

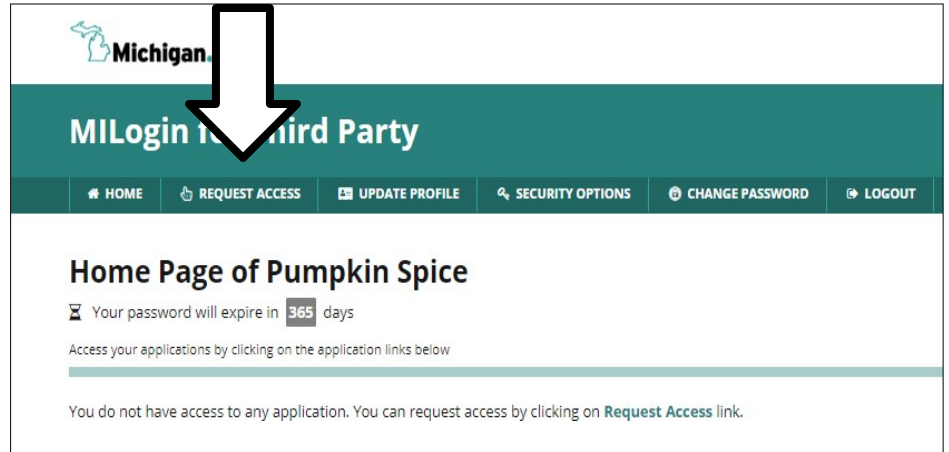
To gain access to MCiR you need to be added by your Site Administrator or [Regional MCiR Coordinator](#).

HOW TO REQUEST & COMPLETE MCiR ACCESS

REQUEST ACCESS TO MCiR THROUGH YOUR MILOGIN ACCOUNT

REQUEST ACCESS TO MCiR VIA YOUR MILOGIN HOME PAGE

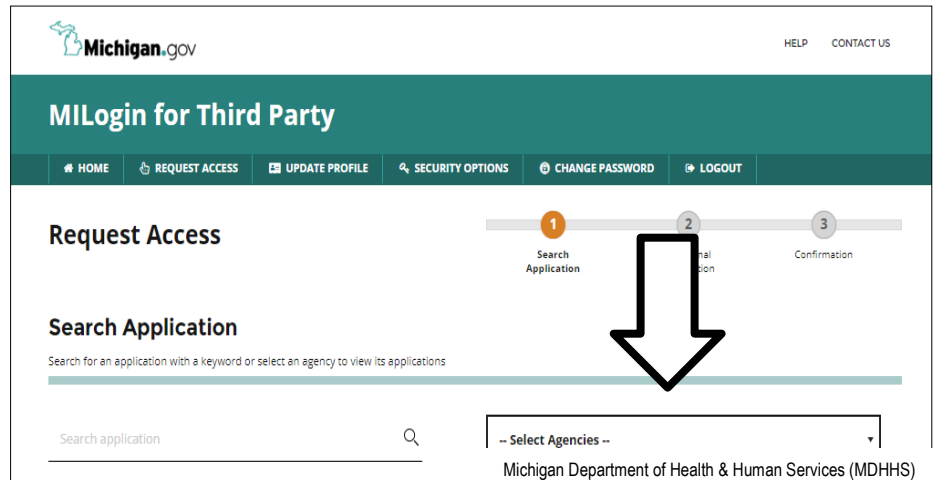
Select **REQUEST ACCESS** from the top navigation bar above your name.



SEARCH FOR MCiR APPLICATION

In the dropdown on the **RIGHT** -Select Agencies-

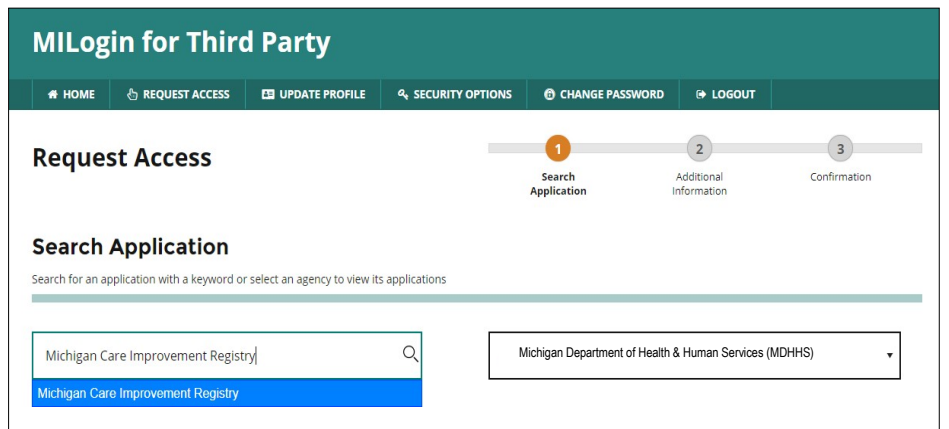
Choose and highlight Michigan Department of Health & Human Services (MDHHS)



SELECT

Type in **LEFT** box Michigan Care Improvement Registry

Click Michigan Care Improvement Registry when highlighted.



Need Help? Contact your [MCiR Regional Helpdesk](#).



