

Edit User's Role



Edit User's Role

1. Start at the MCIR home screen.
2. Select **Site Users** in the Administration section box.
3. Click directly on the underlined role name.
4. Select the appropriate user role from the **Edit User Role** drop down of choices.
5. Click OK.

The screenshot shows the Michigan Care Improvement Registry (MCIR) home screen. The header includes the MDHHS logo, the text "Michigan Care Improvement Registry", and the Michigan state seal with "Michigan.gov". The main content area is organized into a grid of menu categories:

- 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](#)
- Import/Export**: [Submit File](#), [Retrieve Results](#)
- My Site**: [Site Preferences](#), [User Preferences](#), [Edit My Site](#), [Enroll in VFC Program](#), [View My Site List](#), [Go to New Site](#)
- Administration**: [Site Users](#) (underlined)
- Reports**: [Batch](#), [Inventory](#), [Maintenance](#), [Profile](#), [Quality Improvement](#), [Reminder/Recall](#)
- Other**: [Get News](#), [View Usage Agreement](#), [MCIR.org](#), [VIS](#), [IVEN](#), [Exit Application](#)

The End.

