



Single Sign On (SSO) and Subscription to the Michigan Automated Prescription System (MAPS) Practitioner/Pharmacist Registration Instructions

There are two steps in registering to the Michigan Automated Prescription System. The first step involves registering with the Single Sign On (SSO) to bring the user to the State of Michigan application portal, with the second step of actually registering to MAPS.

Begin by accessing the SSO by opening your web browser and entering <https://sso.state.mi.us/>.

Select *Register* from the State of Michigan Single Sign On screen.

A screenshot of the "State of Michigan Single Sign On" login page in a Windows Internet Explorer browser. The browser's address bar shows "https://sso.state.mi.us/". The page has a blue header with the title "State of Michigan Single Sign On". Below the header, there is a section titled "Please Login or Sign-Up to use Single Sign-On". This section contains two main panels. The left panel is titled "Login" and includes fields for "User ID:" and "Password:", a "Login" button, and a "Forgot Password?" link with a "Need Password" button. The right panel is titled "Sign-Up" and contains the text "If you are a new user to Single Sign-On, click Register to create your User ID and Password." with a "Register" button circled in red.

Complete the requested practitioner information; the registration must be in the practitioner's name. Select *Continue*.

A screenshot of the "State of Michigan Single Sign On" registration page. The page has a blue header with the title "State of Michigan Single Sign On". Below the header, there is a section titled "REGISTRATION- Step 1". Under this title, there is a note: "* Indicates required field". The registration form includes four required fields: "First Name *", "Middle Initial", "Last Name *", and "Email Address *". Each field has a corresponding text input box. Below the fields, there is a note: "NOTE: Users who have been assigned a State of Michigan email address must use this address to register." At the bottom of the form, there are two buttons: "Continue" and "Clear". The footer of the page reads "Copyright © 2008 State Of Michigan. All rights reserved".

Enter a four digit number of your choice or generate a random four digit number to create your User ID. Confirm the number shown in the blue box by entering it into the empty box. Select *Continue*.



The screenshot shows the 'State of Michigan Single Sign On' registration page, Step 2. The header includes the title and a Michigan bridge graphic. Below the header, the text 'REGISTRATION- Step 2' is displayed. The main content area contains instructions: 'Please Enter a four digit number to create a unique User ID : [input box] Why should I enter this number?' followed by '(OR) Please generate a random four digit number for me : ☐ Yes ☒ No'. Below this is a confirmation prompt: 'Enter the number as it is shown in the box below * : [input box]'. At the bottom of the form are three buttons: 'Back', 'Continue', and 'Clear'. A copyright notice 'Copyright © 2008 State Of Michigan. All rights reserved.' is at the very bottom.

A *User Registration Confirmation* screen will appear. Confirm all information and select *Submit*.



The screenshot shows the 'State of Michigan Single Sign On' user registration confirmation page. The header is the same as the previous screen. Below the header, the text 'USER REGISTRATION CONFIRMATION' is displayed. The main content area contains the instruction 'Please review the following information. Click Submit'. Below this is a list of fields to be confirmed: 'First Name', 'Initial', 'Last Name', 'Email Address', and 'Your User Id will be', each followed by a colon and a text input field. At the bottom of the form are two buttons: 'Back' and 'Submit'. A copyright notice 'Copyright © 2008 State Of Michigan. All rights reserved.' is at the very bottom.

You will receive a message stating your request is being processed. Select *Close*.



