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.”

➢ The “Associate Users” page comes up.
➢ Search for your user by first and last name for the best results.

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.

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

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.”

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.

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.
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.