

## **For Site Administrators: Adding and Removing Users from Site**

### **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
<b>User Name</b>	<b>User ID</b>	<b>Role Name</b>	
<a href="#">Add New User</a>			
Doe, Jane	doej1234	LHD Administrator	
Smith, Mary	smithm2222	LHD User	

**Figure 1: MCIR Users/Add New User screen**

3) Click the Add New User link.

4) The Associate Users screen will appear.

Print Help  
Home Exit

Associate Users - Your Site Name here

Person Rem/Rcl VIM My Site Admin Reports Other

Add/Find User Site Users

First Name  Last Name

User Id

Use '\*' for wildcard search

**Figure 2: Associate Users screen**

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, see Figure 3.

First Name  Last Name

User Id

Use '\*' for wildcard search

**Search Results**

[Add New User](#) Click column heading for desired sorting preference. User count: 1

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

**Figure 3: Search Results screen**

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

Edit Role

**Edit User Role**

Role

**Figure 4: Edit User Role screen**

- 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.

**Figure 5: Add User screen**

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


Please enter a valid email address. The users PIN number will be sent to this address.

**Figure 6: User Information screen-Add a New User**

- A message from [MCIR@michigan.gov](mailto: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.

## 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.
  - This MCIR user can still be added to another site by following the directions in section A.

Contact Information	MCIR Users	Site Contacts	Business Hours
<b>User Name</b>	<b>User ID</b>	<b>Role Name</b>	
<a href="#">Add New User</a>			
Doe, Jane	doej1234	LHD Administrator	
Smith, Mary	smithm2222	<a href="#">LHD User</a>	

**Figure 7: Remove MCIR Users screen**

If you need further assistance, please call the MCIR Helpdesk at 1-888-243-6652.