
MIDIS LOGIN INSTRUCTIONS



Welcome to MIDIS! Please follow the steps below **VERY CAREFULLY** to log in to the system for the first time.



Your MIDIS Key Fob has a 6 digit number that changes every 60 seconds. This number is the Key Fob tokencode. The tick marks to the left of the number represent how much time is left before the number will change. There is one tick mark for every 10 seconds left. When all the tick marks are gone, then the number will change. For best results, enter the Key Fob tokencode and click on the Logon button before all the tick marks are gone.

Important Links:

Use **Internet Explorer** to go to the following sites:

MIDIS Production: <https://midis.hhs.mt.gov/>

MIDIS Test (for practice/training): <https://miditest.hhs.mt.gov/>

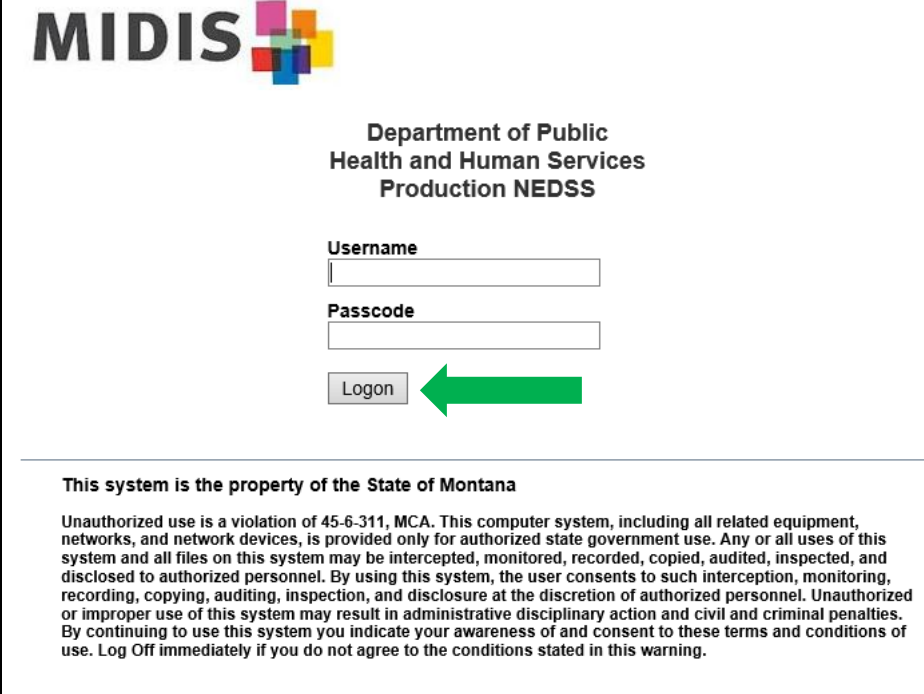
First Time Login

Enter your **User ID** and **Passcode**. **NOTE:** The first time that you login, your Passcode is just the 6 digit number from your Key Fob.

User ID: The first initial of your first name followed by your full last name and -nedssmt

Passcode: Enter the 6 digit number displayed in your keyfob.

Click **Logon**




MIDIS

Department of Public Health and Human Services
Production NEDSS

Username

Passcode


Logon 

This system is the property of the State of Montana

Unauthorized use is a violation of 45-6-311, MCA. This computer system, including all related equipment, networks, and network devices, is provided only for authorized state government use. Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized personnel. By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of authorized personnel. Unauthorized or improper use of this system may result in administrative disciplinary action and civil and criminal penalties. By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use. Log Off immediately if you do not agree to the conditions stated in this warning.



You will then be asked if you are ready to enter a new PIN. Enter “Y” and click **Logon**.



To continue you must enter a new PIN.
Are you ready to enter a new PIN?

You will then be asked to assign a PIN to your token code. Enter a **4-number PIN** and click **Logon**.



You must enter a new pin!

Your PIN must contain between 4 and 8 alphanumeric characters.

Please enter your pin below and click Logon.

Follow the directions on the next screen. This time, enter in your PIN immediately followed by the passcode displaying in your keyfob. Then click **Logon**.



MIDIS

PIN accepted.

Wait for the tokencode to change if you have a token.

Please enter a new
PASSCODE:

Logon

You have successfully logged in with your new PIN! When you log in in the future, you will enter your **User ID** and the **Passcode**.

User ID: The first initial of your first name followed by your full last name and **-nedssmt**

Passcode: Your PIN plus the 6 digit number displayed in your keyfob.

Example -- for user Daffy Duck whose PIN is 3825 and the keyfob is currently showing '125489':

User ID	dduck-nedssmt
Passcode	3825125489

Important Note: If you receive an **error message** after a log on attempt, check the following:

- Make sure your User ID is entered correctly.
- Check the number of dashes (bars) to the left of the numbers on your keyfob. If there is one bar or less, wait until the number refreshes and try again.
- Check Caps Lock on your keyboard. Your User ID is case sensitive.
- As a last resort, close your browser and start again.

Thank you for your work in MIDIS!

If you have any questions or need assistance with data entry, please call our **MIDIS Help Desk: 444-0273**.