

# MCIR USER REFERENCE GUIDE:

OTHER TAB

**Table of Contents:**

**MCIR Other Tab ..... 3**  
Get News ..... 3  
View Usage Agreement..... 3  
MCIR.org..... 4  
VIS ..... 5  
IVEN..... 6  
Exit Application..... 7

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”).



### 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.



## 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.



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

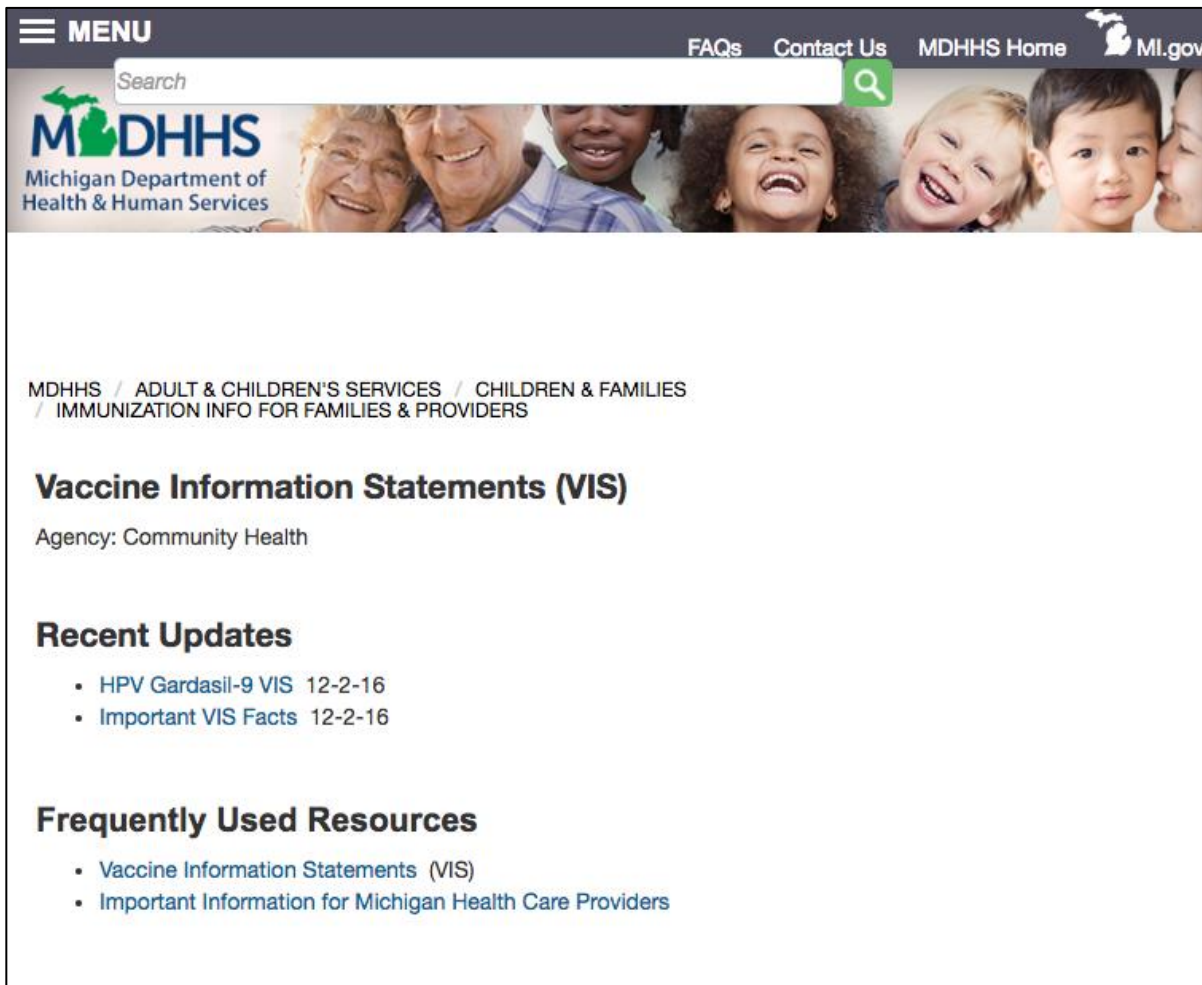


## VIS

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.

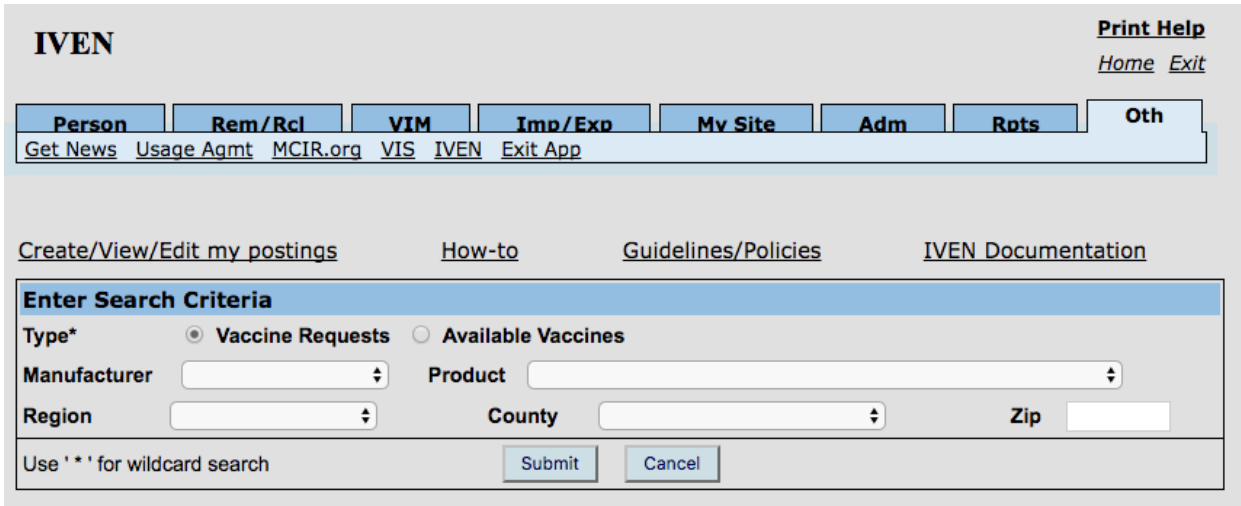
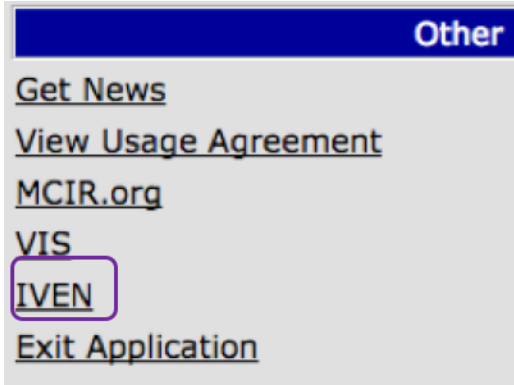


The MDHHS website's VIS page should open in your web browser.



## 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.



For more information on IVEN, visit [www.mcir.org](http://www.mcir.org).

## Exit Application

Step One: 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.



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



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