

# How to Request CIMS Access



This how-to document is intended for new CIMS users. It will explain how to request CIMS access, and get a username and password.

## REQUEST ACCESS

1. Go to the [CIMS Login Page](https://www.cimsmichigan.org) (<https://www.cimsmichigan.org>).
2. Click the **New User?** Link located below the Login button.
3. On the Profile Page, complete all fields.



For organization, put the name of your school district or local service area. (Part B example: Lansing Public School District; Part C example: Ingham ISD)

**Note:** Select whether you will be completing work in CIMS for more than one district (e.g. a district business official may manage the business affairs of more than one district in the ISD).

4. Select a username and password.



You must select a username that has letters and numbers, and between 5 and 20 characters. The password fields must consist of all letters and numbers, and must be between 7 and 20 characters.

5. Click **Save**, at the top of the page.



After completing steps 1-5 you will receive an email confirming the CIMS Team has received your request.

6. The CIMS Help Desk will then work with the Office of Special Education to approve your access.
7. Once your access is granted, you will receive an e-mail welcoming you to CIMS.
8. Questions? Contact the CIMS Help Desk  
Phone: 877-474-9023  
Email: [help@cimsmichigan.org](mailto:help@cimsmichigan.org)