DISCOVERER

Access
Instructions

BCCCN P
Breast and Cervical Cancer Control Navigation Program

For any questions, please contact Tory Doney
DoneyT@michigan.gov or 517-335-8854

October 2017
MDHHS Systems Use Notification

The Michigan Department of Health and Human Services’ (MDHHS) computer information systems are the property of the State Of Michigan and subject to state and federal laws, rules and regulations. The systems are intended for use only by authorized persons and only for official state business.

Systems users are prohibited from using any assigned or entrusted access control mechanisms for any purposes other than those required to perform authorized data exchange with MDHHS. Logon IDs and passwords are never to be shared. Systems users must not disclose any confidential, restricted or sensitive data to unauthorized persons. Systems users will only access information on the systems for which they have authorization. Systems users will not use MDHHS systems for commercial or partisan political purposes.

Following industry standards, systems users must securely maintain any protected health information (PHI) downloaded, printed, or removed in any format from the systems. When no longer needed, this information must be destroyed in an appropriate manner specific to the format type.

By accessing information provided by the Michigan Department of Health and Human Services computer information systems, I acknowledge and agree to abide by all governing privacy and security terms, conditions, policies and restrictions for each authorized application.
STEP ONE – User Agreement Form:
Each person applying for access to Discoverer must sign a User Agreement Form and check the appropriate box. A manager’s signature is required.

MBCIS User Agreement Form

STEP TWO – Subscribe to Application
Effective May 2016, Discoverer (“DCH Oracle Discoverer Viewer) is now part of MILogin. www.milogintp.michigan.gov

Your *User ID & *Password will be the same as Single Sign On (SSO).
The first time you log in to MiLogin, you will need to **Update Security Q&A:**

Once you click submit, you will receive the message below, and the program will return you to the home page.
You must now **ACCESS YOUR APPLICATIONS**

1. **Request Access**
2. **Search for an application**
   - Enter application keyword
3. **Select an agency to view its applications**
   - MDOT
   - MDHHS
   - DTMB, Center for Shared Solutions
4. **Applications**
   - DCH Michigan Centralized Birth Certification System-MCBES
   - DCH Newborn Screening eReports
   - DCH Oracle Discoverer Viewer
   - Database Security Application (DSC)
   - MDHHS Crime Victim Service Commission Claims System
5. **Click on ‘Request Access’ button to proceed**

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Log out --- Log back in … and you will now have access to Discoverer.
STEP THREE – Log In

❖ User ID = SSO User Name
❖ Password = As assigned by Tory Doney
❖ Database = pbc2 (peanut butter cookies) 😊
❖ End User Layer = leave blank

The VERY FIRST TIME you log in, you must go to PREFERENCES (upper right hand corner) and scroll all the way to the bottom and ensure the FAN TRAP DETECTION box is NOT CHECKED.

This only has to be done the first time you log in. Not doing so will result in errors in your reports.

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