



MICHIGAN DEPARTMENT OF
**LABOR & ECONOMIC
OPPORTUNITY**

**WORKFORCE
DEVELOPMENT**

MILogin Third Party User Information Guide

**Operations Division
Data Performance & Reporting
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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 Third Party 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 Third Party 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 Third Party account must exactly match the MILogin ID in the OSMIS user account.
5. The Email Address in the user’s MILogin for Third Party account must exactly match the Email Address in the OSMIS user account.

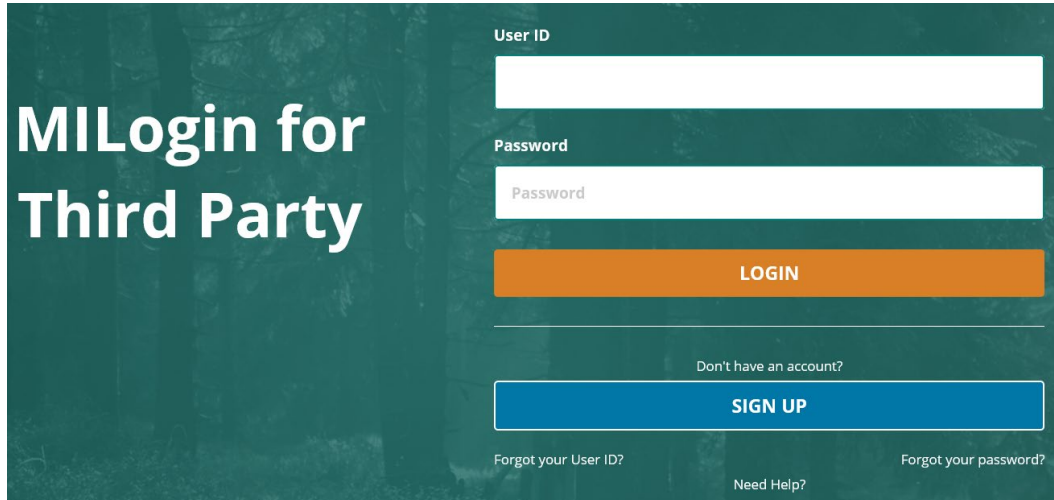
Multifactor Authentication

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 Third Party account. The second is, after clicking the One-Stop Management Information System (OSMIS) link in MILogin for Third Party, to validate the passcode sent to the email account. When both these

security checks are successfully passed, the user will gain access to OSMIS and the new OSMIS User Dashboard.

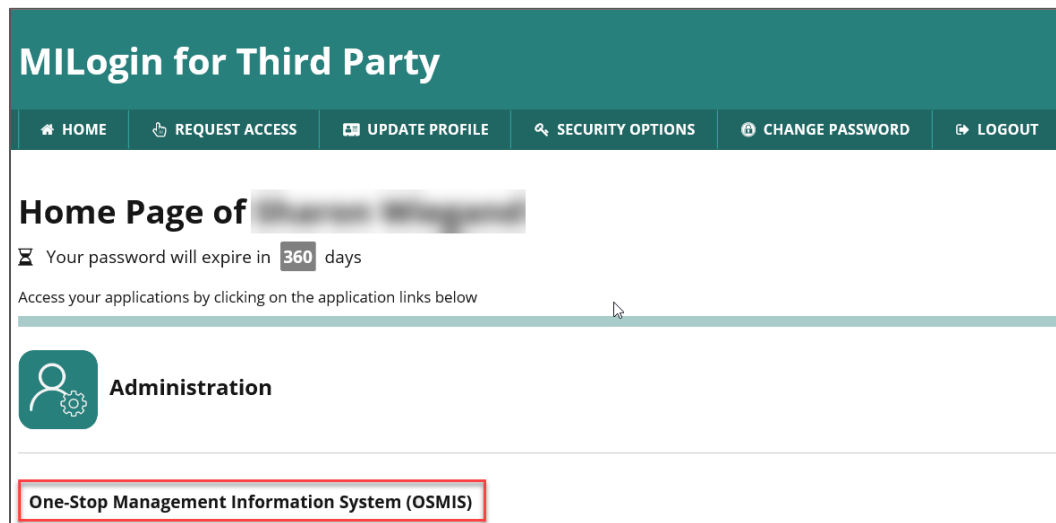
Accessing OSMIS

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



The image shows the login page for MILogin for Third Party. On the left, the text "MILogin for Third Party" is displayed in white on a dark green background. On the right, there is a login form with the following elements: a "User ID" label above a white input field; a "Password" label above another white input field; an orange "LOGIN" button; a "Don't have an account?" link above a blue "SIGN UP" button; and two links at the bottom: "Forgot your User ID?" and "Forgot your password?". A "Need Help?" link is also present at the bottom right.

Enter the User ID and Password and click Login.



The image shows the home page of the MILogin for Third Party system. At the top, the title "MILogin for Third Party" is displayed. Below the title is a navigation bar with the following links: HOME, REQUEST ACCESS, UPDATE PROFILE, SECURITY OPTIONS, CHANGE PASSWORD, and LOGOUT. The main content area starts with the text "Home Page of [blurred name]". Below this, there is a notification: "Your password will expire in 360 days". A message says "Access your applications by clicking on the application links below". Underneath, there is a section titled "Administration" with a gear icon. At the bottom, a link for "One-Stop Management Information System (OSMIS)" is highlighted with a red border.

