

MCIR USER REGISTRATION- A One Time, Four Step Process

Once the **Site Administrator (SA)** of the site completes this four step process, they will have the ability to add other MCIR Users to their Site.

- The SA is added as a User by the MCIR Helpdesk. Other staff are added as Users by their SA.
- Please see the mcir.org Resource Library for directions on how a SA can add a User to their site.

Step 1. User Receives PIN Number E-Mail from mcir@michigan.gov

Once a User is added to MCIR they will receive an email message from mcir@michigan.gov with the subject "MCIR User Registration" (Figure 1). This email will contain a personalized MCIR PIN number that will be used only once during the final phase of the registration process (Step 4). All registration steps in this quick tip sheet are also listed in the email.

Do not share your PIN number, User ID or Password with any other individual. Transactions on the MCIR are logged and are subject to being audited.

.....► *E-mail systems may classify anything coming from mcir@michigan.gov as "junk mail" or "spam." If you have not received a confirmation of the MCIR application within one week, please check "junk," "spam" or "bulk" folders before contacting the MCIR Helpdesk.*



Figure 1: Email with PIN number

Step 2. Single Sign On (SSO) User ID Registration

Go to the State of Michigan Single Sign On (SSO) page using one of the web addresses listed below:

- www.MCIR.org Click on the SSO Login Page link (yellow box on the left).
- <https://sso.state.mi.us> (takes you directly to the State of Michigan Single Sign-On page) Click on the **Register** button (as seen in Figure 2).
- If you already have a user id for any of the following: MAPS, MSDS, & CHAMPS—skip to Step 4
- If you do not already have a user id for this page click register.



Figure 2: The Single Sign On (SSO) Login Page

Users are to fill in their name and email address on the next screen (Figure 3). Click the **Continue** button.

Figure 3: User Registration information

The User ID will be the User's last name & first initial plus the 4-digit number that is entered (Figure 4). Enter the security number as indicated, and then click the **Continue** button.

 Yes No'. Below that is 'Enter the number as it is shown in the box below *' followed by a text box containing '52478'. A red box with an arrow points to this text box with the text 'Enter Security Number'. At the bottom are 'Back', 'Continue', and 'Clear' buttons, with 'Continue' highlighted by a red box. A red arrow points from the '52478' text box to the 'Continue' button."/>

Figure 4: Enter 4-digit number & security number

The "User Registration Confirmation" screen (Figure 5) will come up. Confirm that the name and email address are correct. Note: This E-mail address is where the User ID and Password will be sent. Users should make a note of their User ID and then click the **Submit** button.

Figure 5: Registration Confirmation page

You will see a screen that says the request is being processed and you will receive an email within 24 hours. Click the **Close** button (Figure 6, next page).



Figure 6: Registration final page

The E-mail will come from SSO_Administrator@michigan.gov and be titled “Account Information.” Included is a temporary Password. Highlight it; copy it (Figure 7) This temporary password will be used only one time at the SSO Login Page.



Figure 7: Email notification page

E-mail systems may classify anything coming from SSO_Administrator@michigan.gov as “junk mail” or “spam.” If you have not received the User ID and Password within 24 hours, contact the MCIR Helpdesk for assistance at 888-243-6652.

Step 3. Change Your Password and Answer Challenge/Response Questions

Go to www.MCIR.org and click on the [SSO Login Page](#) link. Enter your User ID and paste in your temporary Password. Do not let the computer automatically store this password. Click the **Login** button (Figure 8).

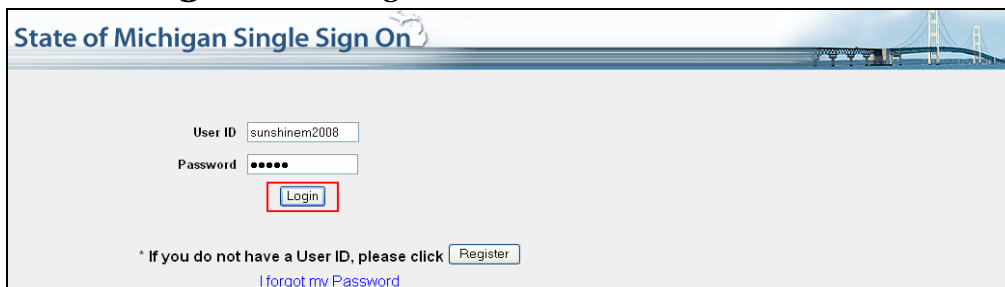


Figure 8: SSO Login page

Next you will be required to change your password immediately (and every 90 days thereafter). Paste in your temporary (current) Password (from the E-mail), type in a new Password, and then confirm the new Password (Figure 9, next page). The new password must be at least 5 characters long and cannot begin with the first letter of your first or last name. Passwords are case sensitive. When done, click on the **Change Password** button.

