

Add a New User to Your Site



Add a New User to Your Site

1. Start at the MCIR home screen.
2. Select Site Users in the Administration section box.

The screenshot shows the Michigan Care Improvement Registry (MCIR) home screen. The page is titled "Michigan Care Improvement Registry" and features the MDHHS logo and the Michigan state seal. The main content area is divided into several sections:

- Person**: Add/Find, Roster
- Reminder/Recall**: Create Reminder, Create Recall, Retrieve/Confirm Results, Scan RTS Letters
- Vaccine Mgmt**: Manage Inventory, Return/Waste Reporting, Search Return/Waste Reports, View Inventory History, Vaccines Administered
- My Site**: Site Preferences, User Preferences, Edit My Site, Enroll in VFC Program, View My Site List, Go to New Site
- Administration**: Site Users (highlighted with a black oval)
- Reports**: Batch, Inventory, Maintenance, Profile, Quality Improvement, Reminder/Recall, Retrieve Results, Roster, Vaccine, VAERS
- Other**: Get News, View Usage Agreement, MCIR.org, VIS, IVEN, Exit Application

Add a New User to Your Site

3. A current list of all site users associated to your site is listed below your **MCIR Users** Tab on the Site Information screen.
4. Select Add New User at the top of the name list.



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

Person	Rem/Rcl	VIM	Imp/Exp	My Site	Adm	Rpts	Oth
Site Preferences	User Preferences	Edit My Site	Enroll in VFC	View My Site List	Go to New Site		

Established: 03/04/1999

Details **Site Number: 1000053314**

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

Contact Information	MCIR Users	Site Contacts	Business Hours	Transfer Interfaces
User Name		User ID		Role Name
Add New User				
Cat, Buddy		not-registered		Provider User

Add a New User to Your Site

5. Type the user's first name, last name and select **SUBMIT**.

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

Person	Rem/Rcl	VIM	Imp/Exp	My Site	Adm	Rpts	Oth
---------------	----------------	------------	----------------	----------------	------------	-------------	------------

Site Users

First Name	<input type="text" value="Gingerbread"/>	Last Name	<input type="text" value="Man"/>
User Id	<input type="text"/>		

Use ' * ' for wildcard search

Add a New User to Your Site

6. If the user you are trying to add is not listed or the user's name did not populate below, *No results found*, then select Add New User under Search Results.

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

Person	Rem/Rcl	VIM	Imp/Exp	My Site	Adm	Rpts	Oth
---------------	----------------	------------	----------------	----------------	------------	-------------	------------

Site Users

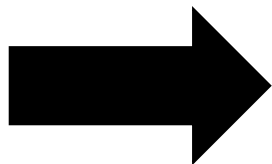
First Name Last Name
User Id

Use ' * ' for wildcard search

Search Results

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

<input type="radio"/> User Id	<input checked="" type="radio"/> User Name	Pin	Agreement Status
<i>No results found. Please check your supplied criteria and supply a wildcard character, if desired.</i>			



Add a New User to Your Site

7. Re-enter the user's first name, last name and the new user's email address.
8. Check the box before the site administrator's email address.
9. Select **SUBMIT** to save.

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

Person	Rem/Rcl	VIM	My Site	Adm	Rpts	Oth
--------	---------	-----	---------	-----	------	-----

[Site Users](#)

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:

admin@healthcarecenter.com

All fields marked with * are mandatory

Add a New User to Your Site

10. If the user id is displayed proceed to the next slide [ASSOCIATE AN EXISTING USER TO YOUR PROVIDER SITE.](#)

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

Person **Rem/Rcl** **VIM** **Imp/Exp** **My Site** **Adm** **Rpts** **Oth**

Site Users

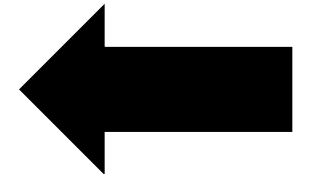
First Name **Last Name**
User Id

Use ' * ' for wildcard search

Search Results

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

<input type="radio"/> User Id	<input checked="" type="radio"/> User Name	Pin	Agreement Status	
not-registered	Gingerbread, Man	1140-54-13	Not Accepted	Associate



The End.

