



State Approving Agency (SAA) Getting Started Guide – Facility Portal

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SAA Home Page - <https://app.wda.state.mi.us/saa>

Request Access to Your Facility’s Account

To begin, follow Step 1: and click “Request Access” to obtain approval to access your facility’s account.

The screenshot displays the SAA Facility Portal interface, which is divided into two main sections: a login area on the left and a navigation area on the right.

Login Section:

- Title:** Login
- User Name *:** A text input field containing the email address "youremail@michigan.gov".
- Password *:** A text input field containing the placeholder text "Password".
- Buttons:** A blue "Sign In" button and a blue "Forgot Password?" link.

Navigation Section:

- Section 1:** "Start application to train veterans and other eligible dependents". Below this title is the text "Click on Check Eligibility to know if you are eligible." and a blue button labeled "Check Eligibility and Sign-Up".
- Section 2:** "Schools currently approved to certify Veterans and other eligible dependents". Below this title is a paragraph: "Please note that program modifications are only available for the following Facility Types – Institute of Higher Learning (IHL) and Non-College Degree (NCD) facilities. Please contact the Michigan SAA team at MISAA@Michigan.gov for additional information." This section includes two steps:
 - Step 1:** "Submit a request to SAA with your email address and facility code." with a blue button labeled "Request Access".
 - Step 2:** "Create account to access your facility information (Step 1 - SAA Approved Access is required)." with a blue button labeled "Create Account".

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Required fields are indicated with (*) red asterisk. Click “Submit” to proceed to creating an account.

Note: Enter the first six characters of the facility code. For example, if the facility code is 1-2-2345-22, then enter 122345.

Request Access

Please note that program modifications are only available for the following Facility Types – Institute of Higher Learning (IHL) and Non-College Degree (NCD) facilities. Please contact the Michigan SAA team at MISAA@Michigan.gov for additional information.

Facility Code * (Note: Enter the first six characters of the facility code. For example, if the facility code is A12345-22, then enter A12345)

First Name *	Last Name *
<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>
Email Address *	Phone Number *
<input type="text" value="Enter Email"/>	<input type="text" value="Phone Number"/>

Comments

SAA will approve or deny your request based on the school's current list of approved certifying officials. Once you've been approved you will receive an email notifying you that you can create an account.

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Create an account

After you are approved by the SAA, click on the link in the email and follow Step 2: “Create Account.” Please be sure to use the email address you submitted previously and enter the requested information. If you already have a user account with the Pure Michigan Talent Connect System (PMTTC) you are not required to create an account, you will login in using your PMTC credentials.

The screenshot shows a registration form titled "Register New User". It contains the following fields and sections:

- First Name ***: Text input field with placeholder "First Name".
- Last name ***: Text input field with placeholder "Last Name".
- Email Address (Login Id) ***: Text input field with placeholder "youremail@michigan.gov".
- Phone Number ***: Text input field with placeholder "Phone Number".
- Password ***: Text input field with placeholder "Password".
- Confirm Password ***: Text input field with placeholder "Password".
- Select Question ***: Dropdown menu with placeholder "Select Question".
- Answer ***: Text input field with placeholder "Type your Answer".
- Select Question ***: Dropdown menu with placeholder "Select Question".
- Answer ***: Text input field with placeholder "Type your Answer".
- Select Question ***: Dropdown menu with placeholder "Select Question".
- Answer ***: Text input field with placeholder "Type your Answer".

At the bottom center of the form is a blue button labeled "Create Account".

Login to Your Account

Upon successful creation of a user account, you can login using the username and password you just created.

The screenshot shows a login page with the following elements:

- Login**: Section header.
- User Name ***: Text input field with placeholder "youremail@michigan.gov".
- Password ***: Text input field with placeholder "Password".
- Sign In**: Blue button.
- Forgot Password?**: Link.
- Start application to train veterans and other eligible dependents**: Section header.
- Click on Check Eligibility to know if you are eligible.**: Text.
- Check Eligibility and Sign-Up**: Blue button.
- Schools currently approved to certify Veterans and other eligible dependents**: Section header.
- Please note that program modifications are only available for the**: Text.

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Facility Dashboard

You will be directed to your facility's dashboard where you will have the option to submit a modification to your current approval.

