# Add a New User to Your Site

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1. Start at the MCIR home screen.

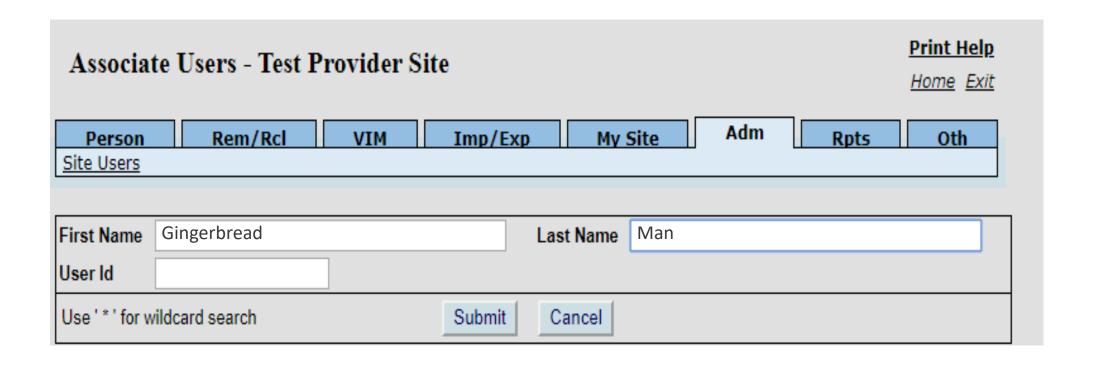2. Select <u>Site Users</u> in the Administration section box.

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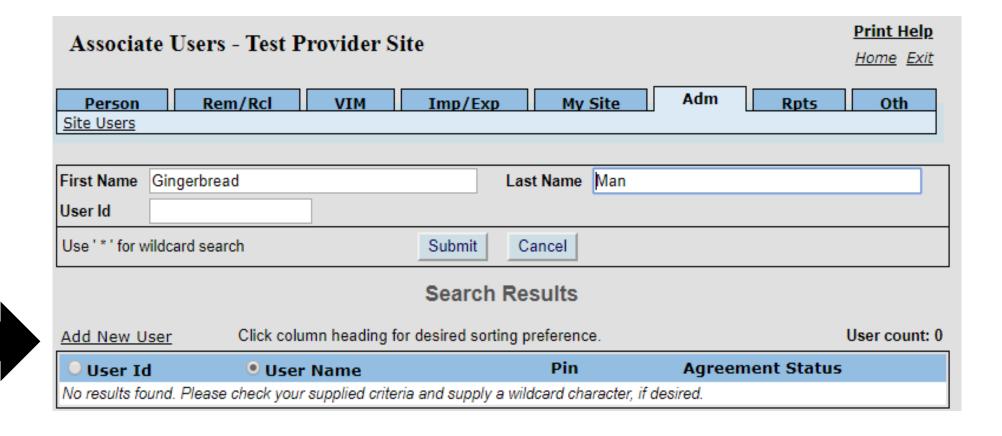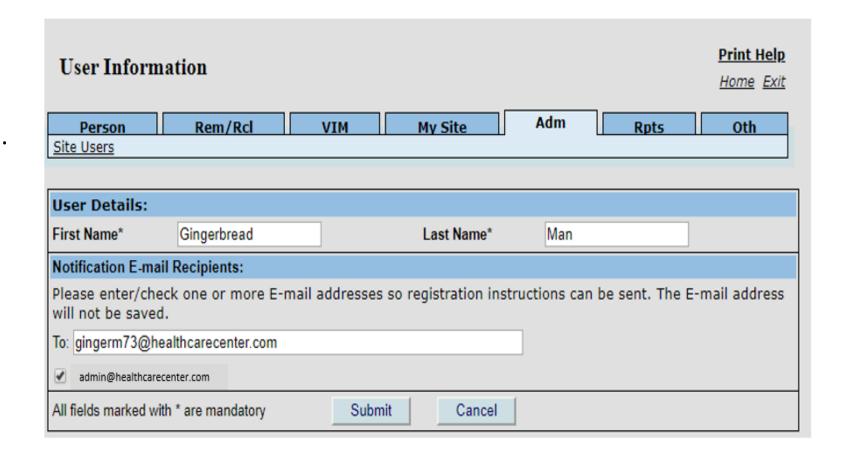
4. Select <u>Add New User</u> at the top of the name list.

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5. Type the user's first name, last name and select **SUBMIT**.
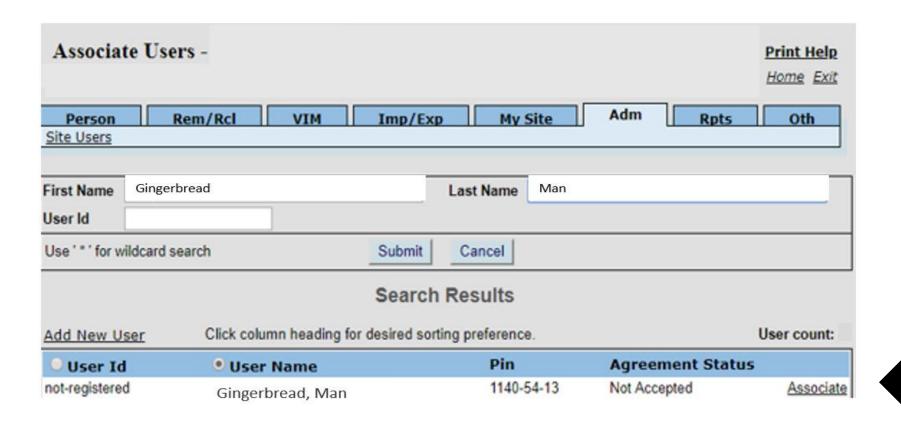
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6. If the user you are trying to add is not listed or the user's name did not populate below, *No results found*, then select <u>Add New User</u> under Search Results.

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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.

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10. If the user id **is displayed** proceed to the next slide ASSOCIATE AN EXISTING USER TO YOUR PROVIDER SITE.

# The End.