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

Terms & Conditions ×

One-Stop Management Information System (OSMIS)

Terms & Conditions
Michigan Works Association staff (non-SOM staff), Workforce development Agency (SOM staff) - requires subscription approval model

CANCEL ✕ Acknowledge/Agree

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

MILogin for Third Party

[HOME](#)

MILogin Multifactor Authentication (MFA)

Hello [Redacted]

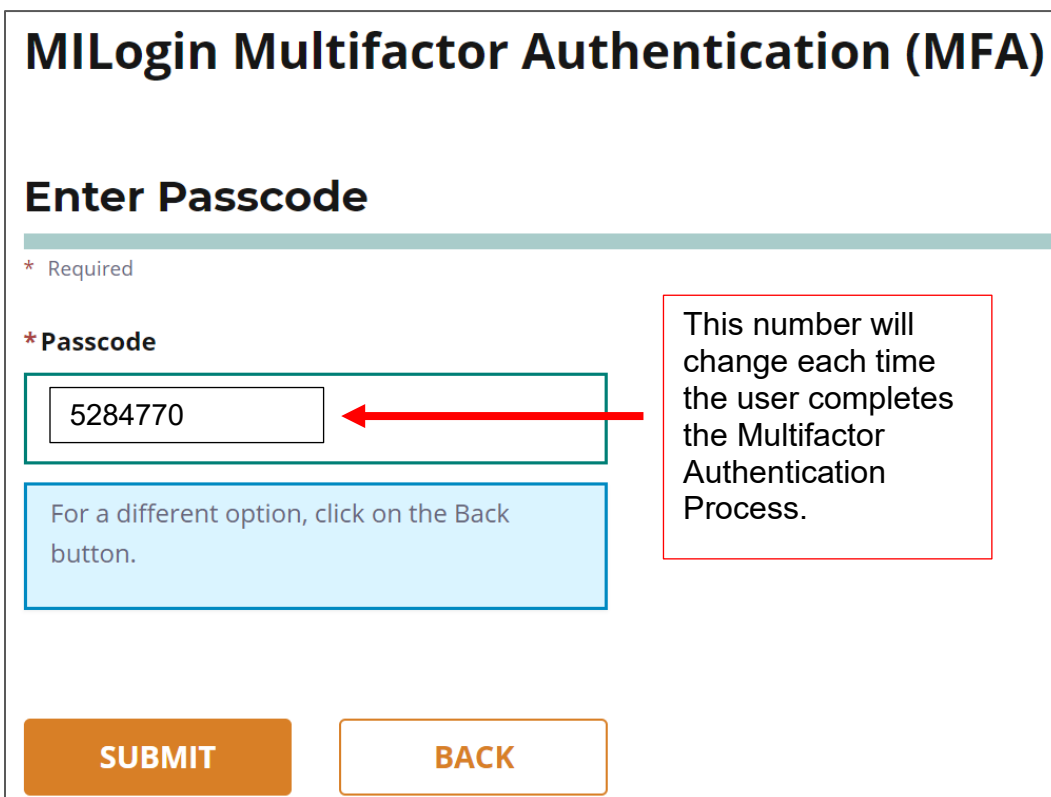
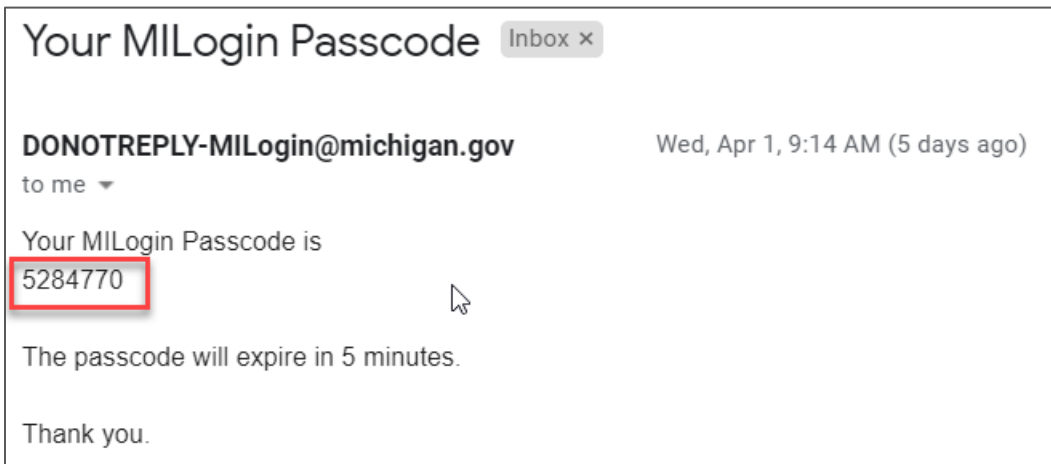
Please select one of the following options to proceed with additional required authentication.

* Required

Email You will receive a passcode in your email [Redacted]

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 Third Party account. Open the email and retrieve the code.



