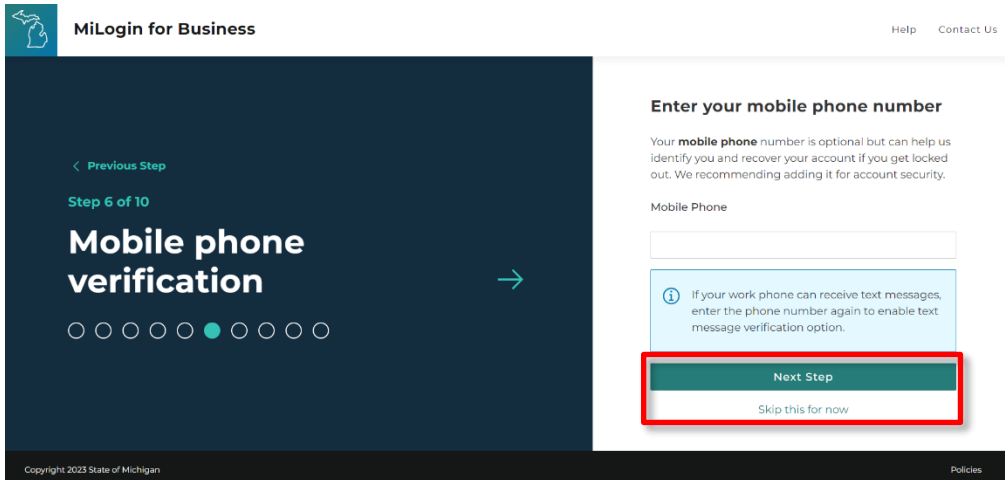
Enter the passcode sent to the phone number, then click Confirm Passcode.

If the work phone number cannot be verified, click on Skip Verification.



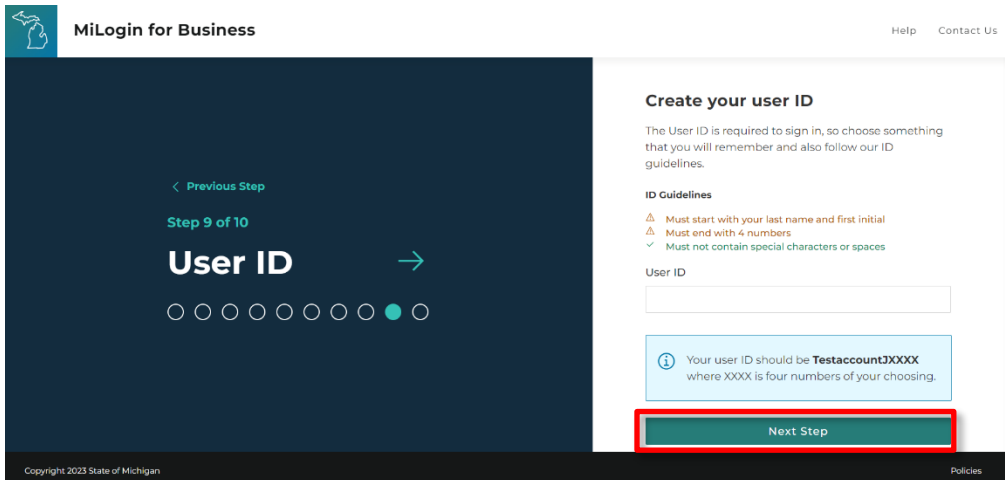
Enter Mobile Phone Number (Optional)

A Personal Identification Number (PIN) can be sent to this mobile number to reset a forgotten password, change MiLogin for Business profile information, and act as security options. Enter the mobile phone number, then click Next Step and follow the instructions, or just click “Skip this for now”.



Create User ID

Create your User ID (MiLogin for Business ID). Follow the instructions to create your User ID. It is recommended that the 4-digit number starts at 0000 for the first person and 0001 for the second, etc. This User ID will be the exact MiLogin ID used when creating the new OSMIS account in the Staff Account Admin Utility. The User ID is one of the fields that creates the link between MiLogin and OSMIS. When finished, click Next Step.

