

Michigan Care Improvement Registry (MCIR) Using Multiple Sites

❖ Some Users have access to more than one Site in MCIR.

- After logging into MCIR and accepting the Systems Use Notification the Site Selection screen which lists all of your Sites comes up.
- Select the Site you wish to work in and then click "Submit."

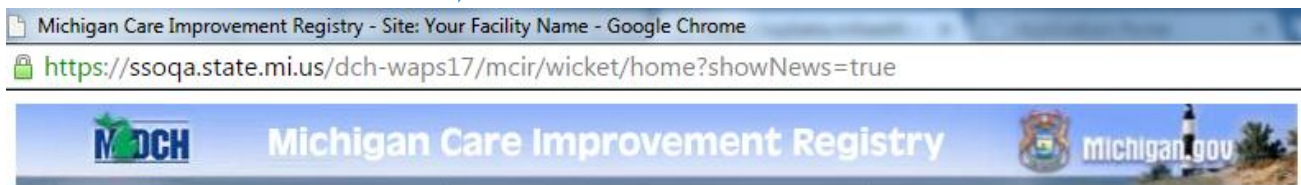
First click the radio button to select the Site you wish to work in.

Site Name	Site Number	Facility Type
<input type="radio"/> Site A	1234567890	Public School
<input type="radio"/> Site B	0987654321	Public School
<input type="radio"/> Site C	6543210987	Public School

Then click "Submit" to go to that Site

- You are taken to the selected Site. Notice that you can always verify which Site you are working in by looking at the very top of your browser screen.

Site Name



- If you wish to move between your different Sites, from your Homepage, under the "My Site" menu select "Go to New Site." You will be brought back to the Site Selection screen.

"Go to New Site"

Person	Reminder/Recall	Vaccine Mgmt
Add/Find	Create Reminder	Manage Inventory
Roster	Create Recall	View Inventory History
	Retrieve/Confirm Results	Vaccines Administered
	Scan RTS Letters	
My Site	Administration	
Site Preferences	Add/Find User	
User Preferences	Site Users	
Edit My Site		
View My Site List		
Go to New Site		
Reports	Other	
Batch	Get News	
Inventory	View Usage Agreement	
Profile	MCIR Training Course	
Reminder/Recall	MCIR.org	
Retrieve Results	VIS	
Roster	IVEN	
Vaccine	Exit Application	
VAERS		