# **MCIR USER REFERENCE GUIDE:**

# **OTHER TAB**

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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.

### MCIR OTHER TAB

#### **Get News**

The MCIR News Screen is a notification window used by the Regional MCIR Offices to communicate information to their regional system users. The MCIR News Screen is automatically presented to MCIR users upon initial system login. To print information on the News Screen, click the **Print** link in the upper right corner of the screen. To close out of the news screen, click the **Close** link or the "X" in the upper right corner of the window.

To re-access the news screen, click on the **Get News** link, from the **Other** section of the system's landing page ("home screen").

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#### **View Usage Agreement**

Each user with access to the MCIR is required to agree to a Usage Agreement. To review the language of this agreement, click the **View Usage Agreement** link, from the **Other** section of the system's landing page ("home screen"). To close out of the Usage Agreement, click the **Close** link or the "**X**" in the upper right corner of the window.

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# MCIR.org

To access the MCIR.org website from the system's landing page ("home screen"), click the **MCIR.org** link found under the **Other** section.

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The MCIR.org website should open in your web browser.



# VIS

To access the Michigan Department of Health and Human Services' Vaccine Information Statements (VIS) from the system's landing page ("home screen"), click the **VIS** link found under the **Other** section.

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The MDHHS website's VIS page should open in your web browser.

	FAQs	Contact Us	MDHHS Home	MI.gov
Search Michigan Department of Health & Human Services	a		e les	
MDHHS / ADULT & CHILDREN'S SERVICES / CHILDREN & FAMILIE / IMMUNIZATION INFO FOR FAMILIES & PROVIDERS	s			
Vaccine Information Statements (VIS)				
Agency: Community Health				
Recent Updates				
<ul> <li>HPV Gardasil-9 VIS 12-2-16</li> <li>Important VIS Facts 12-2-16</li> </ul>				
Frequently Used Resources				
<ul> <li>Vaccine Information Statements (VIS)</li> <li>Important Information for Michigan Health Care Providers</li> </ul>				

# IVEN

The Influenza Vaccine Exchange Network (IVEN) can be accessed from the system's landing page ("home screen) by clicking on the **IVEN** link, found under the **Other** section.

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IVEN		<u>Print Help</u> <u>Home</u> <u>Exit</u>
Person         Rem/Rcl         VIM           Get News         Usage Agmt         MCIR.org         VIS         IVEN         E	Imp/Exp My Site	Adm Rots Oth
Create/View/Edit my postings How-to	o <u>Guidelines/Policies</u>	IVEN Documentation
Enter Search Criteria		
Type*   Vaccine Requests  Availat Manufacturer  Product	ble Vaccines	\$
Design (	ounty	1 Zin

Cancel

Submit

For more information on IVEN, visit <u>www.mcir.org</u>.

Use ' \* ' for wildcard search

# **Exit Application**

<u>Step One:</u> Click on the **Exit Application** link found under the **Other** section of the system's landing page ("home screen") to leave the MCIR application and return to the MILogin window.

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Step Two: LOGOUT of MILogin to securely leave the system.

Mict	iigan.gov				HELP	CONTACT US	
MILog	MILogin for Third Party						
A HOME	🗄 REQUEST ACCESS	UPDATE PROFILE	ୟ SECURITY OPTIONS	CHANGE PASSWORD	🗭 LOGOUT		

Be sure to perform Steps One-Two (directly above) to completely log out of the application.