State of Michigan Single Sign On

Input current password : **Current password is the password just given to you.**

Input new password :

Confirm new password :

Change Password

You will be required to change your Password every 90 days

Password rules are:

1. Minimum password length is 5
2. Passwords are case sensitive
3. Maximum number of repeated characters is 2
4. Password cannot be same as userid or user name
5. New password cannot be same as current password

Figure 9: Changing your password

Single Sign On will now require you to answer and confirm a set of Challenge/Response Questions (Figure 10). These questions must be completed in case you forget the password. The answers and the confirmation of the answers are case sensitive. When done click on the **OK** button.

State of Michigan Single Sign On

User ID: sunshinem2008 [Sign Off](#)

Change Challenge/Response Answers

Change your answers and click OK. You must provide an answer to each challenge.

What is the name of the city in which you were born?
 Answer: Confirm Answer:

What are the last four (4) digits of your social security number?
 Answer: Confirm Answer:

What is your mothers maiden name?
 Answer: Confirm Answer:

What is your fathers middle name?
 Answer: Confirm Answer:

OK Cancel **Note: Answers are case sensitive and must be identical on the left and right column.**

Figure 10: Challenge Response questions

A notification saying your answers have been updated (Figure 11) will appear. Click **OK**.

State of Michigan Single Sign On

User ID: sunshinem2008 [Sign Off](#)

Change Challenge/Response Answers

Your challenge/response answers have been updated.

OK

Figure 11: Challenge/ Response confirmation

Account Maintenance Screen (Figure 12) appears. Click the Done button.

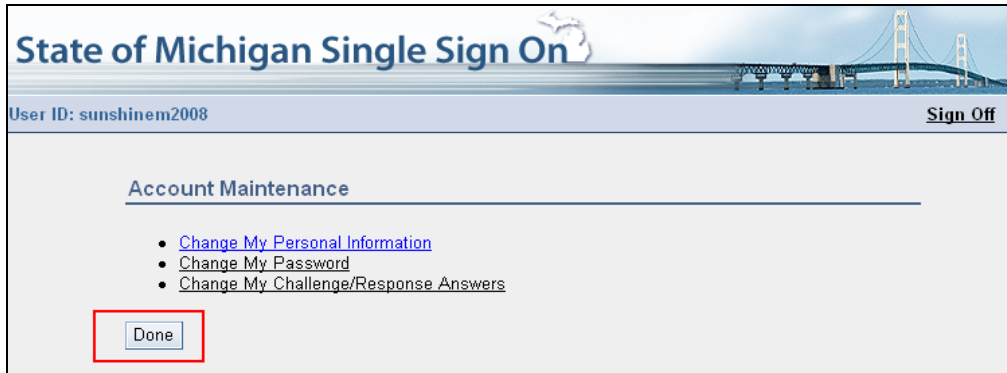


Figure 12: Account Maintenance Page

Step 4. Subscribing to MCIR with PIN number

Subscribing to MCIR is the final step of the User Registration process. On the State of Michigan Single Sign On Application Portal screen where it says Welcome “with your name” will come up. Here is where you need to Subscribe to MCIR by clicking the Subscribe to Applications link (Figure 13).

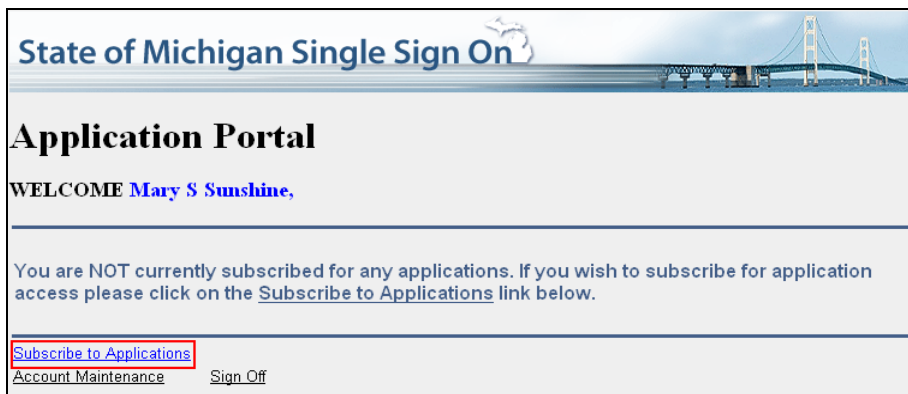


Figure 13 : State of Michigan Application Portal

On the Subscription page choose the “Dept. of Community Health” in the left drop down and “Michigan Care Improvement Registry” from the right hand drop down. Click the **Next** button (Figure 14).



Figure 14: Subscription page

Enter the 8 digit PIN Number in the format shown (Figure 15, next page). Click the **Continue** button when done. If you are unsuccessful in locating your PIN number, contact the MCIR Helpdesk for assistance at 1-888-243-6652.