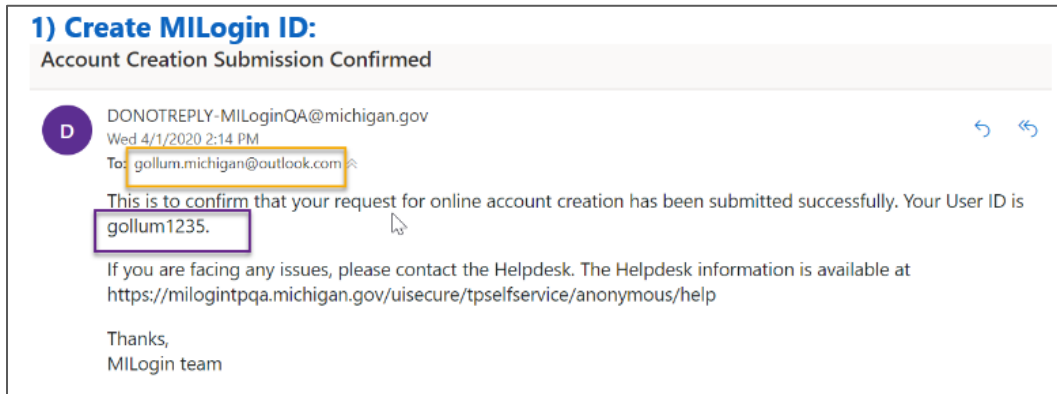


Create Password

Create your password using the guidelines, then click Create Account.

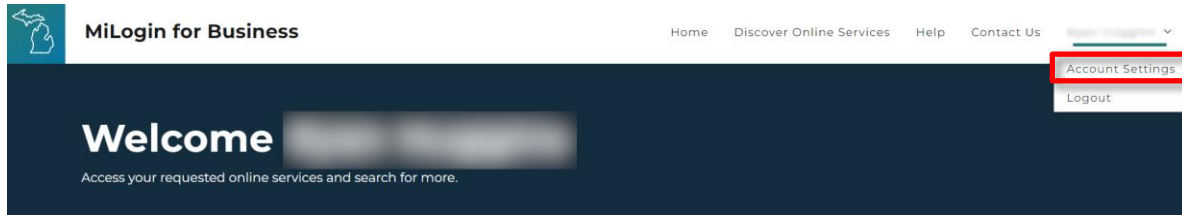
The screenshot shows the 'MiLogin for Business' interface. On the left, a dark blue sidebar contains a progress indicator for 'Step 10 of 10' with the word 'Password' and a right-pointing arrow. Below this is a row of 10 circles, with the 10th circle filled in blue. A '< Previous Step' link is at the top left of the sidebar, and a 'Copyright 2023 State of Michigan' footer is at the bottom left. The main content area on the right is white and titled 'Create your password'. It includes instructions: '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 red rectangular box highlights the 'Create Account' button at the bottom right. At the top right of the page are links for 'Help' and 'Contact Us'. A 'Policies' footer is at the bottom right.

Once the creation of the MiLogin account is complete, the user will receive an Account Creation Confirmed Email.

