Name of Project: Michigan Care Improvement Registry Support Project

Document Name: User Registration 4-step Process

Project Number: J-64274

Program Name: Center for Social Enterprise

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Type of Deliverable: (Please check one)

☐ Final report
☐ Specialized report
☐ Publication
☐ Articles published
☐ Brochures
☐ Software application
☐ Web screen shot
☐ No report, publication, or study
☐ Deliverable pending
☒ OTHER material

If OTHER, please describe:

User Registration 4-step Process Handout updated

Michigan Care Improvement Registry (MCIR)
User Registration Four-Step Process

Step 1. User is Added to the MCIR

- Site Administrator or Regional Coordinator must add User to MCIR.
- If you are unsure who your Site Administrator is:
  - Providers—contact your Regional Coordinator.  [https://www.mcir.org/providers/contact-regions/](https://www.mcir.org/providers/contact-regions/)
  - Schools/Childcares—Contact the MCIR State Helpdesk. [https://www.mcir.org/contact/](https://www.mcir.org/contact/)

Step 2. User Receives PIN Number Email from mcir@michigan.gov

- Once a User is added to MCIR, they will receive an email message from mcir@michigan.gov with the subject “MCIR User Registration.” This email will contain a personalized MCIR PIN number that will be used only once during the final phase of the registration process (Step 4).

Do not share your PIN number, User ID or Password with any other individual. Transactions on MCIR are logged and are subject to being audited.

Step 3. MIlogin User ID Registration

**Note:** If you already have a MIlogin User ID for CEPI, MSDS, CHAMPS, etc. skip to Step 4.

- Go to the State of Michigan MIlogin page using one of the web addresses listed below:
  - [www.MCIR.org](http://www.MCIR.org) Click on the “MIlogin” link (yellow box on the left).
  - [https://milogintp.michigan.gov](https://milogintp.michigan.gov) (takes you directly to the State of Michigan MIlogin page).
- Click on the “Sign Up” button on the bottom.
Fill in your name, phone number, and email address on the next screen. Answer the verification question, agree to the terms and conditions and then click the “Next” button.

Enter your information, agree to terms & conditions, and then click “Next.”

The User ID will be your last name, first initial and a 4-digit number of your choosing. Create a password and enter it again making sure to follow the password guidelines. Then select your preferred password recovery method and click “Create Account.”
If your registration was successful you will be notified by email that your account was successfully created. Click “Login” to continue registering for MCIR.

You will be redirected to the MIlogin home page where you can now use your user ID and password to login.
Step 4. Requesting Access to MCIR with PIN Number

- Requesting Access is the final step of the User Registration Process. From your MILogin Home Page select “Request Access.”

Enter your newly created User ID and password and click “Login.”
There are two ways to find the MCIR application, by name or by agency.

- To search by name enter “Michigan Care Improvement Registry” in the application search box.
- To search by agency select MDHHS. Then select “Michigan Care Improvement Registry” from the list that appears.

After selecting Michigan Care Improvement Registry a box will pop up. Agree to the terms and conditions and click “Request Access.”

Enter the 8-digit PIN Number in the format shown. Click the “Submit” button when done. If you are unsuccessful in locating your PIN number, contact the MCIR Helpdesk for assistance at 1-888-243-6652.
The message below appears confirming that your subscription request has been submitted successfully. Click “Home.”

You will see a link on your Home Page to the “Michigan Care Improvement Registry.” If it does not show immediately, log out and log back in.

Every time you login to MCIR you will be presented with MDHHS Systems Use Notification. You must click “Acknowledge/Agree” to continue.
The first time you login to MCIR, and once a year thereafter, MCIR will present the User Usage Agreement. If you agree to the terms, click the “Accept” button at the bottom of the screen. If you decline you will be unable to utilize MCIR.

If you need assistance with any of the above, please contact the MCIR Helpdesk at 1-888-243-6652.