MCIR ACCESS: Guide for Medical Providers

Follow these four steps to set up MiLogin for Business, complete training, obtain MCIR access, and finish your request.

STEP 1 Create Your MiLogin for Business Account

Start here before requesting MCIR access.

IF YOU ACCESS...

- More than one MCIR Organization

YOU NEED...

- A separate MiLogin for Business account for each MCIR Organization you need to access.

ACCOUNT LIMIT: There is no limit to the number of **MiLogin for Business** accounts you can create. A single email address can be used for up to *five* accounts. Additional accounts require a different address.

USE YOUR PERSONAL CONTACT INFORMATION

- Use a personal email address and mobile phone number.
- Your MiLogin for Business account belongs to you, not your employer.

WHY A MOBILE NUMBER?

- MiLogin Multifactor Authentication (MFA) requires authentication codes during initial login.
- Codes can be received by text or a landline that is not attached to a phone extension.
- Your personal contact information is used for access codes, not MCIR communications.

Note: Using a personal email address/mobile number for MiLogin does not make your personal device eligible for confiscation in the event of Freedom of Information Act (FOIA) requests.

STEP 2 Complete Required MCIR Training

Complete the required training for your expected role in MCIR.

1. **Register** or **log in** to the MCIR Learning Management System (LMS).
2. **Choose** the user type that most closely matches your expected role in MCIR. Courses are assigned automatically based on your selection.
3. **Enter** your MiLogin for Business User ID in both the Username and MiLogin ID fields.
4. **Complete** the required courses before registering for optional virtual training sessions.

Training/LMS help: STC_TrainingServices@stchome.com

GET MCIR ACCESS

STEP 3 Get Added to MCIR

Choose the path that matches your situation.

I HAD ACCESS IN LEGACY MCIR

If you previously had access to an Organization that is now missing:

- Contact the STC MCIR Help Desk or MCIR Support Team.
- Provide your new MiLogin ID.
- Complete the MCIR access request form.

I AM A NEW MCIR USER

If you are requesting access for the first time, use either option:

- Ask an existing MCIR user to contact the STC MCIR Help Desk or MCIR Support Team to request access on your behalf.
- Complete the MCIR access request form.

WAIT FOR CONFIRMATION: Do not complete Step 4 until you have confirmation that your User ID was added to MCIR.

STEP 4 Finalize Access in MiLogin

After MCIR confirms your User ID was added, complete these steps.

1. **Log** in to MiLogin for Business.
2. **Select** Find Services.
3. **Search** for Michigan Care Improvement Registry (MCIR).
4. **Click** the arrow next to the MCIR description.
5. **Select** "Request Access."
6. Agree to the terms and conditions, if prompted.

✓ **Watch for an email notification from** donotreply-milogin-biz@michigan.gov **confirming your access was approved.**

NEED HELP?

STC MCIR Help Desk

mcirhelpdesk@stchome.com

517-246-0880

MiLogin & MCIR Access Support Team

MDHHS-MCIRHelp@michigan.gov

888-243-6652

HOW TO GET MCIR ACCESS AT A GLANCE

Complete the four steps in order to obtain MCIR access.

Step 1:

Create Your Account

- Create a MiLogin for Business account.
- Use your personal email address and mobile phone number.
- Create a separate MiLogin account for each MCIR Organization you need to access.

Step 2:

Complete Training

- Register or log in to the MCIR Learning Management System (LMS).
- Choose the user type that best matches your expected MCIR role.
- Complete all required courses.

Step 3:

Get Added to MCIR

Previous MCIR user?

Contact the STC MCIR Help Desk or MCIR Support Team, or complete the MCIR access request form.

New MCIR user?

Ask an existing MCIR user to request access for you, or complete the MCIR access request form.

WAIT FOR CONFIRMATION
Do not complete Step 4 until MCIR confirms your User ID was added.

Step 4:

Finalize Access in MiLogin

1. Log in to MiLogin for Business.
2. Select Find Services.
3. Search for Michigan Care Improvement Registry (MCIR).
4. Select "Request Access."
5. Watch for your approval email.

NEED HELP? STC MCIR Help Desk: 517-246-0880 | MCIR Access Support: 888-243-6652