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

The user is given access to the OSMIS Dashboard.

The screenshot shows the OSMIS Dashboard with the following components:

- Header:** OSMIS Dashboard, Search bar, and OSMIS user profile.
- Overview:** Five summary cards:
 - 6,848 Wagner-Peyser Active
 - 0 Wagner-Peyser Exited
 - 521 WIOA Title I Active
 - 42 WIOA Title I Training Activities
 - 0 WIOA Title I Exited
- Tasks:** A section titled "Tasks" with "0 Tasks" and filters for "Important" and "Hide Completed". A "Quick Add" form is present with fields for Title, Due Date (optional), and an "Add Task" button.

The screenshot shows the Michigan Works! One Stop MIS system selection screen with the following content:

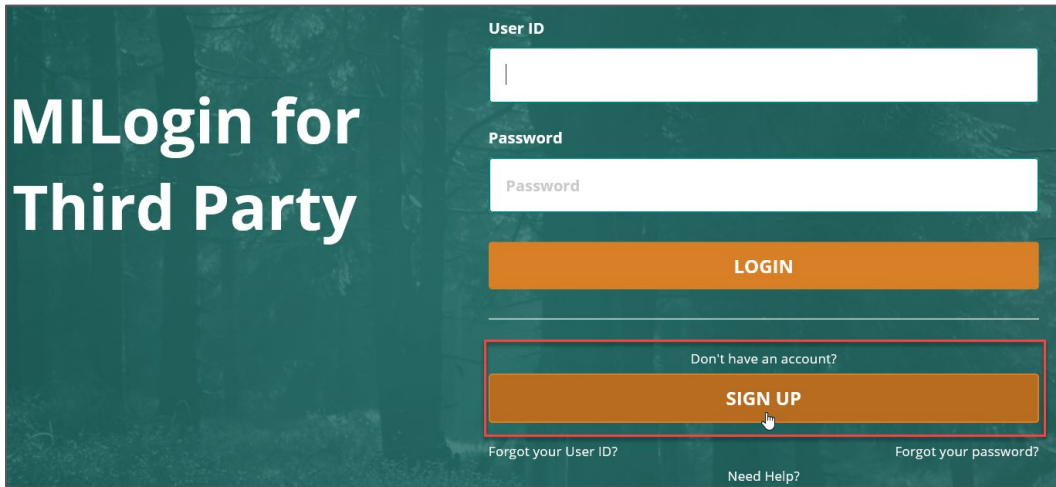
- Logo:** MICHIGAN 12/10/99 WORKS! One Stop MIS
- Text:** Please select the system you want to go to ...
- System Selection Grid:**

| | | | |
|----------------------|------------------------------|-----------------|------------|
| Wagner-Peyser ISS | Welfare Reform Case Notes | WIOA Reports | TAA BRN |
|----------------------|------------------------------|-----------------|------------|
- Links:**
 - [WDA POLICIES](#)
 - [Setup My Environment to test Library Upgrades](#)
 - [Restore My Environment to regular OSMIS](#)

Create a MILogin for Third Party 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 Sign Up



Profile Information

Enter all required fields denoted by an asterisk (*).

Important Profile Information fields and rules.

1. Email address
 - a. The email address must be a valid work email address (ex: xxxxx@miworks.org).
 - b. 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.
 - c. The Passcode required for accessing OSMIS will be sent to the email address.

2. Mobile Number

Enter a mobile number. A Personal Identification Number (PIN) can be sent to this mobile number to reset a forgotten password, change MILogin for Third Party profile information and security options.

Security Setup – ID and Password

MILogin for Third Party

HOME

Create Your Account

1 Profile Information 2 Security Setup 3 Confirmation

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

Rules for User ID creation include:


1. Follow the User ID guidelines displayed on the screen to the right of the User ID when selecting a user ID. It is recommended that the format be Last Name, First Initial and then a 4-digit number beginning with 0000 for the first person and 0001 for the second, etc.
2. This User ID (MILogin for Third Party ID) will be the exact MILogin ID used when creating the new OSMIS account in the Staff Account Admin Utility.
3. The User ID (MILogin ID) is one of the fields that creates the link between MILogin and OSMIS.

Follow the Password Guidelines on the screen to create a password.


Security Setup – Security Options

*Security Options


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



Email



Mobile
(Text/SMS)



Security
Questions

***Email**

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

***Mobile (Text/SMS)**

By providing a mobile number, a text message can be sent to you to help with resetting a forgotten password.

- By selecting "Mobile" option, you agree to receive text messages on your mobile number.
- Standard message & data rates may apply.

***Security Questions**

| | |
|--|---|
| <input style="width: 95%; height: 20px;" type="text" value="--Select Security Question #1--"/> | <input style="width: 95%; height: 20px;" type="text" value="Enter Security Answer #1"/> |
| <input style="width: 95%; height: 20px;" type="text" value="--Select Security Question #2--"/> | <input style="width: 95%; height: 20px;" type="text" value="Enter Security Answer #2"/> |
| <input style="width: 95%; height: 20px;" type="text" value="--Select Security Question #3--"/> | <input style="width: 95%; height: 20px;" type="text" value="Enter Security Answer #3"/> |
| <input style="width: 95%; height: 20px;" type="text" value="--Select Security Question #4--"/> | <input style="width: 95%; height: 20px;" type="text" value="Enter Security Answer #4"/> |

CREATE ACCOUNT

BACK

There are three security options: Email, Mobile (Text/SMS) and Security Questions. During account creation, all can be selected but at least one is required. A PIN can be sent to any of them when the “Forgot Password Link” is clicked.

