

Instructions for Maternal Infant Health Program (MIHP) Users To Access the Michigan Care Improvement Registry (MCIR)

1. You must have a **MiLogin** username and password to access MCIR.

Note: If you already have a MiLogin User ID skip to the Step 2

If you have not yet have a MiLogin ID, please follow the following registration steps for MiLogin
Go to the State of Michigan MiLogin page using the web address listed below:

- <https://milogintp.michigan.gov> (State of Michigan MiLogin page)

Click on the **SIGN UP** button on the bottom.

Michigan.gov

HELP CONTACT US

MiLogin for Third Party

Login to your account

User ID

Password

LOGIN

SIGN UP

Forgot your User ID? Need Help? Forgot your password?

Complete the **Profile Information** to **Create Your Account**.

Answer the verification question, agree to the terms and conditions and then **click the NEXT** button.

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HELP CONTACT US

MiLogin for Third Party

HOME

Create Your Account

1 Profile Information 2 Security Setup 3 Confirmation

Profile Information

Enter your profile information

* Required

* First Name Middle Initial * Last Name Suffix

* Email Address * Confirm Email Address

* Work Phone Number Mobile Number

* Verification Question: What is the 2nd color in the list pink, house and purple?

☐ I agree to the terms & conditions.

NEXT RESET

- Your **User ID** must be your **Last Name, First Initial** and a **4-digit number**.
(Example: JohnsonA1234)
- **Create a password** and enter it again making sure to follow the password guidelines.
- You will then be asked to choose your **preferred password recovery method**.
- Click **CREATE ACCOUNT**

Create Your Account

1 Profile Information 2 **Security Setup** 3 Confirmation

Security Setup

Provide user id and password information to complete your profile

* Required

* User ID

Enter a User ID

* Password

Enter password

* Confirm New Password

Confirm password

User ID guideline:

- Enter your last name, first initial, and any 4 numbers with no space between them. For Example: John Smith and using 9999 as an example for the four digit number, you would enter smithj9999.

Password Guidelines:

- Must be at least 8 characters in length
- Must include characters from 3 of the following categories:
 - Upper case letters (A-Z)
 - Lower case letters (a-z)
 - Numbers (0-9)
 - Special characters (\$#%&'~&*_+<=>)
- Should not be one of the last 3 used passwords
- Should not be based on your User ID

*** Security Options**

To choose your preferred password recovery method(s), please click on the buttons below. Multiple options can be selected.

Email Mobile (Text/SMS) Security Questions

CREATE ACCOUNT **BACK**

- You will be notified by email if you successfully created your account
- You can then use your user ID and password to login.

MiLogin for Third Party

HOME

Create your account

1 Profile Information 2 Security Setup 3 **Confirmation**

Confirmation

✓ **Success**

Your account has been successfully created.

LOGIN

If you have a MiLogin username and password, continue on to the next step to request access to the Michigan Care Improvement Registry (MCIR)

Note: The instructions below assume the user already has a MiLogin username.

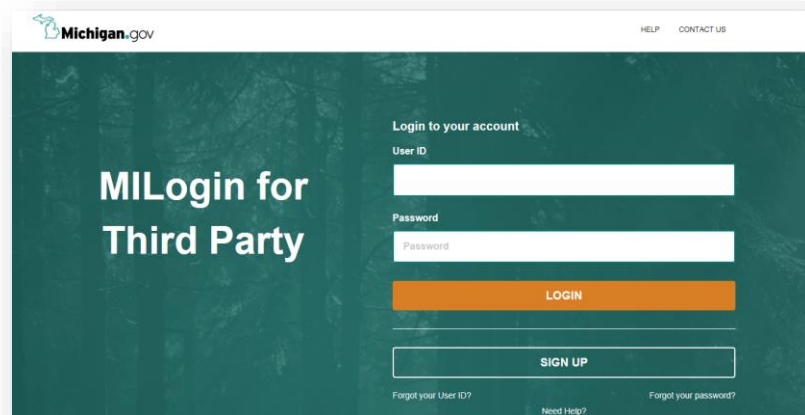
2. Your MIHP Agency Coordinator must **submit the following information** via email to mihp@michigan.gov
 - a. **Your first and last name exactly as they appear on your MiLogin Home page**
 - b. **Your MiLogin username**
 - c. **The email address that you used to register for MiLogin**

The MIHP system administrator will add your information to the MCIR Registry Application

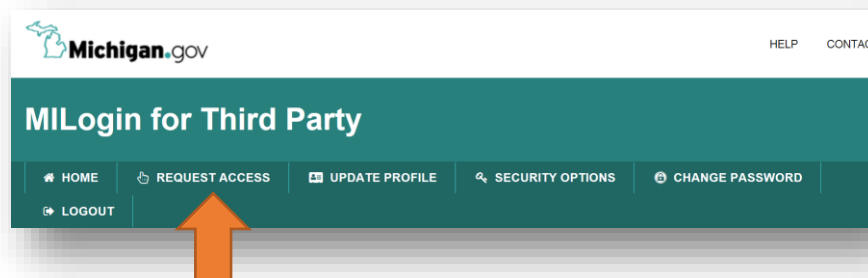
3. You will receive an email with a PIN number to the email address you provided in step 2c above. You will **use this PIN to request access** to the MCIR application.



