Michigan Care Improvement Registry (MCIR)
Updating News Screens

News Screens can hold a maximum of 4000 characters, including spaces, the easiest way to get an accurate count is to create your News Screen in Microsoft Word and then paste it into the MCIR Screen when finished with formatting and editing. (Microsoft Word 2010 shown)

- Once your text is entered in Word, go to “Review.”
- Then click “Word Count.”
- A popup window with the Word Count comes up. Spaces are included in the maximum 4,000 character count on News Screens.
Updating the News Screen in MCIR

- Only Administrators can update News Screens.
- With your text from Microsoft Word copied, click “Edit News” from the MCIR Home screen.
  - Regional Coordinators update Provider News Screens, “Edit News” is located on the “Other” menu:
  
  ![Edit News Screen区域内](image)

  - Local Health Departments update School/Childcare News Screens, “Edit News” is located on the “School/Childcare” menu:

  ![Edit News Screen区域内](image)

- The “Edit News Screen comes up. Paste the News Screen verbiage in and click “Submit.”

If you need assistance with any of the above please call the State Helpdesk 1-888-243-6652.