1. Email
 - a. The email address is automatically pulled from the MILogin user profile and cannot be edited on this screen.
2. Mobile (Text/SMS)
 - a. If the mobile number was entered in the MILogin User Profile, the mobile number will automatically be displayed and will not be editable on this screen.
 - b. If the mobile number was left blank in the MILogin User Profile and Mobile is selected as a security option, the mobile number is required.
3. Security Questions
 - a. Select the four questions and provide answers.

Click Create Account

- A PIN is required before the account can be created.

Verify Personal Identification Number (PIN) ✕

* Required

* PIN

Enter the PIN

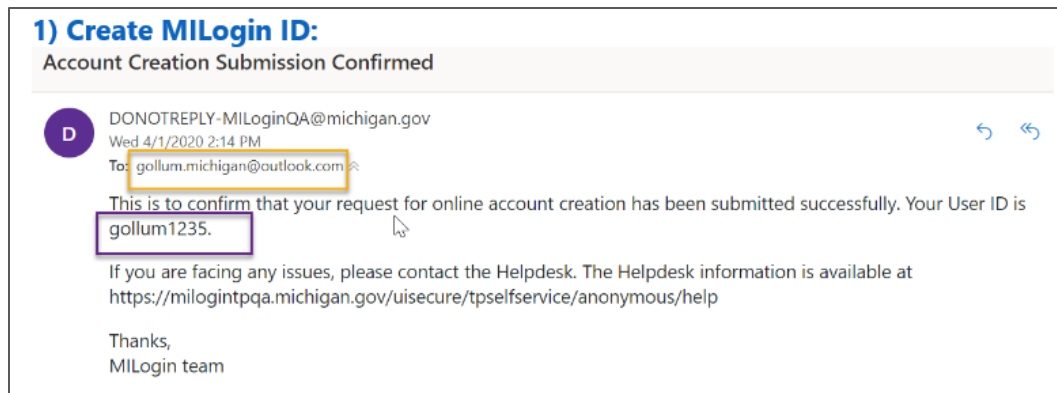
RESEND PIN

Please enter the PIN received on your mobile.
If you did not receive the PIN, click "Resend PIN" button.

BACK CONFIRM

Retrieve the PIN by the method you designated. Enter the PIN into the prompt and click confirm to create the user. If you did not receive the PIN, click resend PIN.

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



OSMIS Access Granted

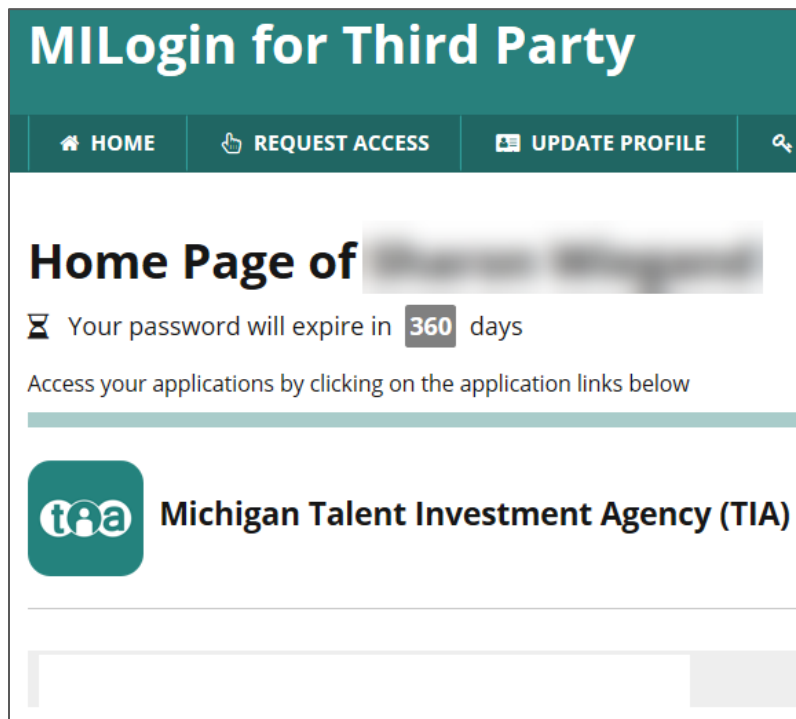
Once OSMIS access has been given to the new account, the user will receive an email associated with that new account stating that the request for access to OSMIS has been approved and the One-Stop Management Information System (OSMIS) link will be available on the MILogin for Third Party Home Page the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



