



MICHIGAN DEPARTMENT OF
**LABOR & ECONOMIC
OPPORTUNITY**

**WORKFORCE
DEVELOPMENT**

MILogin Third Party User Desk Guide

**Operations Division
Data Performance & Reporting
August 2020**

MILOGIN REQUIREMENTS

- MILogin = Official State of Michigan portal to access State systems
- Utilizes one user ID and password for all State systems
- Conditions to access OSMIS through MILogin:
 - 1 OSMIS account must have a valid work email address/domain for the MWA; and
 - 2 Active OSMIS account; and
 - 3 MILogin ID in MILogin Third Party account = MILogin ID listed in OSMIS on the Staff Account Admin screen; and
 - 4 Email Address in MILogin Third Party account profile page = Email Address listed in OSMIS on the Staff Account Admin screen

OSMIS Staff Account Maintenance

Staff Name	Staff User Name	Phone	Status	Last Login Date	Password Last Changed
TESTING, ROLE	RTESTING1	(517) 555-1212	Active	10/07/2019 10:22:52 AM	10/07/2019 10:22:52 AM

Account Info | Default Affiliations | Email Report Access | Granted Privileges | Supervisors | Direct Reports

Contact Info

* Last Name: TESTING * First Name: ROLE * Middle Initial: **3**

User Name: RTESTING1 Password: **** hidden **** * MILogin ID: SAMPLE1234

* Title: Case Manager * Phone: (517) 555-1212 * E-Mail: sampletest@validemail.com

Security Access

* Account Admin? No * Security Class: MWA CASE MGR

Account Status

* Status: **2** Active Status Date: 10/07/2019

Comments:

Record Created By: Timestamp

MILogin for Third Party

User ID **3** SAMPLE1234

Password

.....

LOGIN

Don't have an account?

SIGN UP

Forgot your User ID? Forgot your password?

Need Help?

Create Your Account

1 Profile Information 2 Security Setup 3 Confirmation

Profile Information

Enter your profile information

* Required

* First Name: Role Middle Initial: Last Name: Testing Suffix:

4 * Email Address: sampletest@validemail.com * Confirm Email Address: sampletest@validemail.com

By providing an e-mail address, a new PIN can be sent to you to help with resetting a forgotten password.

* Work Phone Number: 555-555-5555 Mobile Number: 555-555-5555

STEPS TO ACCESS OSMIS (THROUGH MILOGIN)

1) Log into MILogin Third Party - <https://milogintp.michigan.gov>

The screenshot shows the login page for MILogin for Third Party. It features a dark green header with the Michigan.gov logo and navigation links for HELP and CONTACT US. The main content area has a dark green background with the text "MILogin for Third Party" in white. Below this, there are two input fields: "User ID" and "Password". A blue "LOGIN" button is positioned below the password field. Below the login button, there is a link for "Don't have an account?" and a blue "SIGN UP" button. At the bottom, there are links for "Forgot your User ID?" and "Forgot your password?".

2) Click on One-Stop Management Information System (OSMIS)

The screenshot shows the home page of the MILogin for Third Party. It features a dark green header with the Michigan.gov logo and navigation links for HELP and CONTACT US. Below the header, there is a navigation bar with links for HOME, REQUEST ACCESS, UPDATE PROFILE, SECURITY OPTIONS, CHANGE PASSWORD, and LOGOUT. The main content area has a white background with the text "Home Page of" and a notification that "Your password will expire in 275 days". Below this, there is a section for "Access your applications by clicking on the application links below". A list of applications is shown, including "Department of Labor and Economic Opportunity (LEO)" and "One-Stop Management Information System (OSMIS)". An orange arrow points to the "One-Stop Management Information System (OSMIS)" link.

