Learning Objectives

1. To begin select the **‘Start Here’** yellow hexagon or press enter.

2. To review or **visit a specific lesson** in this module click directly on the lesson’s hexagon.

3. To return to this menu slide select the 🏡 icon in the right-hand corner on any slide.
Add a New User to Your Site
Add a New User to Your Site

1. Start at the MCIR home screen.

2. Select **Site Users** in the Administration section box.
Add a New User to Your Site

3. A current list of all site users associated to your site is listed below your **MCIR Users** Tab on the Site Information screen.

4. Select **Add New User** at the top of the name list.
Add a New User to Your Site

5. Type the user’s first name, last name and select **SUBMIT**.
Add a New User to Your Site

6. If the user you are trying to add is not listed or the user’s name did not populate below, *No results found*, then select **Add New User** under Search Results.
Add a New User to Your Site

7. Re-enter the user’s first name, last name and the new user’s email address.

8. Check the box before the site administrator’s email address.

9. Select **SUBMIT** to save.
Add a New User to Your Site

10. If the user id **is displayed** proceed to the next slide

ASSOCIATE AN EXISTING USER TO YOUR PROVIDER SITE.
Associate an Existing User to your Provider Site
Associate an Existing User to Your Site

1. Click the word Associate to the right of the user’s name.
2. Select the appropriate user role from the **Edit User Role** drop down of choices.

3. Select OK.
Edit User’s Name
Edit User’s Name

1. Start at the MCIR home screen.
2. Select **Site Users** in the Administration section box.
3. Click directly on the user’s name.
4. Edit user’s name.
5. Select **SUBMIT** to save changes.
Edit User’s Role
1. Start at the MCIR home screen.
2. Select **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.
Delete User
Delete User

1. Start at the MCIR home screen.
2. Select Site Users in the Administration section box.
3. Find user to delete and click directly on the trash can icon.
Delete User

4. A popup box will appear asking if you are sure to unassociate the MCIR user from your site.
5. Select OK.
6. Select **SUBMIT** to save changes.
7. This action will remove the user from your provider site only.
Find the MCIR Site ID Number
Find the MCIR Site ID Number

1. Start at the MCIR home screen.
2. Click **Edit My Site** in the My Site section box.
3. The default screen displays your contact information.
4. Check the top right corner for your MCIR site id number.