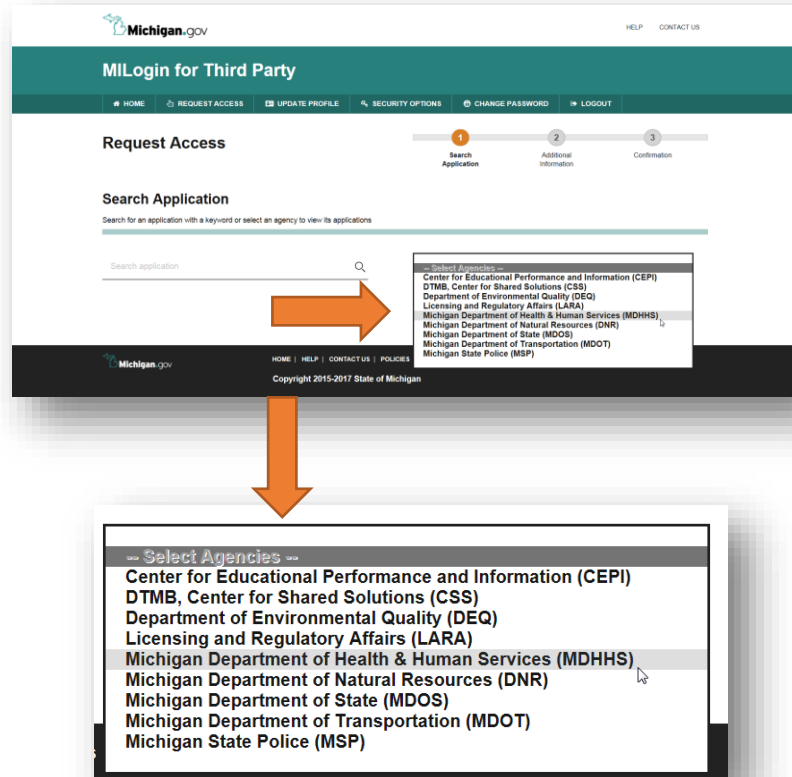
4. Log in to the **MiLogin** website <https://milogintp.michigan.gov>



5. Click on **REQUEST ACCESS** at the top of the screen



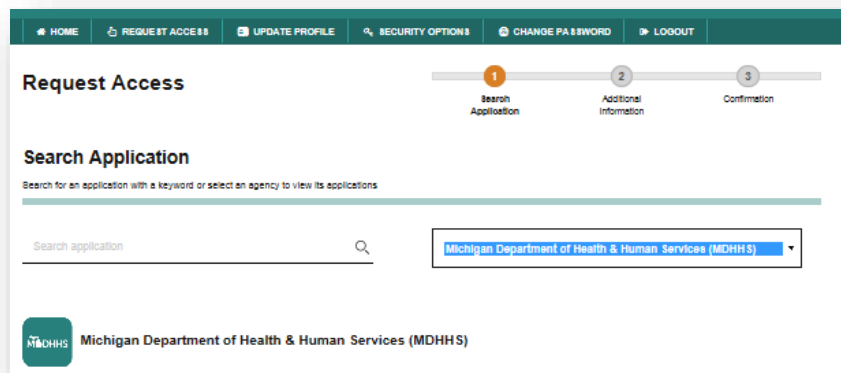
6. Choose **Michigan Department of Health & Human Services (MDHHS)** from the dropdown list



7. Type in Search Field or Choose “**Michigan Care Improvement Registry**” from the dropdown list

Type **Michigan
Care Improvement
Registry** into
Search Field

OR



Choose from
Dropdown List



8. Agree to Conditions and Click on **REQUEST ACCESS**

Michigan Care Improvement Registry

The Michigan Childhood Immunization Registry (MCIR) was created in 1996 to record information regarding immunizations administered to anyone under the age of 20 and renamed the Michigan Care Improvement Registry as a result of Public Act 91 of 2006 to include adults, therefore creating a lifespan immunization registry and retaining the acronym of MCIR. The MCIR makes this information available online to authorized users, which includes: MDHHS staff, MCIR regional Staff (6 offices across the state), local health departments, and immunizing providers. Immunizing providers are required to report all immunizations they have administered to every child born after 12/31/1993 and less than 20 years old within 72 hours of administration. In addition, it is highly recommended that all administered immunizations be reported for adults in the MCIR.

