MCIR USER REFERENCE GUIDE:

ADMINISTRATION

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The system functions documented in this reference guide are only available to those individuals with granted Site Administrator access. For questions or support related to Site Administrator rights, please contact your Regional MCIR Office.

Information and instructions included in this reference guide periodically change with system updates and are subject to annual review. Please be advised: Images and directions may no longer replicate current system function.

SITE USERS

Adding a User to Your Site

Step One: From the system's landing page ("home screen"), click the **Site Users** link under the **Admin** section. The system will navigate to the **Site Information** screen where the **MCIR Users** tab will be displayed.

Step Two: The system will navigate to the **Site Information** screen where the **MCIR Users** tab will be displayed. From this tab, you can view a list of all users currently associated to your site.

Step Three: If Person is <u>not</u> found in the list of MCIR Users, click on the **Add New User** link to be directed to the **Associate Users** screen. Please see **Adding a New System User** (next section of this reference guide) for instructions on adding the user.

If the user is already in the system but not attached to your site, the **Search Results** will display the user's information. Proceed to the <u>Associating a User to Your Site</u> section of this reference guide.

Note: A User ID will display as **Not Registered** for any individuals who has not completed the registration process.

Adding a New System User

A Site Administrator cannot add another Site Administrator to the site. Please contact your Regional MCIR Office for assistance in adding another Site Administrator.

Step One: If the individual is not a registered system user, the **Search Results** screen will indicate **No Results Found**. Click **Add New User** to be directed to the **User Information** screen, to create the new user.

<u>Step Two:</u> Enter **First Name**, **Last Name** and **Notification E-mail Recipient** (email address) information on the **User Information** screen. Be sure to verify all information is correctly recorded.

Notes:
- If the email is recorded incorrectly, the user will <u>not</u> receive their registration email and instructions.
- Although it is possible to edit a user's name (e.g., new legal last name) later, editing the name will <u>not</u> update (change) the user ID assigned during the initial registration process.

It is recommended for Site Administrators to check the box next to their email address to be carbon copied on the new user's registration email.

Step Three: Click the **Submit** button at the bottom of the **User Information** screen to add the user to the system. Once the information has been submitted, the user will receive the new user registration email. This email will provide instructions for completing the registration process. The new user should be advised to monitor their Spam/Junk mailbox for the email. A PIN number will be included in the email and is required to complete the registration process.

Additional new user registration information and instructions can be found in the MCIR Registration: 4-Step Process document.

Associating a User to Your Site

Step One: To Associate a user to your site, click on the **Associate** link.

Step Two: Select the appropriate User Role from the **Edit User Role** dropdown. Click **OK**. The user is now associated to your site.

Note: The available User Roles vary based on the site.

Viewing and Modifying Site Users

From the **Site Information** screen's **MCIR Users** tab, a Site Administrator can review all users associated to the site and perform any necessary updates, e.g. edit a user's name or remove a user's access rights to the site.

Please reference Step One and Step Two of the <u>Adding a User to Your Site</u> section of this reference guide, for instructions on accessing the **MCIR Users** tab.

Edit User's Name

The only user information available to edit is the **First Name** and **Last Name**.

Reminder: Editing the user's name will <u>not</u> update (change) the user ID assigned during the initial registration process.

To edit the user's name, click on the **User Name**. Be sure to **Submit** your edits (updates).

| VFC	Business Hours		Transfer Interfaces	
	Contact Information		MCIR Users	Site Contacts
User Name		User ID	Role Name	
Add New User				
Sunshine, Mary		not-registered	Provider User	🗑

Edit User's Role

To edit (change) a user's role:

Step One: Click on the **Role Name** for the user.

VFC	Business Hours		Transfer Interfaces	
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Add New User				
Sunshine, Mary		not-registered	Provider User	🗑

Step Two: Select the appropriate **Role** from the **Edit User Role** window's dropdown menu and then click **Ok**.
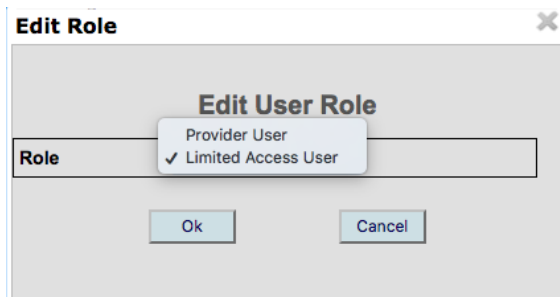
Step Three: The designated user's **Role Name** should now display accordingly.

| Sunshine, Mary | not-registered | Limited Access User | 🗑 |

Removing Site Users

A Site Administrator cannot remove another Site Administrator from the site. Please contact your Regional MCIR Office for assistance in removing another Site Administrator.

Step One: Find the user by following the steps outlined in the Viewing and Modifying Site Users section of this reference guide.

Step Two: From the **MCIR Users** tab, click the trashcan to the far right of the user's information. The system will prompt for validation of the request to remove the user. This action will remove the user from your site, not delete the user from the system.

VFC	Business Hours		Transfer Interfaces
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