MCIR ACCESS: Guide for Schools & Childcares

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 REPORT FOR...	YOU NEED...
• Schools in multiple school districts.	• **School District Client –** Provides access to all schools within a single school district using one MiLogin for Business account and one MCIR Login.
• Childcare, private school, migrant school, or single school locations.	• **School Nurse View Only –** Provides access to a single school, childcare, or preschool location using one MiLogin for Business account and one MCIR Login.

ACCOUNT LIMIT: You may create multiple MiLogin for Business accounts. Up to ***five*** accounts can use the same email address. If you need more than ***five***, use a different email address for additional accounts.

USE YOUR PERSONAL CONTACT INFORMATION

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

WHY A MOBILE NUMBER?

- MiLogin Multifactor Authentication (MFA) may send authentication codes by text.
- A landline may be used only if it 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 training once; you do not need to retake it for each MiLogin account.

1. **Register** or **log in** to the MCIR Learning Management System (LMS).
2. **Choose** School/Childcare as your user type. Your courses are assigned automatically.
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 MCIR Access

Choose the path that matches your situation.

I HAD ACCESS IN LEGACY MCIR

If your school/childcare access did not migrate:

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