

Responsibilities of Site Administrators

(For additional information on these topics, please refer to the “MCIR Quick Tip Sheets” on [How to Add an Existing User](#) or [How to Add a New User](#)

In the MCIR, there should be only ***one*** Site Administrator responsible for adding or removing additional users for each site. This individual is responsible for adding new users as well as invalidating users to their site in the MCIR. The following are instructions on adding new users, existing users, and invalidating users that should no longer have access to your site.

Add New User

On the Site Home page under the Administration menu tab, click on the Add/Find User link. Enter the Last Name of the user you would like to add to your site. You may use the * for a wildcard search. For example, last name *Adam* (yields exact name matches), or Ada* (yields list of all users beginning with Ada).

If the Search Result screen lists the requested user, go to “Associating an Existing User” on the next page. If the User does not exist in the system, click on Add New User link. Complete the MCIR-User Information screen. Type in First Name, Last Name and select one of the Position types. Enter a Notification E-mail address. This is where the MCIR PIN number E-mail will be sent.

Once you have completed the MCIR-User Information screen and clicked on Submit, an e-mail message from mcir@michigan.gov with the subject: MCIR User Registration will be sent to the e-mail address you provided. The message will contain the user’s MCIR PIN and instructions on how to register for a User ID and Password on the MDCH Single Sign On system. MCIR has added the new user to your site. This person’s User ID will read as ‘not-registered’ in MCIR until they have completed their registration process.

Beware: Frequently the email confirmation message may be filtered into one’s spam or junk email folder. Be sure to check these folders as well as the inbox for your PIN number. If you do not receive this Email within two days contact the MCIR Helpdesk.

Associating an Existing User with a Site

From the Site Home Page, click Edit My Site. You will be taken to the Site Information page.

Click on Site Users, then the Associate New User link. A window will pop up called Associate New User. Enter the user’s First Name and Last Name and click the Submit button.

If you have a list, choose the person you wish to add and then the Edit User Role will pop-up. Click on the Role ID drop down box and assign the proper User Role.

Click OK. Click Done when you have finished adding all your Users.

Invalidating Users

Perform this function when you want to invalidate a user that has left or will no longer be using MCIR

Click on Site Users. Under Role Name, click on the Role Name that is associated with the User ID.

A new window will pop-up titled: Edit User Role. Put your mouse arrow on the dropdown box click the *left* button on your mouse. Choose Invalid User. Click the OK button. The User is now invalid and no longer has access to MCIR.

Validating an Invalid User

If you want to validate the user again, click the “Show Invalid Users” checkbox. Use the drop down box and select the appropriate role. The user will now have access to MCIR.