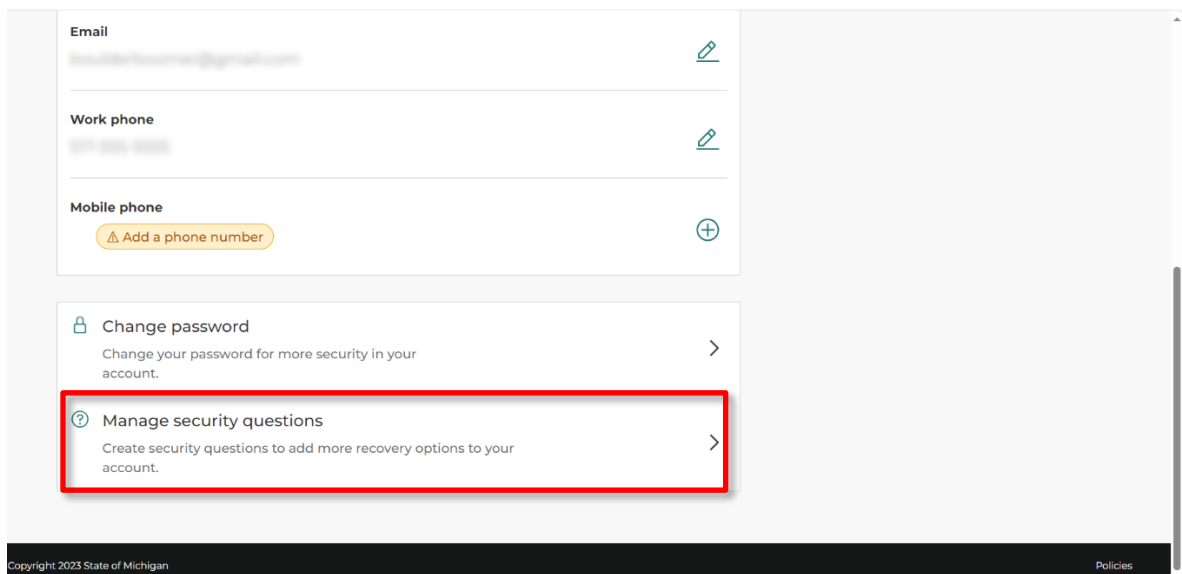


Security Setup – Security Options

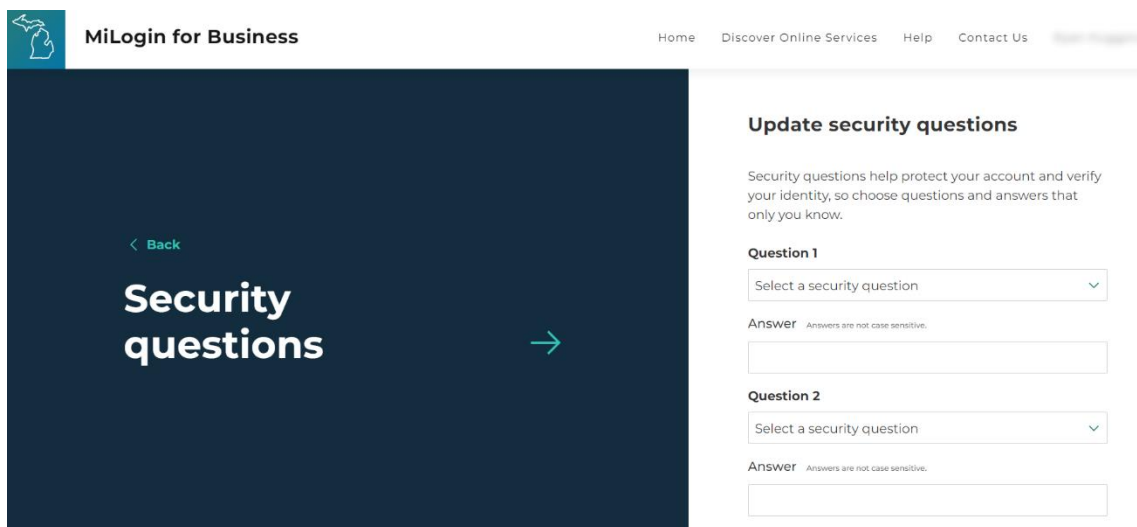
After creating your account, you may set up security questions to use as an alternative to entering a passcode for recovering your password. To set up your security questions, click on your name in the upper right corner, then click on “Account Settings”.



Scroll to the bottom of the page and click on “Manage security questions”.



On this page, you will be able to select and answer 4 security questions. When finished, click the Save button at the bottom of this page.



OSMIS Access Granted

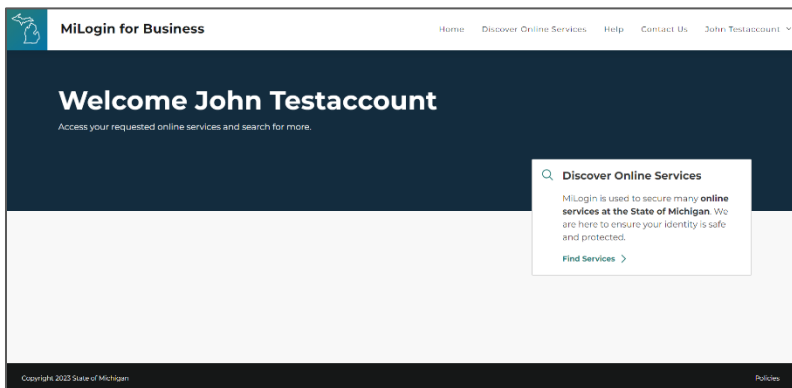
Once OSMIS access has been given to the new account, the user will receive an email associated with that new account stating that the request for access to OSMIS has been approved and the One-Stop Management Information System (OSMIS) link will be available on the MILogin for Business Home Page the next time the user logs in.



