Michigan Care Improvement Registry (MCIR)
School/Childcare Editing Site and User Preferences

❖ **Site Preferences**
  ➢ From your Site’s Homepage click on “Site Preferences.”
  
  ➢ The “Site Preferences” screen comes up.

  ➢ Populating the preference screen saves time. Site Preferences are automatically added to reports.
  ➢ Leave it blank if you plan to use multiple Names, Titles or Due Dates on reports, this information can be hand-entered when creating a Letter to Parents or Future Vaccine Need notice.

❖ **User Preferences**
  ➢ From your Site’s Homepage click on “User Preferences.”
  
  ➢ The “User Preferences” screen comes up.

  ➢ Chose which View of the State of Michigan Immunization Record you would like to default to.
  ➢ Filling out the “Default Demographics” section automatically inputs the information into any new Student Record created by the User.