

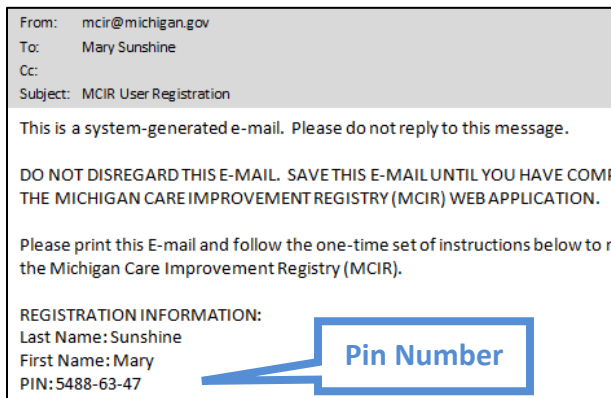
Michigan Care Improvement Registry (MCIR) State of Michigan User Registration Three-Step Process

Step 1. User is Added to the MCIR by the Division of Immunization

- State of Michigan (SOM) users request access through the MCIR State helpdesk
 - Contact the MCIR State Helpdesk. <https://www.mcir.org/contact/>

Step 2. User Receives PIN Number Email from mcir@michigan.gov

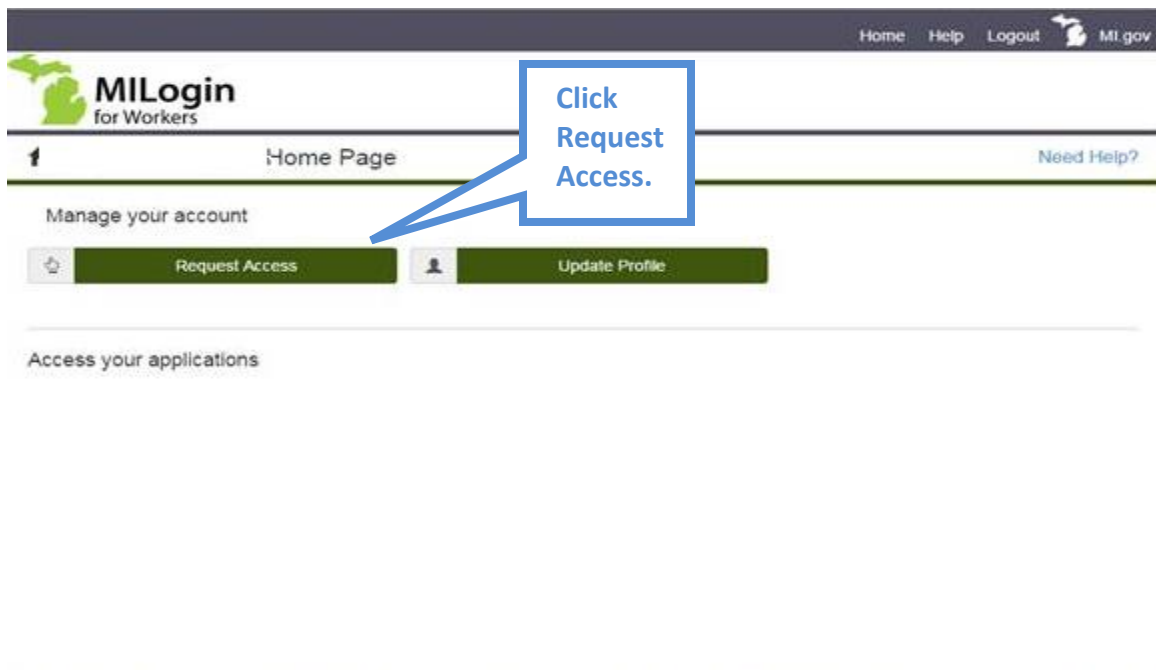
- Once a User is added to MCIR, they will receive an email message from mcir@michigan.gov with the subject "MCIR User Registration." This email will contain a personalized MCIR PIN number that will be used only once during the final phase of the registration process.



Do not share your PIN number, User ID or Password with any other individual. Transactions on MCIR are logged and are subject to being audited.

Step 3. Requesting Access to MCIR with PIN Number

- Go to your MILogin home page in order to finish the MCIR Registration Process.
 - <https://miloginworker.michigan.gov>
- From your MILogin Home Page select "Request Access".



- There are two ways to find the MCIR application, by name or by agency.
 - To search by name enter “Michigan Care Improvement Registry” in the application search box.
 - To search by agency select MDHHS. Then select “Michigan Care Improvement Registry” from the list that appears. Finally click “Request Access”.

- Accept the Terms and Conditions to continue.

“I accept.”

- Enter the 8-digit PIN Number in the format shown. Click the “Continue” button when done. If you are unsuccessful in locating your PIN number, contact the MCIR Helpdesk for assistance at 1-888-243-6652.