Terms & Conditions
The Michigan Department of Health & Human Services (MDHHS) computer information system (systems) are the property of the State Of Michigan and subject to state and federal laws, rules and regulations. The systems are intended for use only by authorized persons and only for official state business. Systems users are prohibited from using any assigned or entrusted access control mechanisms for any purposes other than those required to perform authorized data exchange with MDHHS. Logon IDs and passwords are never to be shared. Systems users must not disclose any confidential, restricted or sensitive data to unauthorized persons. Systems users will only access information on the systems for which they have authorization. Systems users will not use MDHHS systems for commercial or partisan political purposes. Following industry standards, systems users must securely maintain any information downloaded, printed, or removed in any format from the systems. When no longer needed, this information must be destroyed in an

☒ I agree to the terms & conditions
☐ I do not agree

CANCEL **REQUEST ACCESS**

9. Enter your phone number and the **PIN** provided in your Email (include hyphens) and click on **SUBMIT**

***Work Phone Number**
517-000-0000

***MCIR Pin**
0000-00-00

SUBMIT **RESET**

10. Your Request for Access is confirmed. Click on the button titled **LOGOUT**.

Michigan.gov **MILogin for Third Party**

HOME REQUEST ACCESS UPDATE PROFILE SECURITY OPTIONS CHANGE PASSWORD **LOGOUT**

Request Access

1 Search Application 2 Additional Information 3 Confirmation

Confirmation

✓ **Success**
The request for your access has been successfully submitted.
You will see the updated list of application(s) on your home page once it is processed.

HOME

11. You will receive an email stating you are approved for access to the Michigan Care Improvement Registry application

From: <DONOTREPLY-MILogin@michigan.gov>
Date:
Subject: Approval for Your request for access to the Michigan Care Improvement Registry application
To:

Hello

Your request for access to the Michigan Care Improvement Registry Application has been approved for use with your [MiLogin](#) account. The Michigan Care Improvement Registry application link will be available the next time you log in.

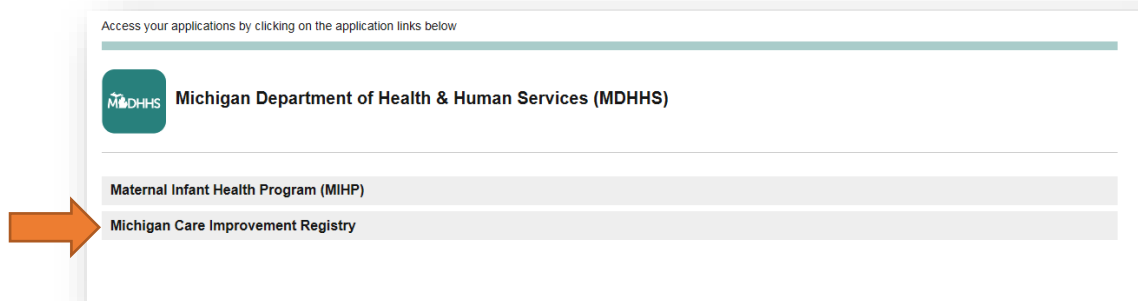
If you are facing any issues, please contact the Helpdesk. The Helpdesk information is available at <https://milogintp.michigan.gov/ui/secure/tpselfservice/anonymous/help>

Thanks,
MiLogin team


12. Log back in to the MiLogin website <https://milogintp.michigan.gov>

The screenshot shows the 'MiLogin for Third Party' login page. The page has a dark green background with a white login form on the right. The form includes fields for 'User ID' and 'Password', a 'LOGIN' button, and a 'SIGN UP' button. There are also links for 'Forgot your User ID?', 'Need Help?', and 'Forgot your password?'. The Michigan.gov logo is in the top left corner, and 'HELP' and 'CONTACT US' links are in the top right corner.

13. **To Access MCIR** – The link for **Michigan Care Improvement Registry** will appear on your MiLogin Home screen. **Click on the Link.**