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

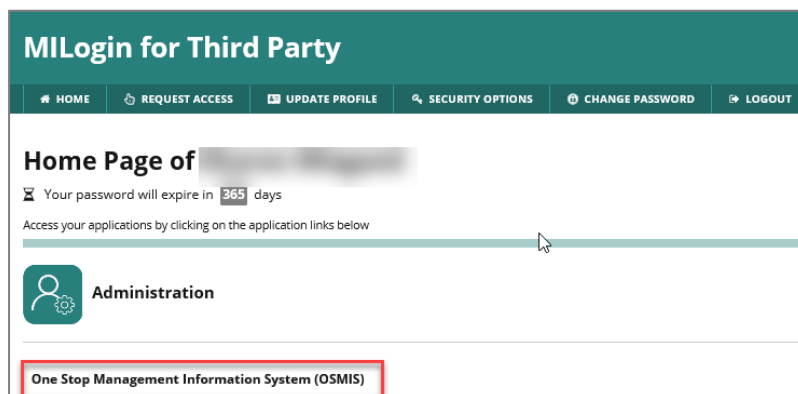
OSMIS Access Is Revoked.

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 Third Party Home Page will be removed.

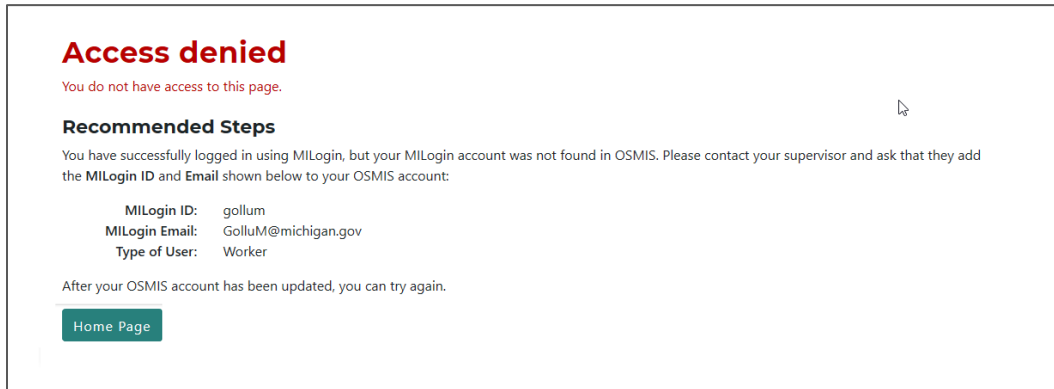


OSMIS Access Is Denied

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



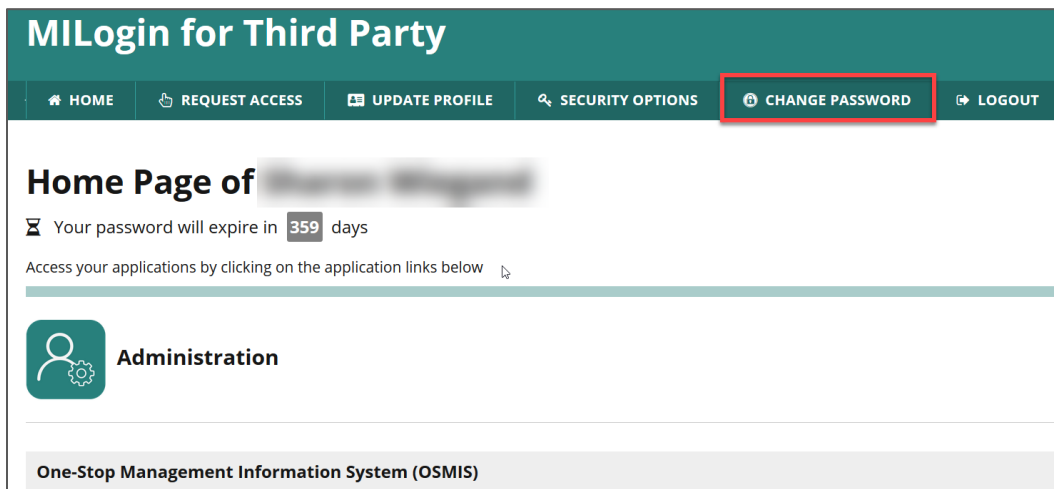
It is possible to receive the Access Denied error after clicking the One-Stop Management Information System (OSMIS) link. Contact the MWA Administrator for Access Denied error resolution.



Change a Password

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

To change a password, log into the [MILogin for Third Party](#) Account.



Click Change Password

MILogin for Third Party

- HOME
- REQUEST ACCESS
- UPDATE PROFILE
- SECURITY OPTIONS
- CHANGE PASSWORD
- LOGOUT

Change Password

1 Enter Password

2 Confirmation

Enter Password

Please enter new password to reset your expired password.

* Required

* Enter Current Password

* Enter New Password

* Confirm New Password

1 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

SUBMIT **RESET**

Follow the password guidelines to reset the password and click submit.