The user can now log into MILogin for Business. <https://milogintp.michigan.gov>

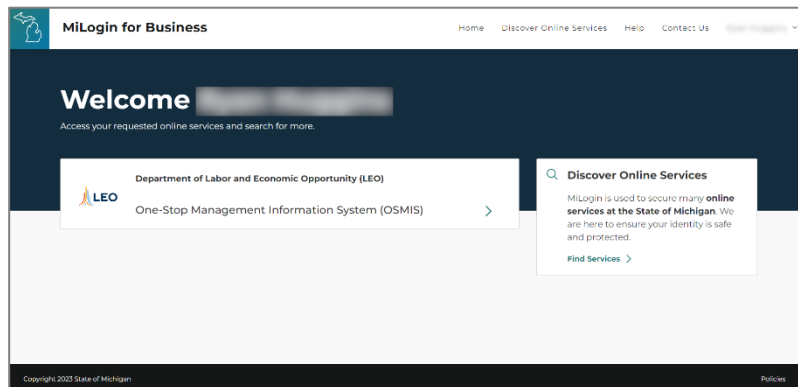
OSMIS Access Is Revoked

If a user's OSMIS account status has been set to Inactive, access to OSMIS will be revoked and the link on the MILogin for Business Home Page will be removed.

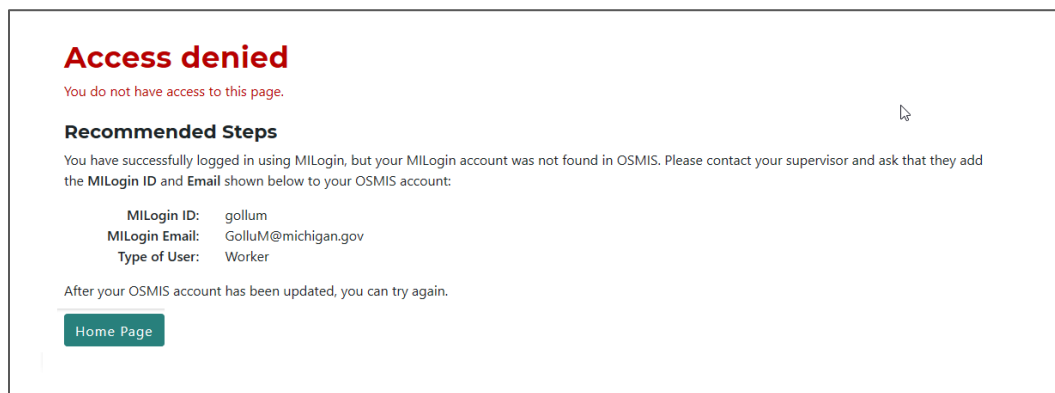


OSMIS Access Is Denied

The presence of the One-Stop Management Information System (OSMIS) link on the MiLogin for Business home page does not guarantee access to OSMIS.



It is possible to receive the Access Denied error after clicking the One-Stop Management Information System (OSMIS) link. Contact the MWA Administrator for Access Denied error resolution.



Change a Password

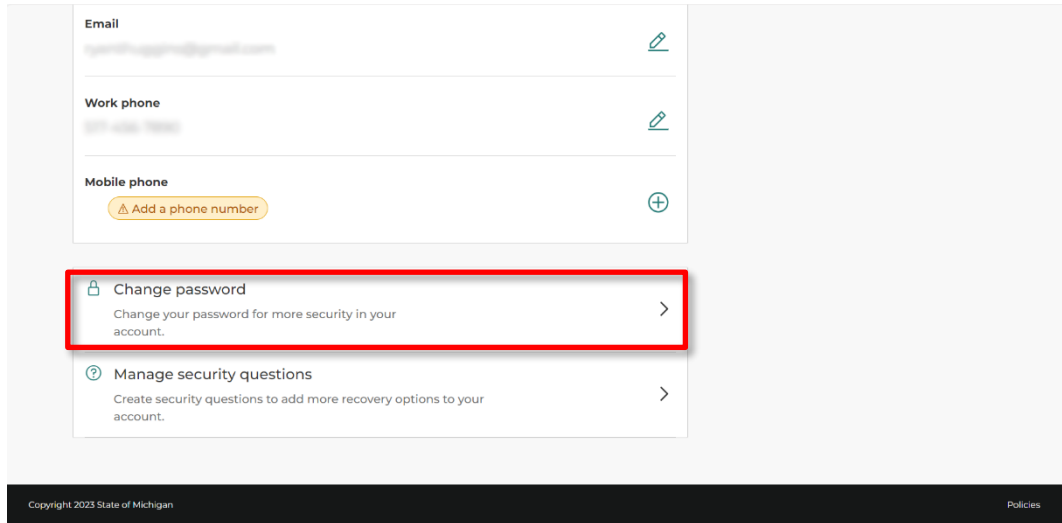
Password changes must be made by individual users through their MiLogin for Business Account. MWA Administrators can no longer reset passwords for OSMIS users.

To change a password, log into the [MiLogin for Business](#) Account.