14. Acknowledge/Agree to Terms & Conditions



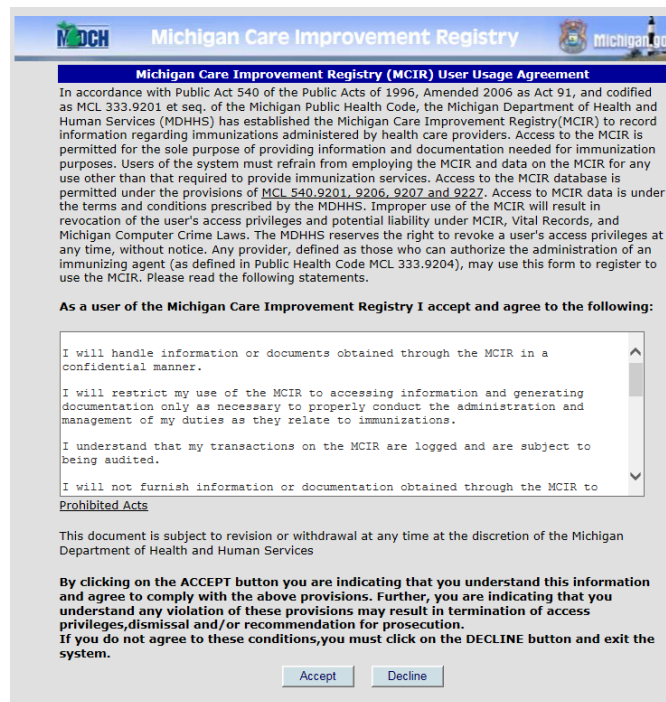
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Michigan Care Improvement Registry

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CANCEL **Acknowledge/Agree**

15. Accept MCIR User Usage Agreement



Michigan Care Improvement Registry (MCIR) User Usage Agreement

In accordance with Public Act 540 of the Public Acts of 1996, Amended 2006 as Act 91, and codified as MCL 333.9201 et seq. of the Michigan Public Health Code, the Michigan Department of Health and Human Services (MDHHS) has established the Michigan Care Improvement Registry (MCIR) to record information regarding immunizations administered by health care providers. Access to the MCIR is permitted for the sole purpose of providing information and documentation needed for immunization purposes. Users of the system must refrain from employing the MCIR and data on the MCIR for any use other than that required to provide immunization services. Access to the MCIR database is permitted under the provisions of MCL 540.9201, 9206, 9207 and 9227. Access to MCIR data is under the terms and conditions prescribed by the MDHHS. Improper use of the MCIR will result in revocation of the user's access privileges and potential liability under MCIR, Vital Records, and Michigan Computer Crime Laws. The MDHHS reserves the right to revoke a user's access privileges at any time, without notice. Any provider, defined as those who can authorize the administration of an immunizing agent (as defined in Public Health Code MCL 333.9204), may use this form to register to use the MCIR. Please read the following statements.

As a user of the Michigan Care Improvement Registry I accept and agree to the following:

I will handle information or documents obtained through the MCIR in a confidential manner.

I will restrict my use of the MCIR to accessing information and generating documentation only as necessary to properly conduct the administration and management of my duties as they relate to immunizations.

I understand that my transactions on the MCIR are logged and are subject to being audited.

I will not furnish information or documentation obtained through the MCIR to [Prohibited Acts](#)

This document is subject to revision or withdrawal at any time at the discretion of the Michigan Department of Health and Human Services

By clicking on the ACCEPT button you are indicating that you understand this information and agree to comply with the above provisions. Further, you are indicating that you understand any violation of these provisions may result in termination of access privileges, dismissal and/or recommendation for prosecution. If you do not agree to these conditions, you must click on the DECLINE button and exit the system.

Accept **Decline**



16. The **Michigan Care Improvement Registry (MCIR) Menu** will appear.
To locate a person in MCIR – Click on **Add/Find**.

Person	Reminder/Recall	My Site	Reports	Other
Add/Find	Create Reminder	User Preferences	Batch	Get News
Roster	Create Recall	View My Site List	Profile	View Usage Agreement
	Retrieve/Confirm Results		Reminder/Recall	MCIR.org
	Scan RTS Letters		Retrieve Results	Exit Application
			Roster	

17. The **“Find Person”** screen will appear. Enter whatever information you have for the person.
Click the **Submit** button at the bottom of the screen.

Find Person [Print Help](#) [Home](#) [Exit](#)

Person **Rem/Rcl** **My Site** **Adm** **Rpts** **Oth**

[Add/Find](#) [Roster](#) [Information](#) [Status](#) [History](#)

Before adding a person, please make several attempts to locate the person in the system.

PLEASE NOTE: At least one person name field and a birthdate are required to add a new record.
You may use any other field for identification purposes, but using these fields will not allow you to add a new record.

This information identifies the person presenting for medical treatment

MCIR ID

Last Name First Name

Birth Date Gender ☐ Male ☐ Female

Mother's Maiden Name ☐ MultipleBirthChild

Patient ID Medicaid ID

WIC ID

Information identifying the responsible party for appointments (parent/guardian)

Last Name First Name

Phone () -

MIHP Users: For further assistance please contact Maria Garcia at MIHP@michigan.gov or 517 241-9366.

You may also receive additional assistance by contacting the MCIR Helpdesk at 1-888-243-6652.