



How to Validate an Agency and Agency User

- All agencies and agency users will be expected to validate the agency annually to keep the ICHAT system updated.
- The Agency Admin is expected to validate both the agency information and all the users that are linked to the agency.
- Failure to validate the agency within 30 calendar days will result with the account being locked to all the users linked to that agency.

You can not use any of the application features in ICHAT if you do not complete the validation process before: 10-14-2020

Continue
29 Days left to Validate

Agency Code	Validation Type	Validation Status	Validation Status
ICHAT201900005	Agency Validation	Pending	Validate
ICHAT201900005	User Validation	Pending	Validate

Showing 1 to 2 of 2 entries

- On the Log In page, click the “Validate” button for the Agency.
- Clicking on the Agency Validation button will bring up the agency profile page. All the information needs to be verified as correct and then the check box clicked.

I validate that the information above is correct to the best of my knowledge.

Update

Cancel

- Next, all Agency Users will need to be validated. Some users may no longer be at the agency or shouldn't have access to the ICHAT account. The Agency Admin can choose to "Remove User" or "Validate User".

Agency User Annual Validation

Show entries Search:

Last Name	First Name	User Name	Status	Agency Type	Primary Email Address	Phone Number	
Admin	Ichat	Fostert7	Active		fostert7@michigan.gov	(313) 241-0713	Validate User
Prem	Pamizha	Pamizha82	Active		premp1@michigan.gov	(517) 331-6750	Remove from Agency Validate User

Showing 1 to 2 of 2 entries Previous Next

- If an agency admin or primary contact needs to be removed, please contact with the ICHAT help desk to make those updates.
- Once all agency users have been validated, the option to validate will be removed and status will say "Completed".

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Agency Code	Validation Type	Validation Status	Validation Status
ICHAT201900005	Agency Validation	Pending	Validate
ICHAT201900005	User Validation	Completed	

Showing 1 to 2 of 2 entries

- When both the agency and user validations have been completed, the notice will disappear and ICHAT usage can continue.
- For questions or assistance, please contact the ICHAT Help Desk at 517-241-0606 or via MSP-CRD-ICHATHelp@Michigan.gov