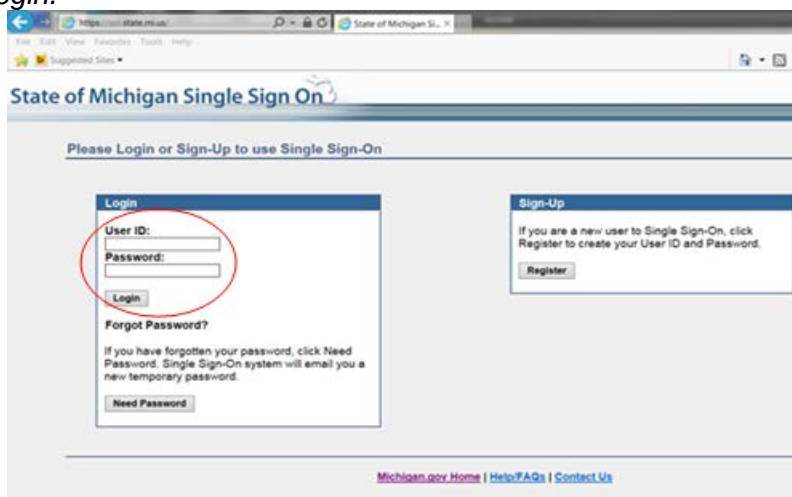
The screenshot shows the 'State of Michigan Single Sign On' request being processed screen. The header is the same as the previous screens. Below the header, the text 'Your request to be registered to the Michigan Web Site is being processed. You will receive an Email within 24 hours with your User Id and password.' is displayed. Below this text is a single button labeled 'Close'. A copyright notice 'Copyright © 2008 State Of Michigan. All rights reserved.' is at the very bottom.

You will receive an email from SSO_Administrator@michigan.gov which will provide you with details regarding your User ID and Temporary Password to access the SSO.

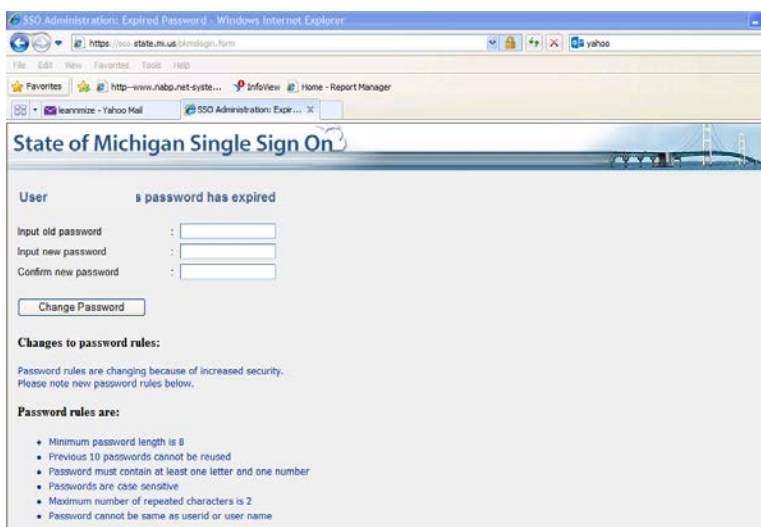


The screenshot shows an email from 'SSO_Administrator@michigan.gov' with the subject 'New UserId Information from State of Michigan Single Sign ON'. The email body contains a link 'Click here to login' and the text 'The following new UserId has been created for you:'. Below this text is a table with four rows: 'Owner Name:', 'User Id:', 'Password:', and 'Time of service provision:'. Each row has a corresponding text input field.

Access the SSO website at <https://sso.state.mi.us/> and enter your assigned User ID and Temporary Password. Select *Login*.



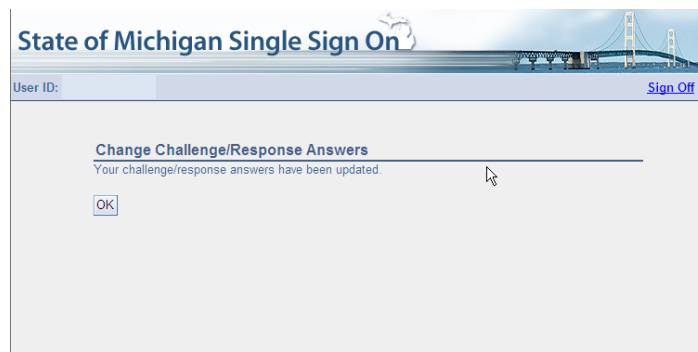
Your **Temporary** Password will automatically expire and you will be prompted to create a new password. Complete the information and select *Change Password*.



