Setting Up Account

NOTES:

This document pertains to functions that <u>will only be performed the first time MPSCS-Radio Management is used, for the purpose of establishing an account</u>. Once an agency sets up its account, the documents "Onboarding Manual" and "Quick Ref Guide" should be viewed for step-by-step instructions on performing the main functions.

You can access MPSCS-Radio Management through <u>*MILogin for Third Party*</u> **Although MILogin works with several browsers, <u>MPSCS Radio Management will only work correctly with Chrome.</u>**
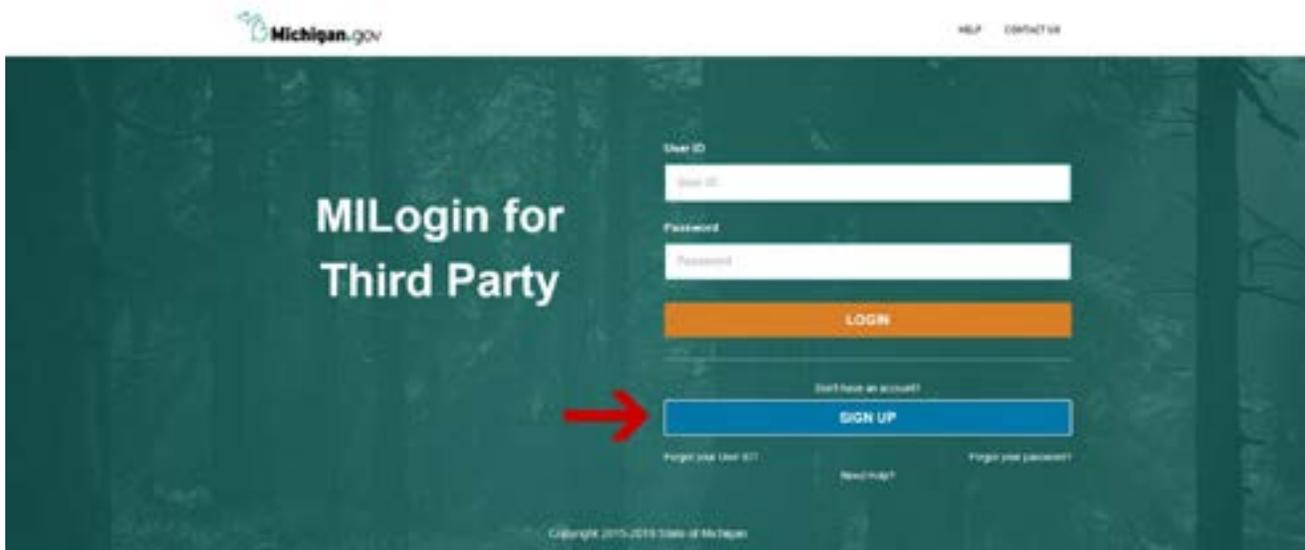
The green bar below will come up. Click on the second tab – "REQUEST ACCESS" (top red arrow). That will bring up "Search Application" (bottom red arrow). In that field, type in "MPSCS Radio" and then ENTER.
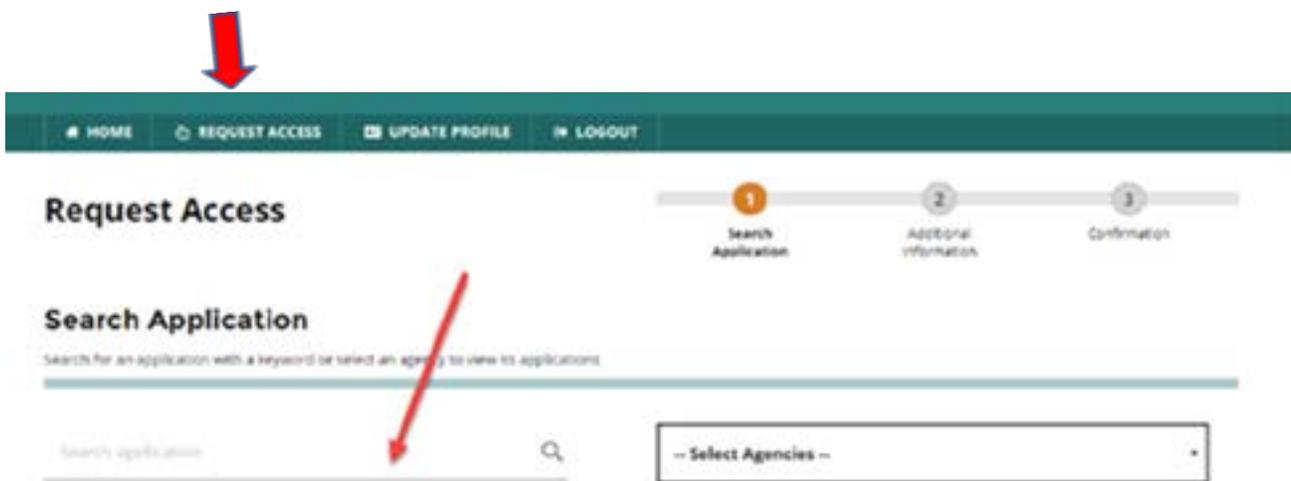
Another screen will appear where you will need to enter information.

*First Name	Middle Initial	*Last Name	Suffix
Buzz		Leach	

Email Address	Confirm Email Address
leachg@michigan.gov	leachg@michigan.gov

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

Mobile Number

517-490-4148

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

Verification Question: Which of brain, toe, knee, ankle or arm is part of the head?

☑ I agree to the terms & conditions.

This step automatically sends an email to the MPSCS Business Unit to set up access in MPSCS Radio Management. Once you receive the confirmation email from MPSCS, log out, then log back into MILogin.

Step-by-step instructions for tasks from this point on are provided in the document "Onboarding Manual" (also posted on MPSCS website).