# TABLE OF CONTENTS:

## BASIC SITE ADMINISTRATOR ACTIVITIES
- Add a New User to Your Site ................................................................. 2
- Associate an Existing User to Your Provider Site ............................... 3
- Edit User’s Name .................................................................................. 4
- Edit User’s Role .................................................................................... 4
- Delete User .......................................................................................... 5
- Find the MCIR Site ID Number .............................................................. 6

## VACCINE INVENTORY MANAGEMENT (VIM) SITE ADMINISTRATOR ACTIVITIES
- Edit Shipping Address ........................................................................... 7
- Edit Shipping Contact .......................................................................... 8
- Edit Shipping Hours ............................................................................ 9
- Add Storage Units ................................................................................ 10
- Edit Storage Units ............................................................................... 11
- Add E-Order Contact ........................................................................... 12
- Edit E-Order Contact .......................................................................... 13
- Remove E-Order Contact ..................................................................... 14

## MISCELLANEOUS SITE ADMINISTRATOR ACTIVITIES
- Edit Site Name, Address, Phone, Fax and Email ................................... 15
- Edit MCIR Users .................................................................................. 16
- Edit Site Contacts ............................................................................... 17
- Edit Business Hours ........................................................................... 17
- MCIR Regional Contact List ................................................................. ?
Please contact your local Regional MCIR Office for Site Administrator Training, and questions related to the Michigan Care Improvement Registry.

Direct all Vaccine for Children questions to your Local Health Department.
BASIC SITE ADMINISTRATOR ACTIVITIES

Add a New User to Your Site

Please contact your Regional MCIR Office to add another Site Administrator to your Site.

1. Start at the MCIR home screen.

2. Click Site Users in the Administration section box (Figure 1).

3. A current list of all site users associated to your site displays on the Site Information screen.

4. Click Add New User at the top of the name list.

5. Type First Name and Last Name then click Submit.

6. If a user you are trying to add is not listed to associate to your provider site, then click Add New User below Search Results.

7. Re-enter the First Name, Last Name the new user's email address.

8. Check the box before the Site Administrator’s email address.

9. Click Submit to Save.

10. If user id is found, then proceed to Associate an Existing User to Your Provider Site.

After the site administrator completes ADD NEW USER, the new user will receive a new MCIR Registration email that contains their one-time use MCIR PIN. This MCIR PIN is required for the new user to complete the registration process starting at MILogin.
Associate an Existing User to Your Provider Site

If you have found a registered user when trying to **Add a New User:**

1. Click the word **Associate** to the far right of the user’s name *(Figure 2).*

![Figure 2]

2. Select the appropriate **User Role** from the Edit User Role drop down of choices *(Figure 3).*

3. Click OK.

![Figure 3]

**A Provider User** may view immunization status and history. This user role may add and edit responsible party, immunization encounters and view, run and print MCIR reports.

**A Limited Access User** may view immunization status and history. This user role may view, run and print MCIR reports.
Edit User’s Name

1. Start at the MCIR home screen.
2. Click **Site Users** in the Administration section box.
3. Click directly on the username.
4. Edit user’s name on the User Information screen (*Figure 4*).
5. Click **Submit** to Save.

![User Information](image)

*Figure 4*

Edit User’s Role

1. Start at the MCIR home screen.
2. Click **Site Users** in the Administration section box.
3. Click directly on the underlined role name.
4. Select the appropriate User Role from the **Edit User Role** drop down of choices.
5. Click OK.

To add or change a Site Administrator role, contact your **Regional MCIR Office**.
Delete User

Please contact your Regional MCIR Office to delete another Site Administrator from your Site.

1. Start at the MCIR home screen.

2. Click Site Users in the Administration Section box.

3. Click the trash can icon.

4. A popup box will appear asking if you are sure to unassociated MCIR user from your site.

5. Click OK.

6. Click Submit to Save.

7. This action will remove the user from your provider site only. This action will not remove a MCIR user from the entire registry.
Find the MCIR Site ID Number

1. Start at the MCIR home screen.

2. Click **Edit My Site** in the My Site section box *(Figure 5).*

3. The default screen displays your contact information.

4. Check the top right corner for your site id number *(Figure 6).*
VACCINE INVENTORY MANAGEMENT (VIM)
SITE ADMINISTRATOR ACTIVITIES

Notify your Regional MCIR Office and Local Health Department for contact, shipping, storage and E-ordering changes.