Complete the *Change Challenge/Response Answers*. Select *OK*.



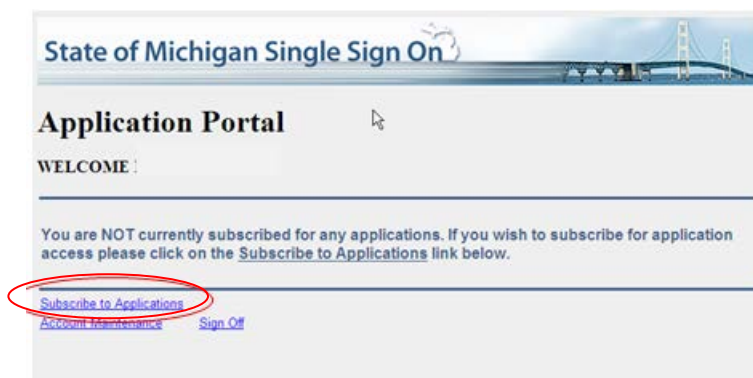
Select *OK* for the following screen.



Select *Done* for the following screen.



You will automatically be routed to the SSO *Application Portal*. Select *Subscribe to Applications*.



Select *Dept of Licensing and Regulatory Affairs* in the first list of options, and *Michigan Automated Prescription System* from the second list of options. Select *Next*.



Enter your work telephone and select *Continue*.



The screenshot shows the 'State of Michigan Single Sign On' page for the 'Michigan Automated Prescription System'. It features a header with the state logo and a bridge image. Below the header, the title 'Subscription For: Michigan Automated Prescription System' is displayed. A note indicates that asterisks (*) denote required fields. There are two input fields: 'Work Phone*' containing '555-555-5555' and 'Your E-mail*'. A small text note below the phone field says '(Include area code eg: 517-123-3456)'. At the bottom of the form are three buttons: 'Continue', 'Reset', and 'Back'. A copyright notice at the very bottom reads 'Copyright © 2008 State Of Michigan. All rights reserved'.

Confirm information and select *Confirm*.



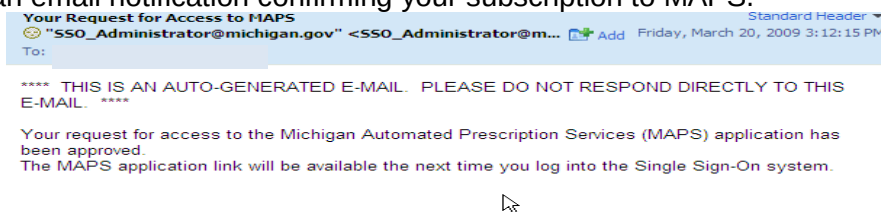
The screenshot shows the 'State of Michigan Single Sign On' page for 'User Enrollment Confirmation For: Michigan Automated Prescription System'. The header is consistent with the previous page. The main heading is 'User Enrollment Confirmation For: Michigan Automated Prescription System'. Below this, a prompt says 'Please review the following information. Click Confirm or Back'. A box labeled 'User Info' contains the following fields: 'User ID', 'Email Address', 'Full Name', and 'Phone Number'. At the bottom of the form are two buttons: 'Confirm' and 'Back'. A mouse cursor is hovering over the 'Confirm' button. The copyright notice at the bottom is 'Copyright © 2008 State Of Michigan. All rights reserved'.

At this time, your subscription request has been submitted. Select *Close*.



The screenshot shows the 'State of Michigan Single Sign On' page with a confirmation message. The header is the same. The main message reads: 'Your subscription request has been submitted successfully. You will be notified upon approval.' Below the message is a single button labeled 'Close'. A mouse cursor is hovering over the 'Close' button. The copyright notice at the bottom is 'Copyright © 2008 State Of Michigan. All rights reserved'.

