How To View Race and Ethnicity on a MCIR Record

Contact your **Regional MCIR Office** for additional assistance and training editing person information in the MCIR.

1. Start by logging directly in to the MCIR via [MiLogin](#).

2. **Search for a Person.**

3. On the person’s general information screen, click the **Other** tab to the right of Immunizations, (Figure 1).
4. Scroll down to the bottom section Additional Information.

5. If the current status displays Race and Ethnicity as Not Reported this means it has not been reported in the MCIR.

6. To report Race and Ethnicity visit How to Document Race and Ethnicity in the MCIR.

Only MCIR users with the role of Provider User or Site Administrator may edit personal information.