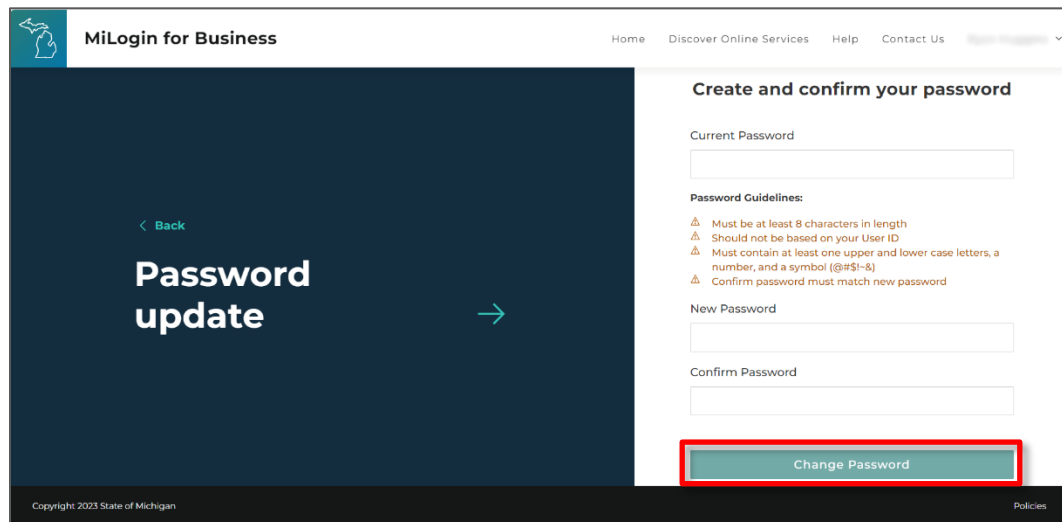
Click your name in the upper right corner, then click Account Settings.



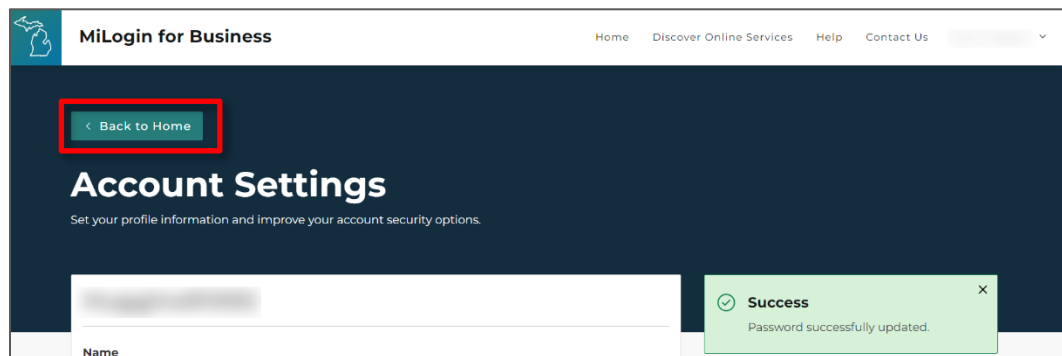
Scroll to the bottom of the page and click Change Password.



Follow the password guidelines to reset the password and click Change Password.



On the Confirmation screen, click the Back to Home button to return to the MiLogin for Business home page.



Logout of MILogin



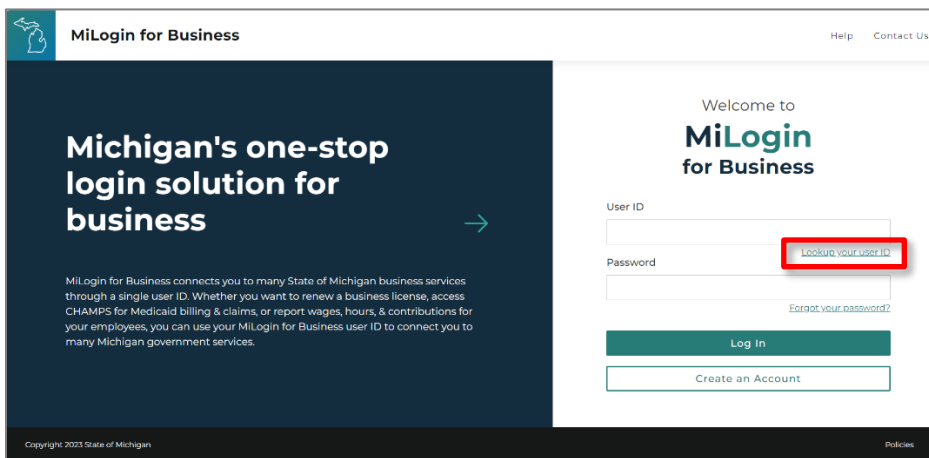
Click your name in the upper right corner, then click the Logout button.

