

Go to MiLogin for Third Party and click the "Sign Up" box.

Enter the required information, accept the T &C, and then hit next.



Create a User ID, a password, and then select your preferred method of password recovery. Once finished, click create account.

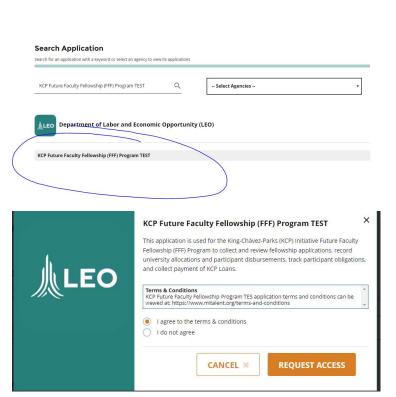
MILogin for Third Party

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Once you have created your account, click on "Request Access" next.



Once the "Request Access" screen comes up, type in "Future" or "FFF" or use the "Select Agencies" box and find "LEO". If you choose the former option, hit enter to search.



Click on the application that is shown.

Agree to the T&C and press "Request Access".

## **Additional Information**

\* Required

\* Email Address

kcptest6+120@gmail.com

\* Work Phone Number

313-597-2582

SUBMIT

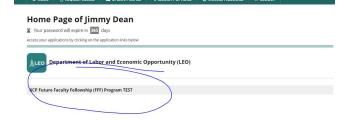
RESET

On the next screen, hit submit. You will get a screen that says "Success" afterward. Click on the "Home" button that appears.

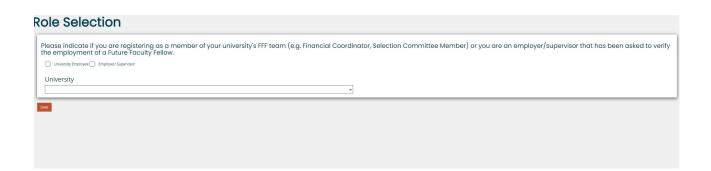
## Confirmation



You will get a screen that says "Success" afterward. Click on the "Home" button that appears.



On the Home screen, click on the application again. See screenshot.



The screen above will appear (you may have authenticate before it shows). Select the "University Employee" bubble, and with the dropdown box, select your university. Once both fields have been selected, hit "Save".

Your account has been created but requires approval. Please contact the University Representative to approve your account.

If you see the above text on the next screen, you have successfully requested access to the system. Now you will just need to email us and let us know you need approval and what role you will have (ex. Committee member, Financial Coordinator, etc.)