MILogin
for Third Party

Request Access

* = Required Fields

This application requires following attributes:

*Work Phone Number

517-555-5555

*MCIR Pin

1234-56-78

Submit Clear

- The message below appears confirming that your subscription request has been submitted successfully. Click “Return to home page.”

MILogin
for Third Party

Request Access

The request for your access has been successfully submitted.

You will see the updated list of application(s) on your home page once it is processed.

[Return to home page](#)

- Log out completely, then log back in and you will see a link on your Home Page to the “Michigan Care Improvement Registry.”

MILogin
for Third Party

🏠 **Mary Sunshine's Home Page**

Your password will expire in 363 days.

Manage your account

Request Access Update Profile

Change Password Update Security Q&A

Access your applications

- [Michigan Care Improvement Registry](#)

- The first time you login to MCIR, and once a year thereafter, MCIR will present the User Usage Agreement. If you agree to the terms, click the “Accept” button at the bottom of the screen. If you decline you will be unable to utilize MCIR.

Michigan Care Improvement Registry (MCIR) User Usage Agreement

In accordance with Public Act 540 of the Public Acts of 1996, Amended 2006 as Act 91, and codified as MCL 333.9201 et seq. of the Michigan Public Health Code, the Michigan Department of Community Health (MDCH) has established the Michigan Care Improvement Registry (MCIR) to record information regarding immunizations administered by health care providers. Access to the MCIR is permitted for the sole purpose of providing information and documentation needed for immunization purposes. Users of the system must refrain from employing the MCIR and data on the MCIR for any use other than that required to provide immunization services. Access to the MCIR database is permitted under the provisions of MCL 540.9201, 9206, 9207 and 9227. Access to MCIR data is under the terms and conditions prescribed by the MDCH. Improper use of the MCIR will result in revocation of the user's access privileges and potential liability under MCIR, Vital Records, and Michigan Computer Crime Laws. The MDCH reserves the right to revoke a user's access privileges at any time, without notice. Any provider, defined as those who can authorize the administration of an immunizing agent (as defined in Public Health Code MCL 333.9204), may use this form to register to use the MCIR. Please read the following statements.

As a user of the Michigan Care Improvement Registry I accept and agree to the following:

- I will handle information or documents obtained through the MCIR in a confidential manner.
- I will restrict my use of the MCIR to accessing information and generating documentation only as necessary to properly conduct the administration and management of my duties as they relate to immunizations.
- I understand that my transactions on the MCIR are logged and are subject to being audited.
- I will not furnish information or documentation obtained through the MCIR to Prohibited Acts

This document is subject to revision or withdrawal at any time at the discretion of the Michigan Department of Community Health

By clicking on the ACCEPT button you are indicating that you understand this information and agree to comply with the above provisions. Further, you are indicating that you understand any violation of these provisions may result in termination of access privileges, dismissal and/or recommendation for prosecution. If you do not agree to these conditions, you must click on the DECLINE button and exit the system.

- Every time you login to MCIR you will be presented with MDHHS Systems Use Notification. You must click the Acknowledge/Agree to continue.

Terms & Conditions: Testing - Michigan Care Improvement Registry

The Michigan Department of Health and Human Services (MDHHS) computer information systems (systems) are the property of the State Of Michigan and subject to state and federal laws, rules and regulations. The systems are intended for use only by authorized persons and only for official state business. Systems users are prohibited from using any assigned or entrusted access control mechanisms for any purposes other than those required to perform authorized data exchange with MDHHS. Logon IDs and passwords are never to be shared. Systems users must not disclose any confidential, restricted or sensitive data to unauthorized persons. Systems users will only access information on the systems for which they have authorization. Systems users will not use MDHHS systems for commercial or partisan political purposes. Following industry standards, systems users must securely maintain any information downloaded, printed, or removed in any format from the systems. When no longer needed, this information must be destroyed in an appropriate manner specific to the format type. All users of the systems give their expressed consent to the monitoring of their activities on the systems. If such monitoring reveals possible evidence of unauthorized or criminal activity, the evidence may be provided to administrative or law enforcement officials for disciplinary action and/or prosecution. By accessing information provided by the Michigan Department of Health and Human Services computer information systems and clicking on the button below, I acknowledge and agree to abide by all governing privacy and security terms, conditions, policies and restrictions for each authorized application.

- Upon successful login, if your account includes access to more than one Site, you will be presented with a Site Selection screen: select the site to work in, and click “Submit.”

1. Select the Site you wish to work in.

2. Click “Submit.”

MCIR - Site Selection Submit

Please select the site you are representing.
To select a default site, please click the "Go to New Site" link on the main page. Site count: 3

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

If you need assistance, please contact the DTMB Client Services Center at 1-877-932-6424.