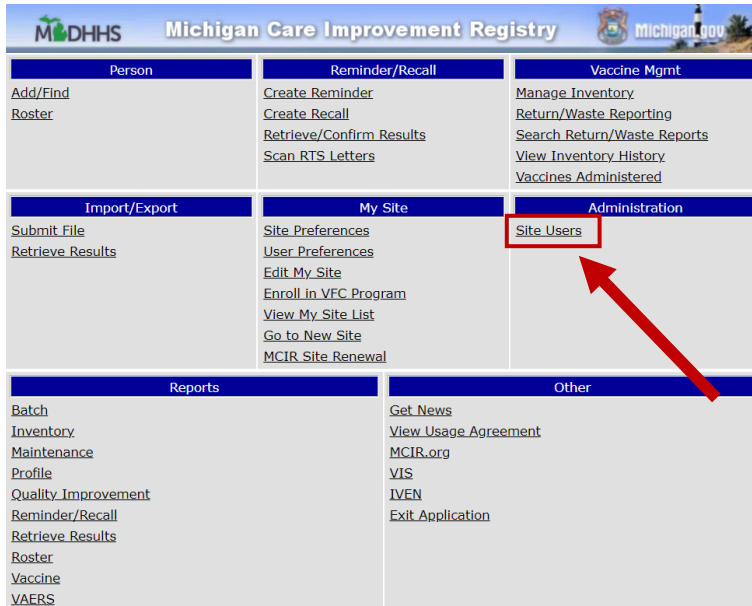


MCIR Site Administrator Resource:

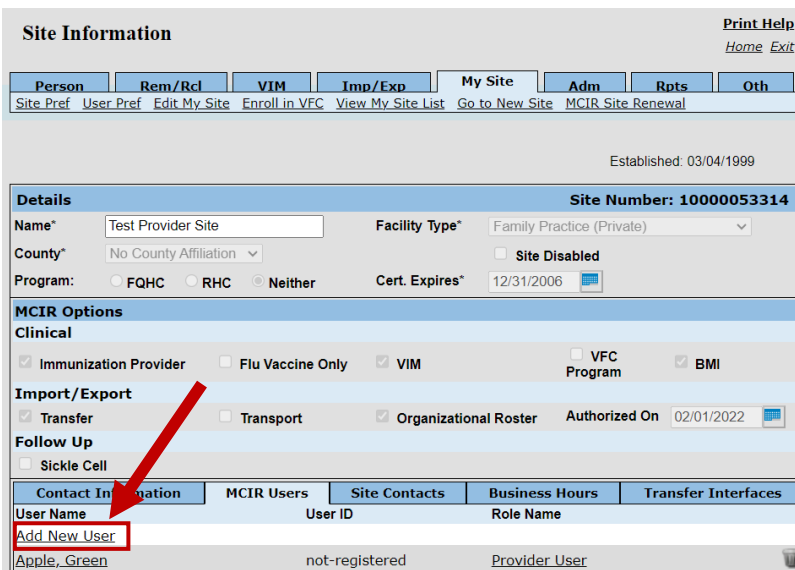
How to Add a New or Existing User to a MCIR Site

MCIR Site Administrators have the ability to associate other users to their MCIR site. If you need to become the Site Administrator, complete the [Provider Site Usage Agreement](#) form or the [School/Childcare Request to Change Site Administrator](#) form.

1. Start at the MCIR home screen after opening the program in [MiLogin for Business](#).
2. Under Administration, select Site Users.



3. The Site Information page will be displayed with the MCIR Users tab selected. This shows a list of all the Users and Administrators associated with a site.
4. Click Add New User.



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5. Enter the First and Last Name of the User you are adding. If you know the User ID of the person you are adding, search by User ID instead. Click Submit.
 - a. NOTE: An individual may have a MiLogin for Business account that is not yet linked to MCIR. If you search for a User ID and get no results, continue to add them as a new User. MiLogin for Business accounts are only linked to MCIR *after* someone is associated with a MCIR site and completes registration.

6. If the person is already registered in MCIR, you can associate their existing MCIR User ID with your site. Click Associate and then select the appropriate User Role in the pop-up. Click Submit. The User will be associated to the MCIR site and you will be brought back to the Site Users page.
 - a. NOTE: Site Administrators cannot add other Administrators. This must be done using the forms [Provider Site Usage Agreement](#) or [School/Childcare Request to Change Site Administrator](#).

7. If the person is NOT already registered in MCIR, you can proceed with adding them as a new User. Click Add New User under Search Results.

8. Enter the First Name, Last Name, and Email Address of the new User and click Submit. The Email Address should be the new User's email, NOT the Administrator's email to ensure they receive the PIN needed for registration.

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9. The User will be associated to the MCIR site and you will be brought back to the Site Users page.
10. **All required steps for the Site Administrator have been completed.** An email with a MCIR PIN is sent to the new User after they are added to the site. New Users must complete the registration process to gain access to the MCIR Site. An existing User will not receive notification they have been added.
- If a new User cannot locate their PIN number for registration, click on their User Name in the Site Users list.

Cooper, Kai	not-registered	Provider User	
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You will be brought to the User Details page which shows the PIN.

User Details:			
First Name*	<input type="text" value="Kai"/>	SignOn ID	
Last Name*	<input type="text" value="Cooper"/>	Pin	1234-12-34
User Agreement Status	Not Accepted		
All fields marked with * are mandatory			
		<input type="button" value="Submit"/>	<input type="button" value="Cancel"/>

- If the User has issues with registration, please have them contact the MCIR Help Desk at 888-243-6652 for troubleshooting.

Additional Resources

- Tip Sheets for new Users to complete registration
 - [Step 1 - Register for a MiLogin for Business Account](#)
 - Note: It is not necessary to create a new MiLogin for Business account when changing employers. An individual should keep the same MiLogin User ID throughout their career. It is recommended to use your personal email address when registering for MiLogin to ensure continued access during employment changes.
 - [Step 2 - Request Access to MCIR in MiLogin for Business](#)
- Site Administrator Resources
 - [MCIR Provider Site Administrator Resources](#)
 - [MCIR School/Childcare Site Administrator Resources](#)
 - [MCIR Provider Site Renewal Tip Sheet](#)
 - [How to Add an E-Order Contact](#)

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