Edit Shipping Address

1. Start at the MCIR home screen.

2. Click Edit My Site in the My Site section box.

3. Click the VFC Tab.

4. Click the Shipping Tab.

5. To edit shipping address, click (Edit) to the right of Shipping Address (Figure 7).

6. An Edit Shipping Address box will pop out (Figure 8).

7. Complete shipping address.

8. Click Submit to Save.

Figure 7

Figure 8
Edit Shipping Contact

1. Start at the MCIR home screen.

2. Click **Edit My Site** in the My Site section box.

3. Click the VFC Tab.

4. Click the **Shipping Tab**.

5. To edit Shipping Contact, select the drop-down box (to the right of Shipping Contact*).

6. Choose from list of site shipping contacts (*Figure 9*).

7. Click **Submit** to Save.

---

*Figure 9*
Edit Shipping Hours

1. Start at the MCIR home screen.

2. Click **Edit My Site** in the My Site section box.

3. Click the VFC Tab.

4. Click the **Shipping Tab**.

5. To edit Shipping Hours, click *(Edit)* to the right of Shipping Hours.

6. An Edit Hours box will pop out *(Figure 10)*.

7. **Check** the small box located before the day of the week to edit that specific day.

8. Click **Submit** to Save.
Add Storage Units

1. Start at the MCIR home screen.

2. Click **Edit My Site** in the My Site section box.

3. Click the VFC Tab.

4. Click the **Storage Tab**.

5. Click **Add Storage Unit** to add a new unit.

6. An Add/Edit Storage Unit box will pop out *(Figure 11)*.

7. Select and enter storage unit information.

8. Click **Submit** to Save.

Contact your **Local Health Department** for assistance or consultation regarding storage units.
Edit Storage Units

1. Start at the MCIR home screen.

2. Click **Edit My Site** in the My Site section box.

3. Click the VFC Tab.

4. Click the **Storage Tab** (*Figure 12)*.

5. Click directly on the **underlined linked unit name** listed to Edit the Storage Unit details.

6. Make necessary edits.

7. Click **Submit** to Save.
Add E-Order Contact

1. Start at the MCIR home screen.

2. Click **Edit My Site** in the My Site Section box.

3. Click the VFC Tab.

4. Click the **E Ordering Tab**.

5. To Add an E Order Contact, click, **Add New E-Order Contact**.

6. An Add Contact box will pop out (*Figure 13*).

7. Select contact from drop down box to the right of User.*

8. Type in the new E-Order Contact’s email

9. Check the Send email notifications box under email field.

10. Click **Submit** to Save.

*Figure 13*
**Edit E-Order Contact**

1. Start at the MCIR home screen.

2. Click *Edit My Site* in the My Site section box.

3. Click the VFC Tab.

4. Click the *E Ordering Tab*.

5. To Edit an E Order Contact, click directly on **underlined Contact’s Name**.

6. An Edit Contact box will pop out (*Figure 14*).

7. Edit contact information.

8. Click *Submit* to Save.

---

*Figure 14*

☑️ Remember to check the Send email notifications box under the email field.

---

Provider Site Administrator Manual 2020
Remove E-Order Contact

1. Start at the MCIR home screen.

2. Click **Edit My Site** in the My Site Section box.

3. Click the VFC Tab.

4. Click the **E Ordering Tab**.

8. Click the trash can icon.

9. A popup box will appear asking if you are sure to remove E-order Contact *(Figure 15)*.

![miloginworkerqa.michigan.gov says](image)

Figure 15

10. Click OK

11. This action will remove the user from your provider site.

5. Click **Submit** to Save.
MISCELLANEOUS SITE ADMINISTRATOR ACTIVITIES

Edit Site Name, Address, Phone, Fax and Email

1. Start at the MCIR home screen.

2. Click the **Edit My Site** in the My Site section box.

3. The default screen displays your contact information (*Figure 16*).

4. Edit Provider Site Name, Address, Phone Number, Fax Number and Fax Number.

5. Click **Submit** to Save.

*Figure 16*
Edit MCIR Users

1. Start at the MCIR home screen.

2. Click the **Edit My Site** in the My Site section box.

3. Click the **MCIR Users Tab** *(Figure 17)*.

4. Click directly on the MCIR username.

5. Click **Submit** to Save.
Edit Site Contacts

1. Start at the MCIR home screen.
2. Click the Edit My Site in the My Site section box.
3. Click the Site Contacts Tab.

Edit Business Hours

1. Start at the MCIR home screen.
2. Click Edit My Site under the My Site Section box.
3. Click the Business Hours Tab.
4. Click Edit Hours Link.
5. An Edit Hours box will pop out (Figure 18).
6. Complete Edit Hours by placing a check in the small box located before the day.
7. Edit hours accordingly.
8. Click Submit to Save.
MCIR Regional Contact List

For training or questions contact your region (Figure 19).

REGIONAL HELPDESK CONTACTS

Region 1 Helpdesk 1-888-217-3900 region1mcirhelp@hline.org
Region 2 Helpdesk 1-888-217-3901 mcirhelp@kalcouny.com
Region 3 Helpdesk 1-888-217-3902 region3mcir@mmdhd.org
Region 4 Helpdesk 1-888-217-3903 MCIR4@gchd.us
Region 5 Helpdesk 1-888-217-3904 kdepeel@hdh10.org
Region 6 Helpdesk 1-888-217-3905 R6mcir@phdm.org