



Accessing the MiPCT Dashboard

Last Revised: 10/6/2014

Accessing the MDC Dashboard

Before using the MDC MiPCT Dashboard, each user at a physician organization (PO) must request his/her own user account for access. PO Authorizers at each organization have been assigned to approve these account requests. Once authorized, MDC oversees the assigning of the accounts and communicates with both the user and the PO Authorizer to confirm the account has been assigned.

For detailed information on requesting accounts, see [MDC Account Maintenance—User Document](#).

For detailed information on the role and responsibilities for PO Authorizers, see [MDC Account Maintenance—PO Authorizer](#).

Differentiating Between Passwords

If your application for an account was accepted, you should receive one User ID and two passwords—a “Level-1 Password” and a “Level-2 Password”—from MDC. When you log into the web portal, the first log-in screen will require your Level-1 password. The second log-in screen requires your Level-2 password. Requiring two passwords helps to ensure the security of the data.

System Requirements

To access the MDC web portal and use the MiPCT Dashboard, you must adhere to the following requirements:

- Accept the SSL certification
- Use one of the following browsers:
 - Internet Explorer version 8.0 (IE 8) or later
 - Firefox
 - Chrome
- Accept required Adobe Flash updates
- Accept required Java updates
- Request and receive a valid MDC User ID, Level-1 Password, and Level-2 Password

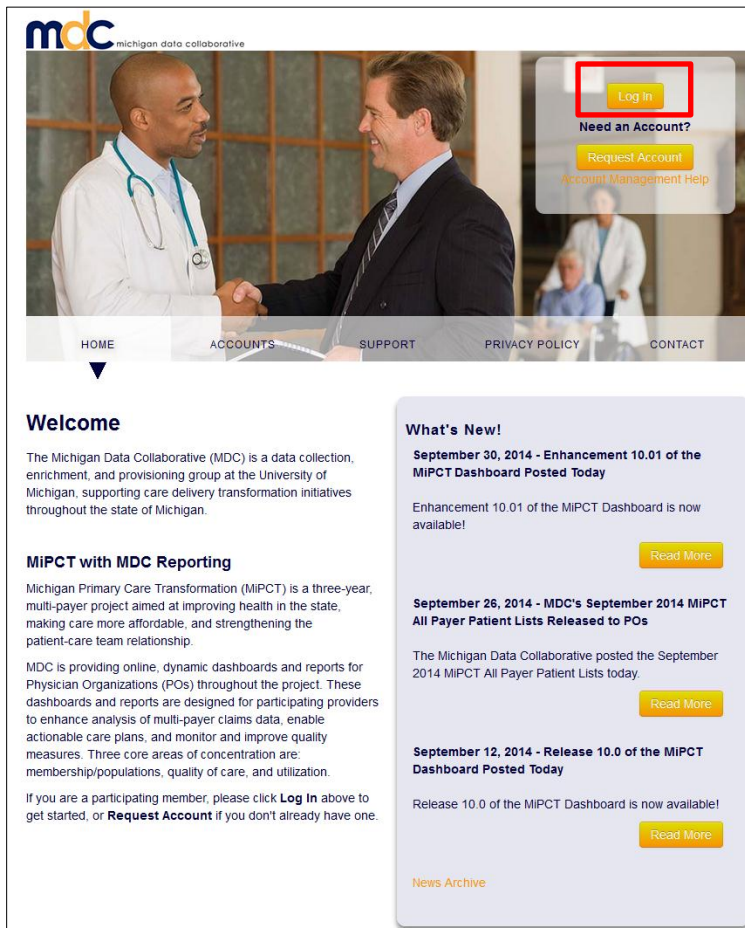
Logging On

After you have received your User ID and Passwords from MDC, you are ready to log in and begin using the MDC MiPCT Dashboard.

To log on:

1. Using your browser, go to the following URL: www.MichiganDataCollaborative.org.

NOTE: If you plan to visit this web portal frequently, you may want to add this URL to your favorites.



- From the Michigan Data Collaborative website, click **Log In** to display the first Login window for accessing the MiPCT Dashboard:



Use your MDC Level-1 Password here.

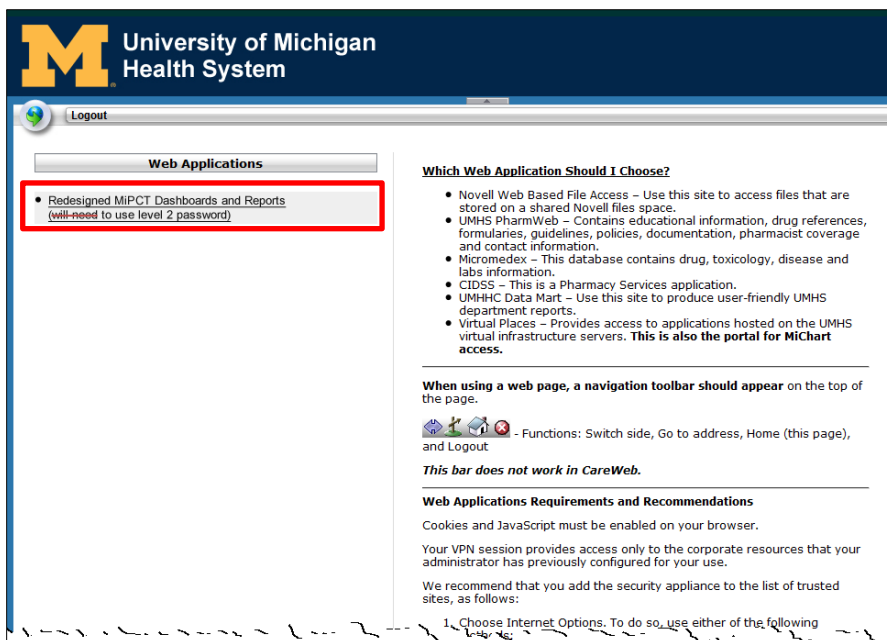
- In the **USERNAME** field, type your MDC-assigned User ID.

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NOTE: If you have not been assigned an MDC User ID, return to the [MDC Website's Home page](#) and click **Request Account**. See the [MDC Account Maintenance—User Document](#) for additional instructions, if necessary.

4. In the **PASSWORD** field, type the Level-1 password assigned to you by MDC.
5. Click **Login**.

A window displays similar to the following:



6. Click **Redesigned MiPCT Dashboards and Reports**.

The following log on window displays:



7. In the **Username** field, type your MDC-assigned User ID.

If you have not been assigned an MDC User ID, return to the [MDC Website's Home page](#) and click **Request Account**. For additional information, see the [MDC Account Maintenance—PO User Document](#).

8. In the **Password** field, type the Level-2 password associated with your MDC account, and then click **Submit**.

The MDC MiPCT Dashboard project home page displays.



For instructions on using the new Dashboard, see the user documentation, which is located in the **New Dashboard Reference Materials** section of the [MDC Website Support page](#).