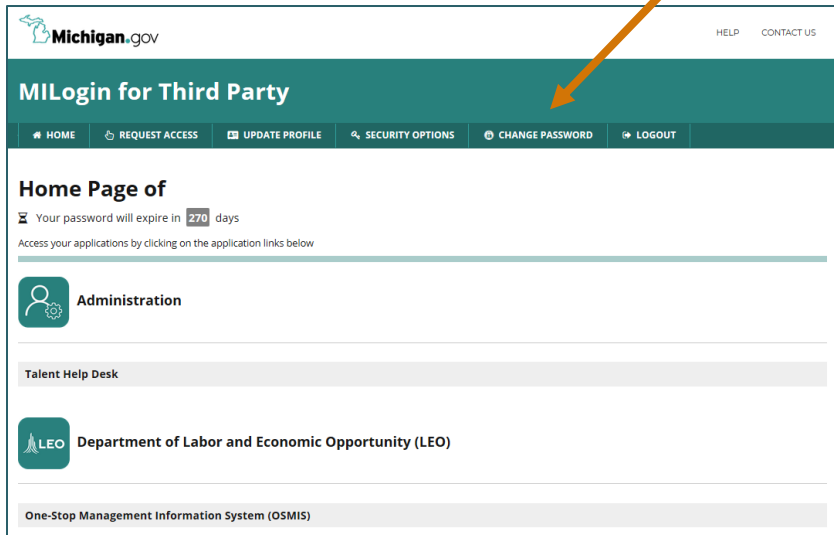
3) Validate the passcode sent to your email account (Multifactor Authentication) to enter OSMIS. Users must validate via Multifactor Authentication once every 24 hours.

The screenshot shows the Multifactor Authentication (MFA) page. It features a dark green header with the Michigan.gov logo and navigation links for HELP and CONTACT US. Below the header, there is a navigation bar with links for HOME, REQUEST ACCESS, UPDATE PROFILE, SECURITY OPTIONS, CHANGE PASSWORD, and LOGOUT. The main content area has a white background with the text "MILogin Multifactor Authentication (MFA)" and "Hello". Below this, there is a section for "Please select one of the following options to proceed with additional required authentication." A list of options is shown, including "Email" and "You will receive a passcode in your email". An orange arrow points to the "Email" option. To the right, there is a section for "Enter Passcode" with a text input field and a "SUBMIT" button. An orange arrow points to the "Enter the passcode" input field.

CHANGE A PASSWORD

Password changes must be made by individual users through their MILogin Third Party Account.

- 1) Log in at <https://milogintp.michigan.gov>
- 2) Click Change Password



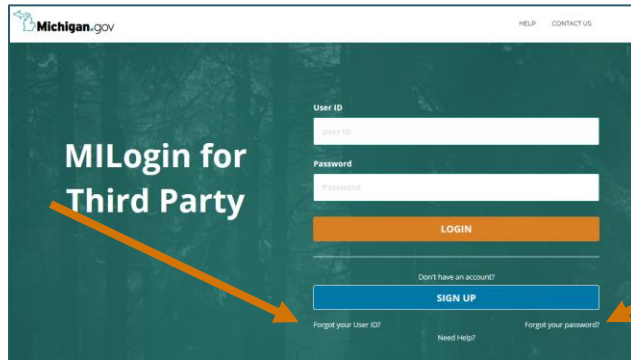
- 3) Follow the password guidelines to reset the password and click submit

The screenshot shows the Michigan.gov MILogin for Third Party account 'Change Password' page. The page features a progress bar with two steps: 'Enter Password' (active) and 'Confirmation'. The 'Enter Password' section includes a 'Required' field for 'Enter Current Password', a 'New Password' field with a red 'X' error, and a 'Confirm New Password' field with a red 'X' error. A 'SUBMIT' button and a 'RESET' button are at the bottom. A 'Password Guidelines' box is on the right, listing requirements such as: 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), and Special characters (!\$#%&'~@*_+<->); Should not be one of the last 3 used passwords; and Should not be based on your User ID.

RETRIEVE MILOGIN USER ID OR PASSWORD

To retrieve a current MILogin User ID or password:

- 1) Go to <https://milogintp.michigan.gov>
- 2) Click “Forgot your User ID?” or “Forgot your password?”



- 3) Enter User ID for Password retrieval and Password for User ID retrieval Submit.

A) Password Retrieval

- A4) Select a Password Recovery option and enter the PIN provided through that method.

- A5) Set a new Password and continue login.

B) User ID Retrieval

- B4) An email is sent with the MILogin User ID associated with the email account and continue login.