MILogin for Business Functionality

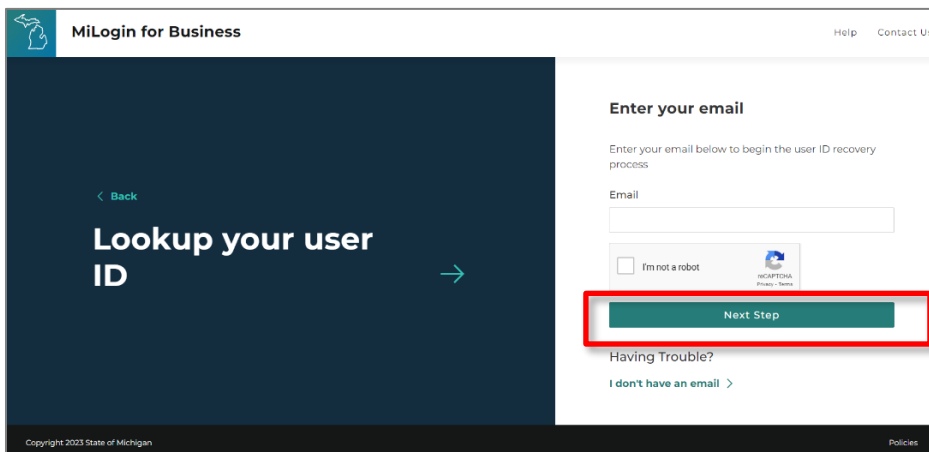
Forgot MILogin User ID

If the user has forgotten their MILogin ID,

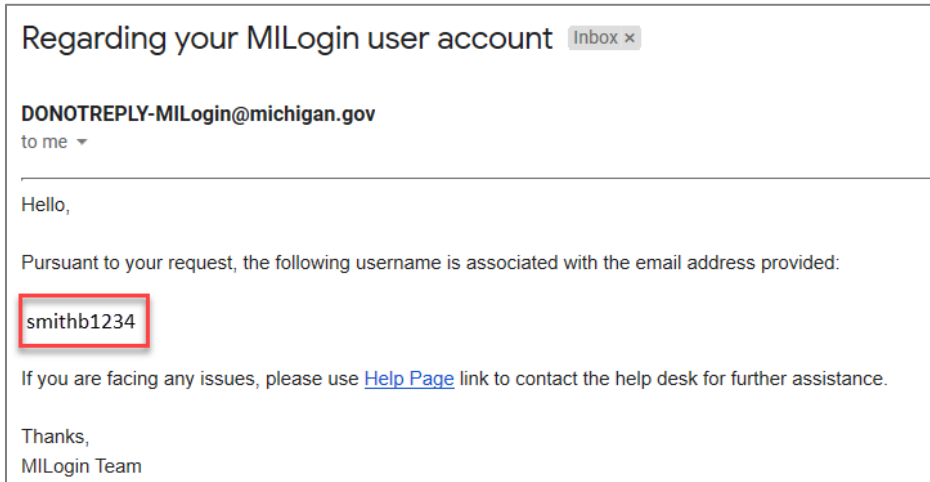
1. Open <https://milogintp.michigan.gov> in a browser.
2. Click Lookup your User ID.



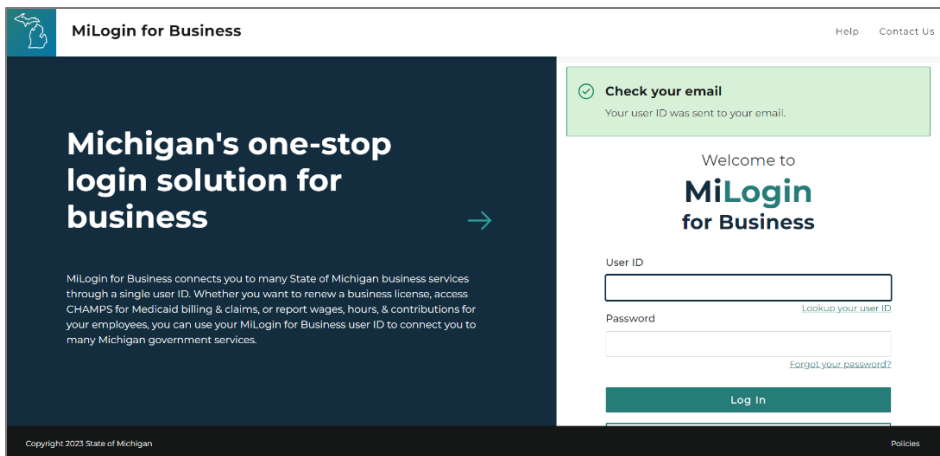
3. Enter the email address and complete the reCAPTCHA. Click Next Step.