MILogin for Third Party

- HOME
- REQUEST ACCESS
- UPDATE PROFILE
- SECURITY OPTIONS
- CHANGE PASSWORD
- LOGOUT

Change Password

1 Enter Password

2 Confirmation

Confirmation

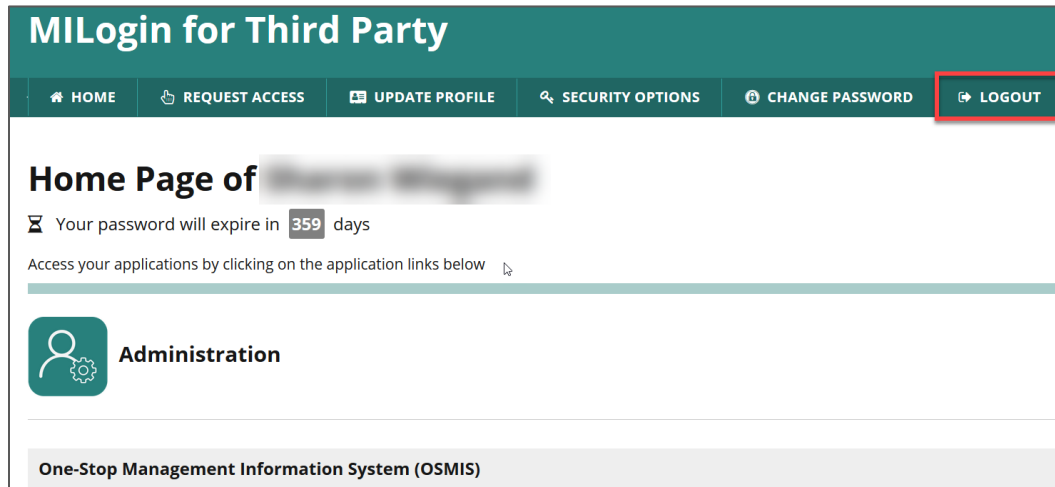
✓ Success

Your password has been successfully updated.

HOME

On the Confirmation screen, click the home button to return to the MILogin for Third Party home page.

Logout of MILogin



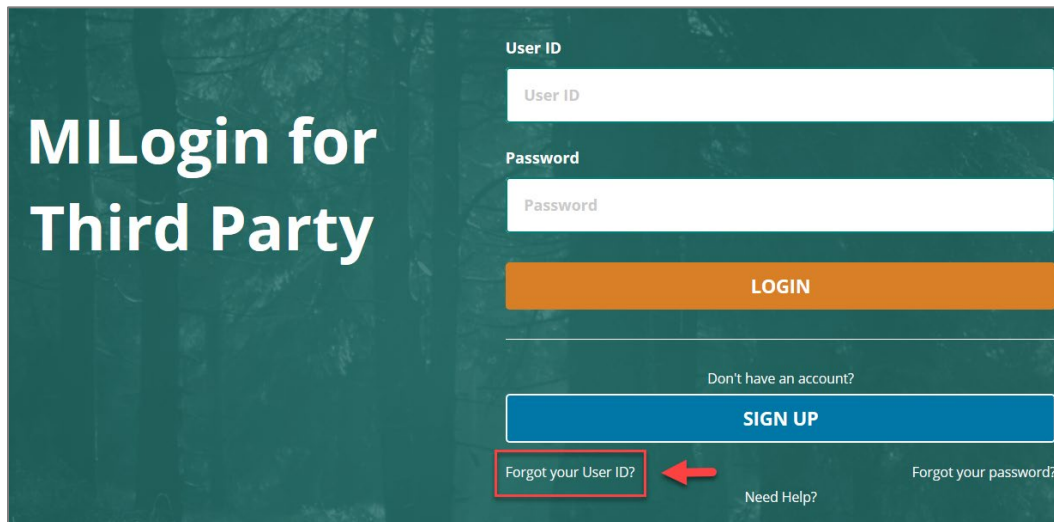
Click the Logout button on the MILogin for Third Party Home Page.

MI Login for Third Party Functionality

Forgot MILogin User ID

If the user has forgotten their MILogin ID,

1. Open <https://milogintp.michigan.gov> in a browser.



2. Click Forgot your User ID?

Forgot User ID

1
Enter Email Address

Enter Email Address

Provide your Email address to proceed:

* Required

* Email Address

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

SUBMIT **RESET**

3. Enter the email address and answer the verification question. Click Submit.

Forgot User ID

1 2
✓ Enter Email Address Confirmation

Confirmation

✓ Success
Your user ID has been sent to the email address you provided.

LOGIN

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.

Regarding your MILogin user account Inbox x

DONOTREPLY-MILogin@michigan.gov
to me ▾

Hello,

Pursuant to your request, the following username is associated with the email address provided:

smithb1234

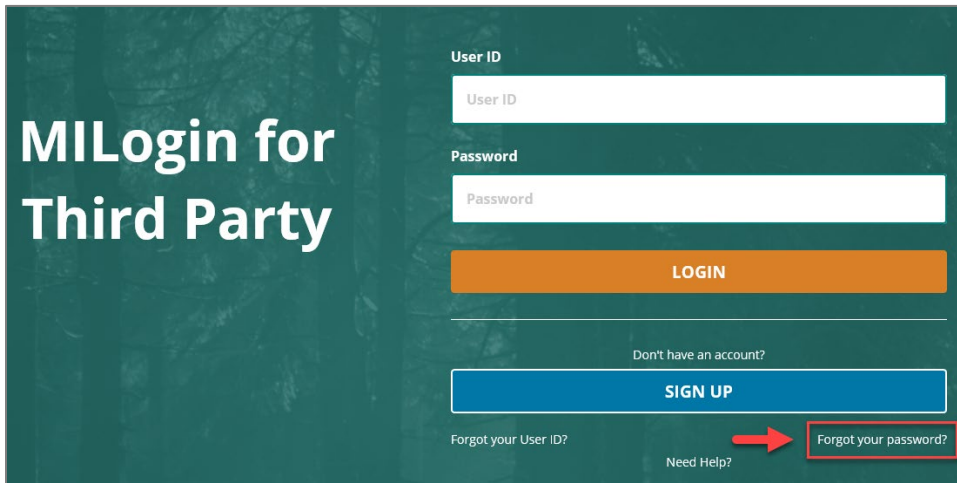
If you are facing any issues, please use [Help Page](#) link to contact the help desk for further assistance.