You will receive an email notification confirming your subscription to MAPS.



The screenshot shows an email notification. The header bar includes the subject 'Your Request for Access to MAPS', the sender 'SSO_Administrator@michigan.gov', and the date 'Friday, March 20, 2009 3:12:15 PM'. The body of the email contains the following text: '**** THIS IS AN AUTO-GENERATED E-MAIL. PLEASE DO NOT RESPOND DIRECTLY TO THIS E-MAIL. ****', 'Your request for access to the Michigan Automated Prescription Services (MAPS) application has been approved.', and 'The MAPS application link will be available the next time you log into the Single Sign-On system.' A mouse cursor is visible at the bottom of the email content.

Once you have received the email notification above, access the SSO via the link in the email or via your internet browser at <https://sso.state.mi.us/>. Enter your assigned User ID and Password. Select *Login*.

The *Michigan Automated Prescription System* link will be available at this time. Select this link to finalize your subscription.

The following *User Details* screen will appear and you will need to finalize your subscription. Select “NO” for the question ‘Do you work for MDCH?’ and complete one of the three following options pertaining to your licensed profession.

IMPORTANT NOTE

DEA #s will begin with two letters and consist of seven numbers (i.e. AB1234567)

License #s will begin with a prefix of two numbers pertaining to each type of license and then an additional eight numbers:

Medicine 43 (4312345678-a total of 10 numbers)
Osteopathic 51
Podiatric 59
Pharmacist/Pharmacy 53
Nurse Practitioners 47
Physician Assistant 56
Dentist 29
Veterinarian 69
Optometry 49

- If you are a prescriber who **DOES NOT** dispense controlled substances in your office, complete as shown below:

Do you work for MDCH ? ☐ Yes ☒ No

User Type

☒ Practitioner
☐ Pharmacist
☐ Pharmacy Software Vendor
☐ Law Enforcement Officer
☐ Pharmacy Benefit Manager

Please ensure that email address you entered is a valid one and is readily accessible. Once you register you will be required to confirm the registration by following prompts provided in an email from MAPS

Name
 User Id
 Email
 *Phone - -
 *Last 4 of SSN
 *DEA #
 * License #
 (10 Digit License Number-No Alpha Characters)

- If you are a prescriber who **DOES** dispense controlled substances in your office, complete as shown below:

Do you work for MDCH ? ☐ Yes ☒ No

User Type

☒ Practitioner
☒ Pharmacist
☐ Pharmacy Software Vendor
☐ Law Enforcement Officer
☐ Pharmacy Benefit Manager

Please ensure that email address you entered is a valid one and is readily accessible. Once you register you will be required to confirm the registration by following prompts provided in an email from MAPS

Name
 User Id
 Email
 *Phone - -
 *Last 4 of SSN
 *DEA #
 * License #
 (10 Digit License Number-No Alpha Characters)

(Enter practitioner License #)

- If you are a pharmacist/pharmacy complete as shown below:

Do you work for MDCH ? ☐ Yes ☒ No

User Type

☐ Practitioner
☒ Pharmacist
☐ Pharmacy Software Vendor
☐ Law Enforcement Officer
☐ Pharmacy Benefit Manager

Please ensure that email address you entered is a valid one and is readily accessible. Once you register you will be required to confirm the registration by following prompts provided in an email from MAPS

Name
 User Id
 Email
 *Phone - -
 *Last 4 of SSN
 *DEA #
 * License #
 (10 Digit License Number-No Alpha Characters)

Once you select *Submit*, your subscription will be activated at which time you will be able to request MAPS reports on patients and/or submit prescription data information.

Contact the MAPS staff with any questions at 517-373-1737 or email at BPL-MAPS@michigan.gov.