


For Site Administrators Only: Adding and Removing Users from the Site

06/20/2011

Adding a User:

- 1) Log in and go to the site. Under the Administration link click on the Site Users link.
- 2) This will bring up to a list of people that are approved users for this site.

Contact Information	MCIR Users	Site Contacts	Business Hours
User Name	User ID	Role Name	
Add New User			
Doe, Jane	doej1234	LHD Administrator	
Smith, Mary	smithm2222	LHD User	

- 3) Click the Add New User link.
- 4) The Associate Users screen will appear.

Associate Users - Your Site Name here [Print Help](#)
[Home](#) [Exit](#)

[Add/Find User](#) [Site Users](#)

First Name
 Last Name

User Id

Use '*' for wildcard search

- 5) Type the First and/or Last Name or the User Id of the person being added to the site.

A. If the person is a registered user of MCIR their name will appear.

- Click on the Associate link to add them to the site.

First Name
 Last Name

User Id

Use '*' for wildcard search

Search Results

[Add New User](#) User count: 1

Click column heading for desired sorting preference.

<input type="radio"/> User Id	<input checked="" type="radio"/> User Name	Pin	Agreement Status	
sunshinem2007	Sunshine, Mary	1234-56-78	Expires 02/21/2008	Associate

- The Edit User Role pop-up box will appear.

Edit Role ✕

Edit User Role

Role

- Choose a Role for the user. Choices include:
 - Schools: School User
 - Childcare: Childcare User
 - Provider Office: Provider User or Limited Access User
 - Click the **Ok** button
- B. If the person does not already have their own MCIR user id
- Click on the Add New User link.

First Name Last Name jimishse
 User Id
 Use "*" for wildcard search
 Search Results
 Add New User Click column heading for desired sorting preference. User count: 0

User Id	User Name	Pin	Agreement Status
No results found. Please check your supplied criteria and supply a wildcard character, if desired.			

- The User Information screen will appear.
- Complete all required information
- Click **Submit**

User Information


 Person Sch/CC Imp/Exp My Site Admin Reports Other
 Add/Find User Site Users
 User Details:
 First Name* Last Name*
 Notification E-mail Recipients:
 Please enter/check one or more E-mail addresses so registration instructions can be sent. If no email addresses are entered, the user will not be saved.
 To:
 administrator@site.com
 All fields marked with * are mandatory

Please enter a valid email address. The user's PIN number will be sent to this address.

- A message from MCIR@michigan.gov with the subject "MCIR User Registration DO NOT DISCARD" will be sent to the email address provided. The user will need to complete his/her registration by following the instruction in the email. Only then will they be able to access this site in MCIR.
- The new user's name will display on the MCIR Users tab. Their User id will read as "not-registered" until they complete their registration by accepting the MCIR User/Usage Agreement.

Removing a user:

- 1) Log in and go to the site. Under the Administration link click on Site Users.
- 2) To remove the user from the site
 - Click on the trash can on the right of the person to be removed.
 - Once the person is removed their name will no longer show on the MCIR Users List.

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User Name	User ID	Role Name	
Add New User			
Doe, Jane	doej1234	LHD Administrator	
Smith, Mary	smithm2222	LHD User	

PLEASE NOTE:

Site Administrators cannot add or remove other Site Administrators from their site.

For assistance in adding/removing Site Administrators please contact:

- Providers/Pharmacies: MCIR Regional Coordinator

REGION 1 City of Detroit; Livingston, Macomb, Monroe, Oakland, St. Clair, Washtenaw, and Wayne Counties

- 1-888-217-3900

REGION 2 Allegan, Berrien, Branch, Calhoun, Cass, Hillsdale, Ionia, Jackson, Kalamazoo, Kent, Lenawee, Muskegon, Ottawa, St. Joseph, and Van Buren Counties

- 1-888-217-3901

REGION 3 Barry, Clinton, Eaton, Gratiot, Ingham, and Montcalm Counties

- 1-888-217-3902

REGION 4 Bay, Genesee, Huron, Lapeer, Midland, Saginaw, Sanilac, Shiawassee, and Tuscola Counties

- 1-888-217-3903

REGION 5 Alcona, Alpena, Antrim, Arenac, Benzie, Charlevoix, Cheboygan, Clare, Crawford, Emmet, Gladwin, Grand Traverse, Iosco, Isabella, Kalkaska, Lake, Leelanau, Manistee, Mason, Mecosta, Missaukee, Montmorency, Newaygo, Oceana, Ogemaw, Oscoda, Osceola, Otsego, Presque Isle, Roscommon, and Wexford Counties

- 1-888-217-3904

REGION 6 Alger, Baraga, Chippewa, Delta, Dickinson, Gogebic, Houghton, Iron, Keweenaw, Luce, Mackinac, Marquette, Menominee, Ontonagon, and Schoolcraft Counties

- 1-888-217-3905

- Schools/Childcares

State MCIR Helpdesk at 1-888-243-6652