Thanks,
MILogin Team

5. Click the Login button in Step 3. Enter the User ID and log into the MILogin for Third Party account.

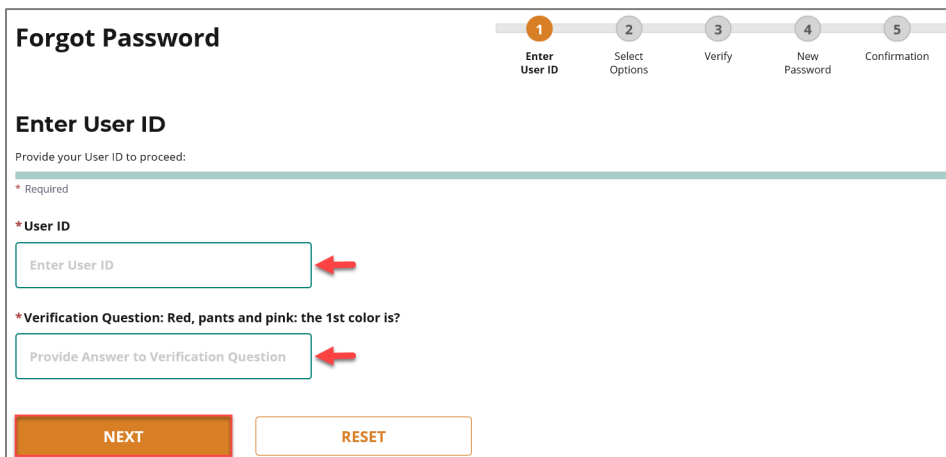
Forgot Password

1. Open <https://milogintp.michigan.gov> in a browser.
2. Click the Forgot Your Password link.



The screenshot shows the login interface for 'MILogin for Third Party'. It features a dark green background with the title 'MILogin for Third Party' in white. On the right side, there are two input fields: 'User ID' and 'Password'. Below these fields is a blue 'LOGIN' button. Further down, there is a blue 'SIGN UP' button with the text 'Don't have an account?' above it. At the bottom, there are two links: 'Forgot your User ID?' and 'Forgot your password?'. A red arrow points to the 'Forgot your password?' link.

3. Enter your User ID (username) and answer the Verification Question. Click Next.



The screenshot shows the 'Forgot Password' process, Step 1: Enter User ID. The page has a white background with a progress bar at the top showing five steps: 1. Enter User ID (highlighted), 2. Select Options, 3. Verify, 4. New Password, and 5. Confirmation. Below the progress bar, there is a section titled 'Enter User ID' with the instruction 'Provide your User ID to proceed:'. There are two input fields: 'Enter User ID' and 'Provide Answer to Verification Question'. A red arrow points to the 'Enter User ID' field. Below the input fields are two buttons: 'NEXT' and 'RESET'.

4. Select the Password Recovery Option. In this example, Email was selected.

**The Password Recover Option displayed is retrieved from the MILogin Account, Security Options. Options available are Text Message, Email or Security Questions. If you cannot receive the code through the default method, contact the MILogin Helpdesk.

5. Enter the PIN and click Next.

6. Enter the new password and click Submit.

7. Log into MILogin for Third Party <https://milogintp.michigan.gov> using the new password.

Update Profile



The Profile Information page contains the user's data that was entered at the time the account was created. Some of the fields on this page are used for different functions.

1. 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 Third Party 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.

Profile Information
Enter your profile information

* Required

* First Name Suffix

* Email Address  * Confirm Email Address 

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

* Work Phone Number Mobile Number

By providing a mobile number, a text message can be sent to you to help with resetting a forgotten password.


Callout Box: Talk to your MWA Administrator before changing the Email Address.

Technical Assistance Section

Error Screens

MILogin User ID Already Has an Active Session

Warning

 Your MILogin User ID already has an active session.
If you choose to continue, the existing MILogin session will be logged out and any unsaved changes will be lost.