4. A confirmation is displayed and an email, containing the Username (User ID / MILogin ID), is sent to the email address stored in the user account. (Username displayed is an example)

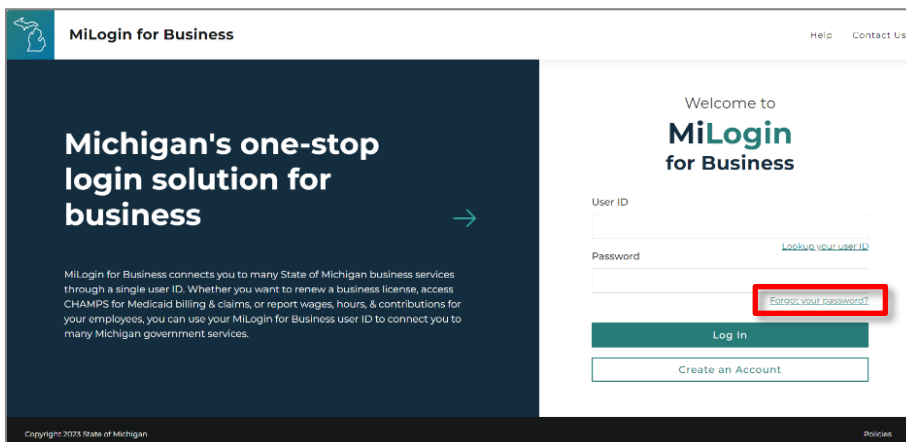


5. Return to MILogin. Enter the User ID and log into the MILogin for Business account.



Forgot Password

1. Open <https://milogintp.michigan.gov> in a browser.
2. Click the "Forgot your password?" link.



3. Enter the User ID (username) and complete the reCAPTCHA. Click Next Step.

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4. Select the verification method. A passcode will be sent to the user's email address or phone number if chosen, or they may answer security questions.

**The verification methods displayed are retrieved from the MiLogin Account. Options available are Email, Voice Call, Text Message, or Security Questions if they have been entered. If you cannot receive the code through the default methods, contact the MiLogin Helpdesk.

5. Enter the passcode sent to the email/phone and click Confirm Passcode. Or, if they chose to answer security questions, answer them and click Next Step.

6. Enter the new password and click Reset Password.

The screenshot shows the 'MiLogin for Business' interface. On the left, a dark blue sidebar contains a 'Previous Step' link, 'Step 4 of 4', and the main heading 'Password update' with a right-pointing arrow. Below the heading are four progress indicators, with the fourth being filled. On the right, the main content area is titled 'Create and confirm your password'. It includes instructions: 'Choose something secure, but also something you can remember.' and 'Password Guidelines' with three bullet points: '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 (@#\$!-&)', followed by 'Confirm password must match new password'. There are two input fields: 'New Password' and 'Confirm Password'. At the bottom right, a teal 'Reset Password' button is highlighted with a red rectangular border.

7. Log into MiLogin for Business <https://milogintp.michigan.gov> using the new password.

Account Settings


The Account Settings page can be accessed by clicking on the name in the top-right corner of the page, followed by the “Account Settings” button. The page contains the data that was entered at the time the account was created. Some of the fields on this page are used for different functions. The email address is a critical field that links the MILogin account to the OSMIS account. Before the email address is changed in the MILogin for Business account, contact the MWA Administrator. If this email address is changed here and it hasn’t also changed in the user’s account in OSMIS, the user will be denied access into OSMIS.




< Back to Home


Account Settings

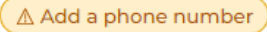

Set your profile information and improve your account security options.