State of Michigan Single Sign On

Michigan Care Improvement Registry (MCIR) Subscription

* Indicates required field

MCIR PIN* - - The PIN provided to you by your administrator.
(Enter PIN in the form: 1234-56-78)

The Pin number is provided by your Site Administrator when he/she added you to the site. Or if you are the Site Administrator, the Pin was emailed to you when you were added as the Site Administrator.

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Figure 15: Entering your PIN number

Please review the information for accuracy and click the **Submit** button (Figure 16).

User Enrollment Confirmation For: Michigan Care Improvement Registry

Please review the following information. Click Submit or Back.

User Info

Username : sunshinem2007
 Email Address : mary@sunshine.org
 Full Name : Mary S Sunshine
 Phone Number :
 MCIR PIN : 1234-56-78

Figure 16: Enrollment confirmation page

The message states that your subscription request has been submitted successfully (Figure 17). Click the **Close** button.

Your subscription request has been submitted successfully. You will be notified upon approval.

Figure 17: Subscription request/close window

You will receive an email verifying that the subscription request for access to MCIR has been approved.

From: SSO_Administrator@michigan.gov Sent: Wed, 2/21/2007 4:47 PM
 To: Mary Sunshine
 Cc:
 Subject: MCIR Access Request

**** THIS IS AN AUTOMATED MESSAGE. PLEASE DO NOT REPLY DIRECTLY TO THIS EMAIL ****

Your subscription request for access to MCIR has been approved.
 The application link will be available the next time you log into SSO.

Figure 18: Automated Email message

After logging into MCIR at the SSO Login Page, see that you are currently subscribed to the Michigan Care Improvement Registry application (Figure 19). Click on this link.

WELCOME Mary S Sunshine,

You are currently subscribed to the following applications:

- Michigan Care Improvement Registry

Subscribe to Applications [Add new Roles to Existing Subscription](#)
 Account Maintenance [Sign Off](#)

Figure 19: State of Michigan SSO Application Portal after you successfully subscribed

Once a year, and the first time you log in, MCIR will present the User/Usage Agreement. If you agree to the terms, click the **Accept** button at the bottom of the screen. If access has been granted to more than one site, you will be presented with a Site Selection screen: select the site to work, and click **Submit** (Figure 20).

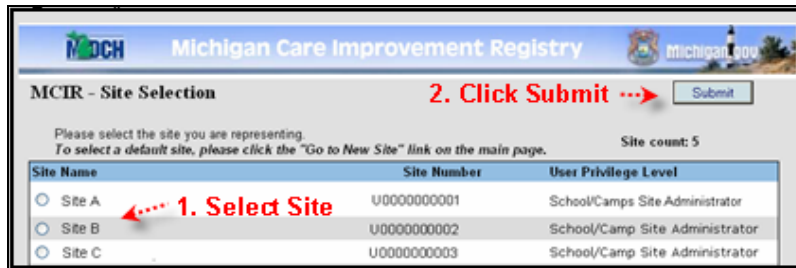


Figure 20: MCIR Site Selection Page

At your site (Figure 21), the MCIR News Screen will pop up over the MCIR Home screen. If you do NOT see the news screen pop up, this means that the computer has a pop up blocker on its internet browser. In order to continue disable the pop up blocker for the MCIR website which is "state.mi.us." Otherwise; you will be unable to add new student to MCIR.

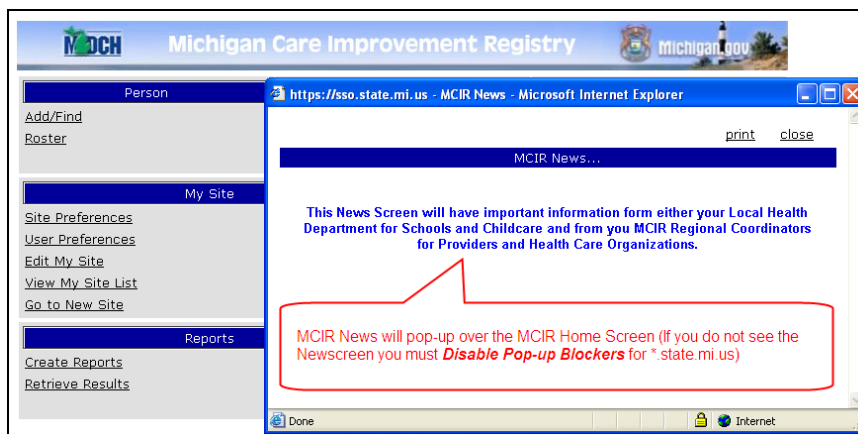


Figure 21: News Screen

If you need assistance with any of the above, contact the MCIR Helpdesk at 1-888-243-6652.