Select from the following options:

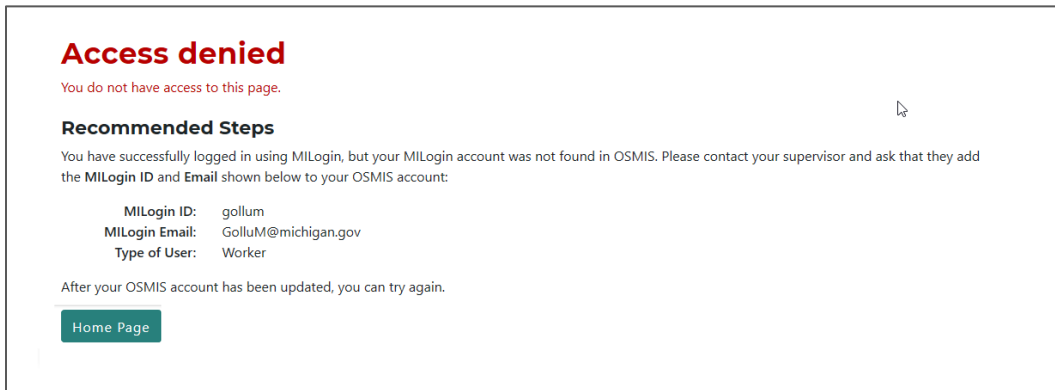
Cancel

Logout the other session and continue with a new session

OK

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 Third Party

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 Third Party account. If the Multifactor Authentication page is reached after clicking the OSMIS link, the user has access.

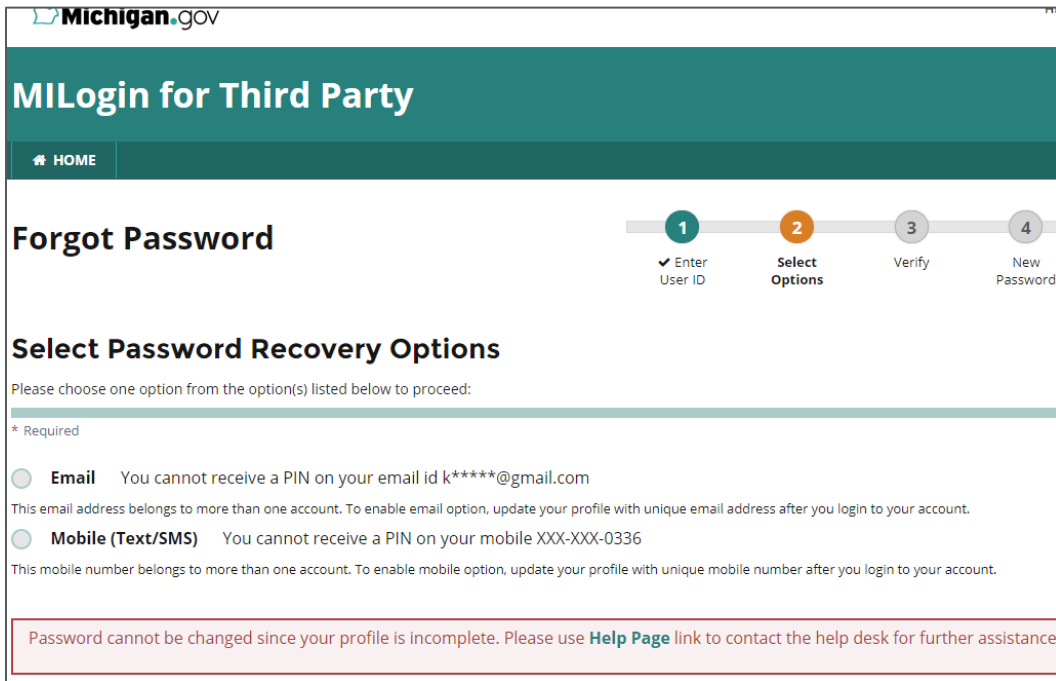
What should I do if I can't log into my MILogin for Third Party Account?

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

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

The MILogin for Third Party 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 Third Party account to exactly match the email address in OSMIS. After the file drop / file pickup process runs, you should have access to OSMIS.

During the "Forgot My Password" process, I receive an error that states "Password cannot be changed since your profile is incomplete. Please use Help Page link to contact the helpdesk for further assistance."

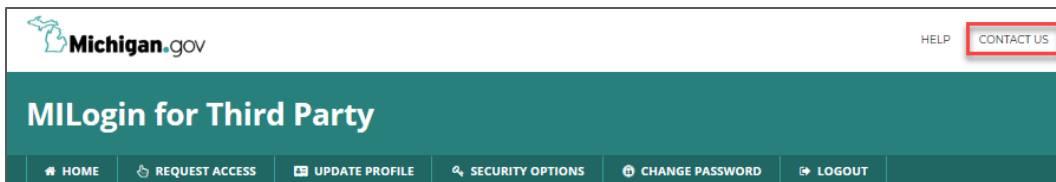


The user has multiple accounts and they used the same email address or mobile phone number in both. Contact the Help Desk as the error suggests for resolution. See the “Contact Us” link at the top of the MILogin for Third Party account for contact information.

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 Third Party account. This should be your work email address. If you want to verify the email address, log into your MILogin for Third Party account and select “Security Options” on the menu. 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 Third Party 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 select the “Click here” link for “Your account has a Third-Party Email”

⏶ **Please select how you would like to login**

| Application | Type of User | Authentication URL |
|-------------|---|----------------------------|
| OSMIS | Your account has a Third-Party Email | Click here |
| OSMIS | Your account has a michigan.gov E-mail | Click here |