TestaccountJ8976



Name
John Testaccount 

Email   

Work phone 

Mobile phone
 

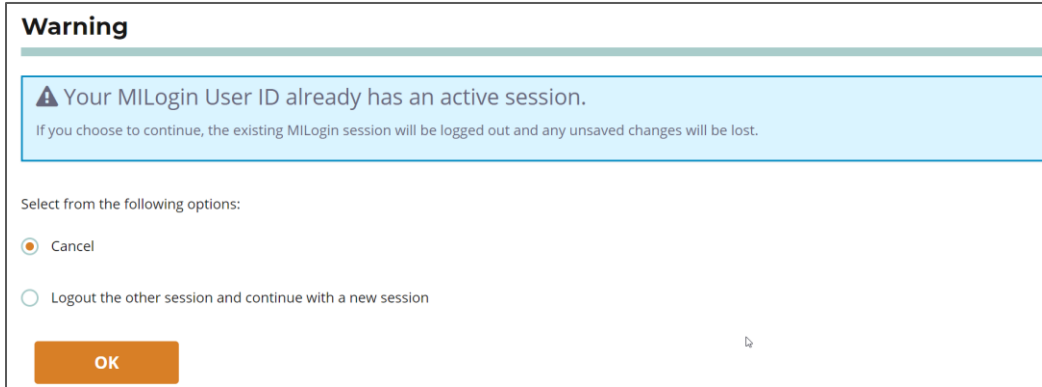
 **Change password** 
Change your password for more security in your account.

 **Manage security questions** 
Create security questions to add more recovery options to your account.

Technical Assistance Section

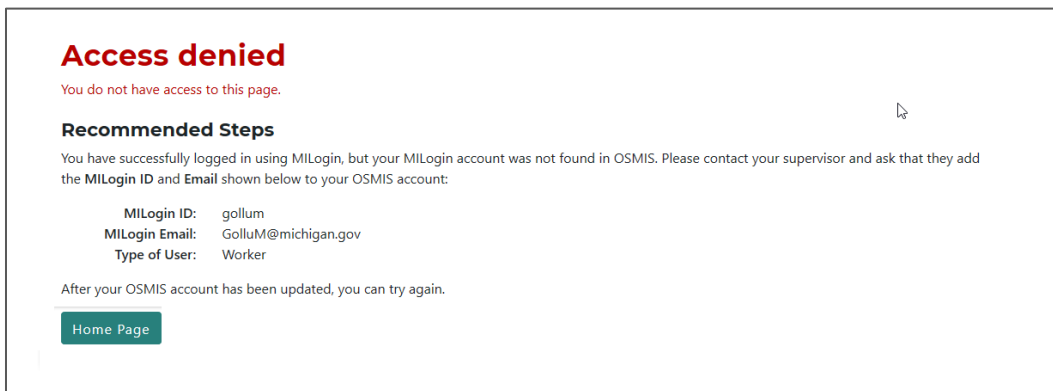
Error Screens

MILogin User ID Already Has an Active Session



This error is seen when logging into MILogin. If the user has an active MILogin Session established, the system will ask if it should cancel the login request or log out of the previous session and complete the login process. The user should select Logout for the other session and continue with a new session.

Access Denied Error



Contact the MWA Administrator for access denied errors.

MILogin for Business

I did not receive an email saying I was successfully given access to OSMIS. How do I know if I have access?

Log into your MILogin for Business account. If the Multifactor Authentication page is reached after clicking the OSMIS link, the user has access.

What should I do if I can't log into my MILogin for Business Account?

If you don't know your MILogin User ID or password, go to <https://milogintp.michigan.gov> and follow the Lookup Your User ID or Forgot Your Password links. If you are still unable to log in, click the "Contact Us" link on the top of the MILogin for Business page to find contact information for Technical Support.

I created my MI Login for Business Account and used a personal email address (i.e. Gmail, Yahoo, etc.). Why can't I access OSMIS?

The MILogin for Business site will let you use a personal email address, such as Gmail, Yahoo, Hotmail, etc. when you create an account. However, OSMIS only allows a valid work email address. Because these two email addresses don't exactly match, you will not have access to OSMIS. Contact your MWA Administrator to get the work email address that was used in your OSMIS account. Update the email address in the MILogin for Business account to exactly match the email address in OSMIS. After the file drop / file pickup process runs, you should have access to OSMIS.

Email

What do I do if I don't get an email during the Multi-Factor authentication process?

The email will be sent to the email address stored in your MILogin for Business account. This should be your work email address. If you want to verify the email address, log into your MILogin for Business account and select "Security Options" in your Account Settings. You may also want to check for email in the junk folder or look for email from sender DONOTREPLY-MILogin@michigan.gov. If you need further assistance, click the "Contact Us" link on the MILogin for Business Home Page.



OSMIS

What happens if I access OSMIS using the old URL (services.michworks.org)?

The user will see the screen below. The user must click the "MILogin Third Party Account" button.

