## 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 <u>Provider Site Usage Agreement</u> form or the <u>School/Childcare Request to Change Site</u> <u>Administrator</u> 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.

Site Info	rmation						<u>Print Help</u> <u>Home</u> Exit
Person Site Pref Use	Rem/Rcl	VIM Site Enroll in VEC	Imp/Exp View My Site List	My Site Go to New S	Adm ite MCIR Sit	Rpts te Renewal	Oth
					E	stablished: 03	/04/1999
Details					Site N	umber: 100	000053314
Name*	Test Provider S	ite	Facility Typ	e* Family	Practice (Priv	/ate)	~
County*	No County Affili	ation 🗸		Site	Disabled		
Program:		RHC Neither	Cert. Expire	es* 12/31/2	.006 💻		
MCIR Optio	ns						
Clinical							
🛛 Immuniza	tion Provider	Flu Vaccine O	Only 🖾 VIM		VFC Program	. 🛛 🖻	IMI
Import/Ex	oort 🖉						
Transfer		Transport	Organiz	ational Roster	Authoriz	ed On 02/0	1/2022 💻
Follow Up							
Sickle Cel	·						
Contact I	n mation	MCIR Users	Site Contacts	Busine	ss Hours	Transfer	Interfaces
User Name	5	Use	er ID	Role Na	ame		
Add New Us Apple, Green	er 1	no	t-registered	Provid	er User		1

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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.

Associate Users - Test Provider Site					<u>Print Help</u> <u>Home</u> Exit			
Person Site Users	Rem/Rcl	VIM	Imp/Exp	My	Site	Adm	Rpts	Oth
First Name	jane			Last Name	doe			
User Id								
Use '*' for wildcard search Submit Cancel								
Search Results								

- 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 <u>Provider Site Usage Agreement</u> or <u>School/Childcare Request to Change Site Administrator</u>.

First Name jane		Last Name doe			Edit Role	×
Userid						
Use ' * ' for wildcard sea	arch Subm	it Cancel			Edit User Role	/
	Sear	rch Results			Role	
Add New User	Click column heading for desired	sorting preference.	c and c	ount: 1		
OUser Id	• User Name	Pin	Agreement Status		Limited Access User	ncel
doej7585	Doe, Jane	1456-11-92	Expires 06/14/2020 As	sociate		

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.

First Name	Kai	Last Name Cooper						
User Id								
Use ' * ' for w	Use '*' for wildcard se ch Submit Cancel							
Search Results								
Add New U	Ser Click column heading	g for desired sorting preference.	User count: 0					
OUser Id	User Name	Pin Agr	eement Status					
No results fo	und. Please check your supplied crit	iteria and supply a wildcard character, if desired.						

 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.

User Details:						
First Name*	Last Name*					
Notification E-mail Recipients:						
Please enter/check one or more E-mail addresses so regulation instructions can be sent. The E-mail address will not be saved.						
To:						
griffitha2@michigan.gov						
All fields marked with * are mandatory	Submit Cancel					

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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.
  - a. If a new User cannot locate their PIN number for registration, click on their User Name in the Site Users list.

<u>Cooper, Kai</u>	not-registered	Provider User	1
			_

You will be brought to the User Details page which shows the PIN.

User Details:				
First Name*	Kai		SignOn ID	
Last Name*	Cooper		Pin	1234-12-34
User Agreement Status	Not Accepted			
All fields marked with * are mandatory	Submit	Cancel		

b. 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
  - o 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.
  - o Step 2 Request Access to MCIR in MiLogin for Business
- Site Administrator Resources
  - o MCIR Provider Site Administrator Resources
  - o MCIR School/Childcare Site Administrator Resources
  - o MCIR Provider Site Renewal Tip Sheet
  - o How to Add an E-Order Contact



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