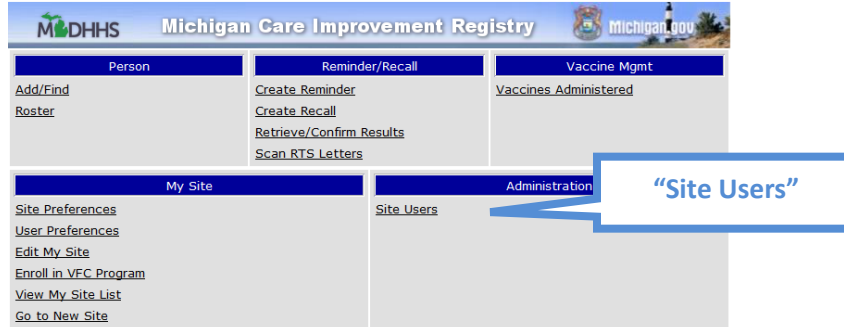


# Michigan Care Improvement Registry (MCIR)

## Adding/Removing Users to a Site

### ❖ Adding Site Users

- From your Site's Homepage, under the "Administration" menu, click "Site Users"



- Your "Site Information" page comes up with the "MCIR Users" tab active.
- Click "Add New User."

**Site Information** [Print Help](#)  
[Home](#) [Exit](#)

Person	Rem/Rcl	VIM	Imp/Exp	My Site	Adm	Rpts	Oth
<a href="#">Site Preferences</a>	<a href="#">User Preferences</a>	<a href="#">Edit My Site</a>	<a href="#">View My Site List</a>	<a href="#">Go to New Site</a>			

Established: 01/20/2010

**Details** **Site Number: 10012260037**

Name\*:  Facility Type\*:   
 County\*:   Site Disabled  
 Program:  FQHC  RHC  Neither Cert. Expires\*:

**MCIR Options**

**Clinical**  
 Immunization Provider  VIM  VFC Program  BMI

**Import/Export**  
 Transfer  Transport

**Follow Up**  
 Sickle Cell

VFC	Business Hours	Transfer Interfaces
Contact Information		MCIR Users
User Name	User ID	Role Name
<a href="#">Add New User</a>		
Doe, Jane	doej1234	Provider Administrator

"Add New User"

- The "Associate Users" page comes up.
- Search for your user by first and last name for the best results.

**Associate Users - Test Site** [Print Help](#)  
[Home](#) [Exit](#)

Person	Rem/Rcl	VIM	Imp/Exp	My Site	Adm	Rpts	Oth
<a href="#">Site Users</a>							

First Name  Last Name   
 User Id   
 Use '\*' for wildcard search

Click "Submit" to begin search.

- If the User is found they will come up in the Search Results.
- Click “Associate” to add them to the Site.

**Search Results**

[Add New User](#)      Click column heading for desired sorting preference.      User count: 1

User Id	User Name	Pin	Agreement Status
sunshinem2014	Sunshine, Mary	9576-98-21	Expires 12/08/2015 <a href="#">Associate</a>

“Associate”

- The “Edit User Role” page comes up.
- Select the type of User and click “OK.”

**Edit Role**

**Edit User Role**

Role:

- The User is now Associated to the Site.
- If the User is not found after searching, “No results found” will display in your Search Results.
- Click “Add New User.”

“Add New User”

**Search Results**

[Add New User](#)      Click column heading for desired sorting preference.      User count: 0

User Id	User Name	Pin	Agreement Status
No results found. Please check your supplied criteria and supply a wildcard character, if desired.			

- The User Information page comes up.
- Enter First and Last Names and an email address for the new User. Be sure to double check spelling of all entries and use correct capitalization, the name entered will be the one seen in MCIR. After pressing “Submit” the User’s Pin Number for registration will be emailed to the address entered.

[Print Help](#)  
[Home](#) [Exit](#)

**User Information**

[Add/Find User](#)    [Site Users](#)

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**User Details:**

First Name\*       Last Name\*

**Notification E-mail Recipients:**

Please enter/check one or more E-mail addresses so registration instructions can be sent. The E-mail address will not be saved.

To:

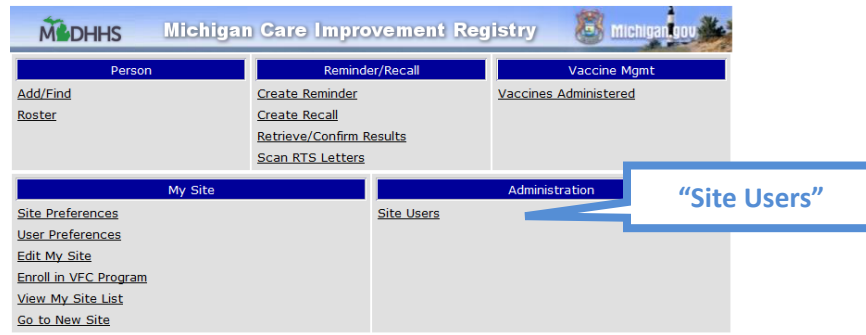
Click “Submit” to save changes.

- The User is now Associated to the Site. They will display with the words “not-registered” as their User ID until they complete the Registration Process.

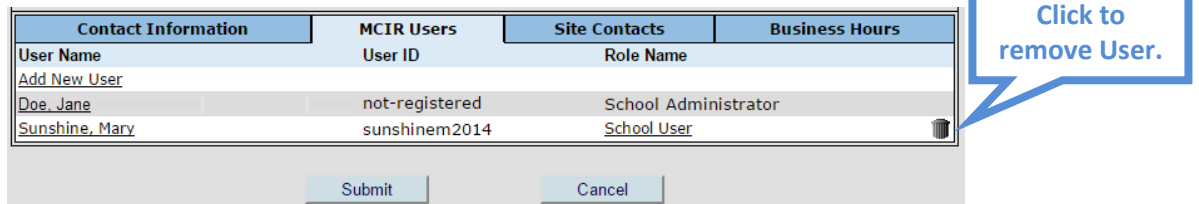
Contact Information	MCIR Users	Site Contacts	Business Hours
User Name	User ID	Role Name	
<a href="#">Add New User</a>			
Doe, Jane	not-registered	School Administrator	
Sunshine, Mary	sunshinem2014	School User	

## ❖ Deleting Site Users

- To remove a User from your Site click “Site Users” on the Homepage.



- Click the trashcan icon to the right of the User’s information.\*



- A popup will come up asking if you are sure. Click “OK” to un-associate the User from your Site or click “Cancel” to go back.

\*Only Users and Limited Access Users can be removed in this way. To delete other types of Users:

- Providers—Contact your regional Coordinator: [Regional Contacts](#)
- Schools/Childcares—Contact the MCIR Helpdesk at 1-888-243-6652.