GRAB YOUR MCIR PIN

MDHHS MCIR TERMS AND CONDITIONS

1. Read and Review
2. Agree to Terms and Conditions

Click **REQUEST ACCESS**

Michigan Care Improvement Registry

The Michigan Childhood Immunization Registry (MCIR) was created in 1998 to record information regarding immunizations administered to anyone under the age of 20 and renamed the Michigan Care Improvement Registry as a result of Public Act 91 of 2006 to include adults; therefore creating a lifespan immunization registry and retaining the acronym of MCIR. The MCIR makes this information available online to authorized users, which includes; MDHHS staff, MCIR regional Staff (6 offices across the state), local health departments, and immunizing providers. Immunizing providers are required to report all immunizations they have administered to every child born after 12/31/1993 and less than 20 years old within 72 hours of administration. In addition, it is highly recommended that all administered immunizations be reported for adults in the MCIR.

Terms & Conditions
The Michigan Department of Health & Human Services (MDHHS) computer information system (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. Login 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.

I agree to the terms & conditions
 I do not agree

CANCEL **REQUEST ACCESS**

MCIR PIN NEEDED!

1. Enter a phone number.
2. Enter your one-time use MCIR Pin sent via email from mcir@michigan.gov or check with your Site Administrator.

Click **SUBMIT**

Request Access

Additional Information

Provide following information to submit your access request

* Required

* **Work Phone Number**

517-555-1212

* **MCIR Pin**

1234-56-78

SUBMIT **RESET**

CONFIRMATION SUCCESS

This message confirms your request for the MCIR application is successful.

Click **HOME**

Request Access

1 Search Application
2 Additional Information
3 Confirmation

Confirmation

✓ **Success**

The request for your access has been successfully submitted.

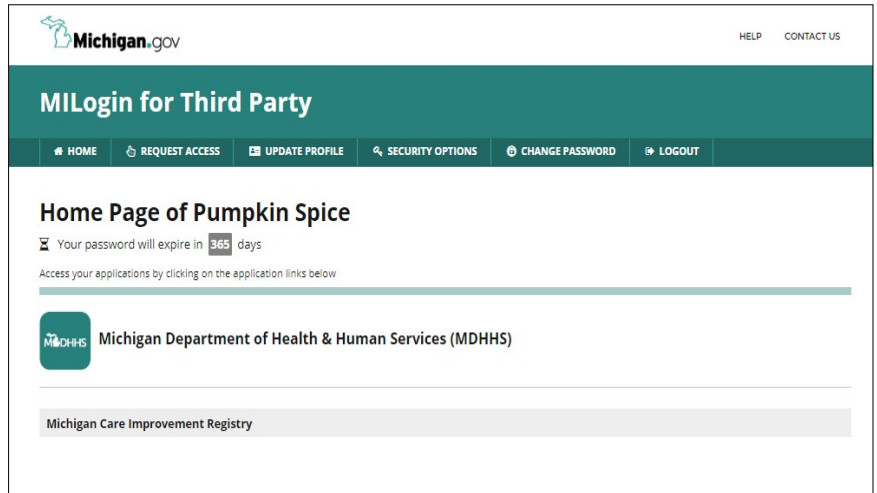
You will see the updated list of application(s) on your home page once it is processed.

HOME

ACCEPT AGREEMENTS AND CONDITIONS

MILOGIN HOME PAGE

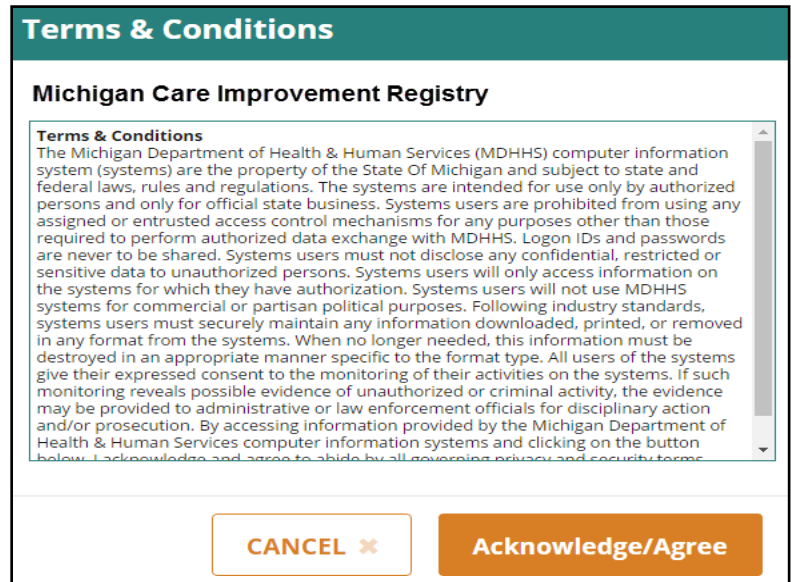
1. Click MCIR highlighted link to go directly to MCIR.
2. If link is not displayed - log out of MILogin and log back in via MILogin.



ACKNOWLEDGE/AGREE TERMS & CONDITIONS

Each time logging in to the MCIR, the MDHHS System Use Notification Terms & Conditions screen will present the User Usage Agreement.

CLICK **ACKNOWLEDGE/AGREE** to utilize MDHHS MCIR system.



ACCEPT USER USAGE AGREEMENT

The first time, (once per year), the MCIR application prompts you to accept the MCIR User Usage Agreement.

CLICK **ACCEPT**

THE END.

