

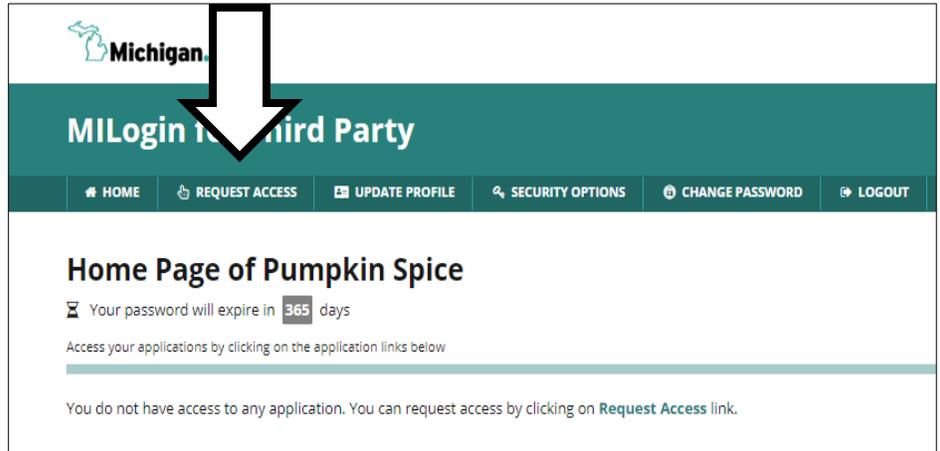
To gain access to MCiR you need to be added by your Site Administrator or [Regional MCiR Coordinator](#).

# HOW TO REQUEST & COMPLETE MCiR ACCESS

## REQUEST ACCESS TO MCiR THROUGH YOUR MILOGIN ACCOUNT

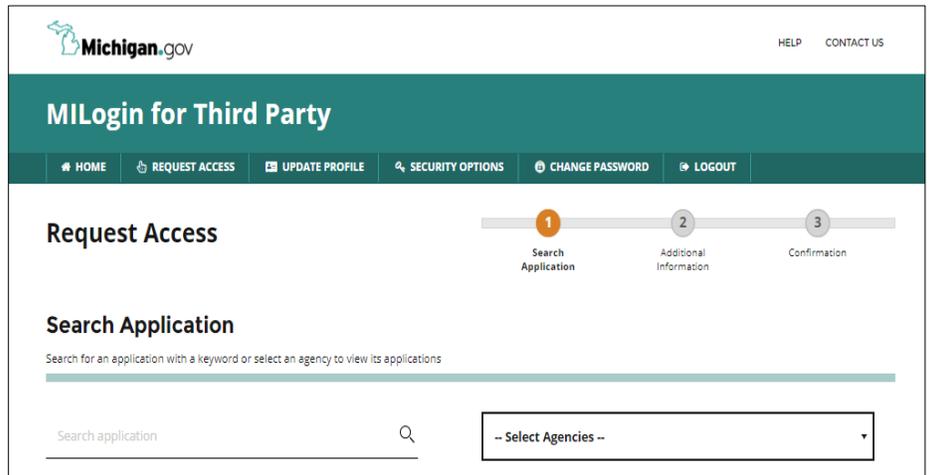
### REQUEST ACCESS TO MCiR VIA YOUR MILOGIN HOME PAGE

Select **REQUEST ACCESS** from the top navigation bar above your name.



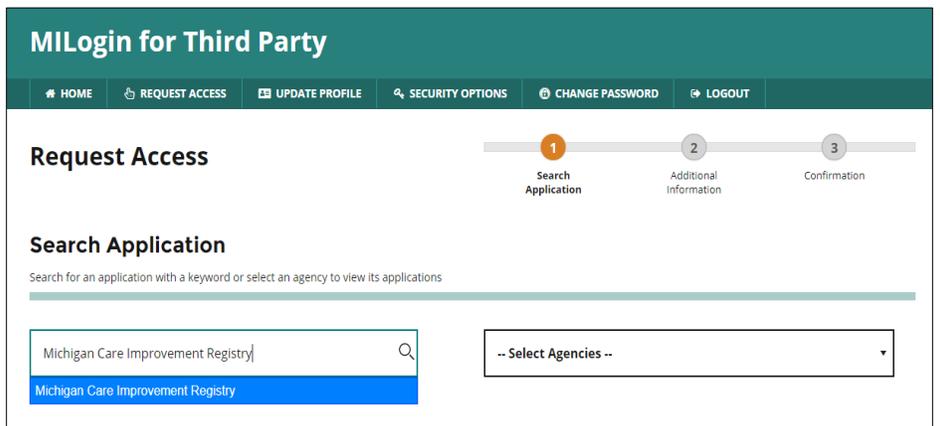
### SEARCH FOR MCiR APPLICATION

Type in **LEFT** box Michigan Care Improvement Registry



### SELECT

Click Michigan Care Improvement Registry when highlighted.



Need Help? Contact your [MCiR Regional Helpdesk](#).

## GRAB YOUR MCIR PIN

### MDHHS MCIR TERMS AND CONDITIONS

1. Read and Review
2. Agree to Terms and Conditions

Click **REQUEST ACCESS**

The screenshot shows the Michigan Care Improvement Registry (MCIR) Terms and Conditions page. It features the MDHHS logo and a detailed explanation of the registry's purpose and user requirements. At the bottom, there are two radio buttons for agreement: "I agree to the terms & conditions" (selected) and "I do not agree". Below these are "CANCEL" and "REQUEST ACCESS" buttons.

### MCIR PIN NEEDED!

1. Enter a phone number.
2. Enter your one-time use MCIR Pin sent via email from [mcir@michigan.gov](mailto:mcir@michigan.gov) or check with your Site Administrator.

Click **SUBMIT**

The screenshot shows the "Request Access" form. It includes a section for "Additional Information" where users provide their work phone number and MCIR pin. The form has "SUBMIT" and "RESET" buttons at the bottom.

### CONFIRMATION SUCCESS

This message confirms your request for the MCIR application is successful.

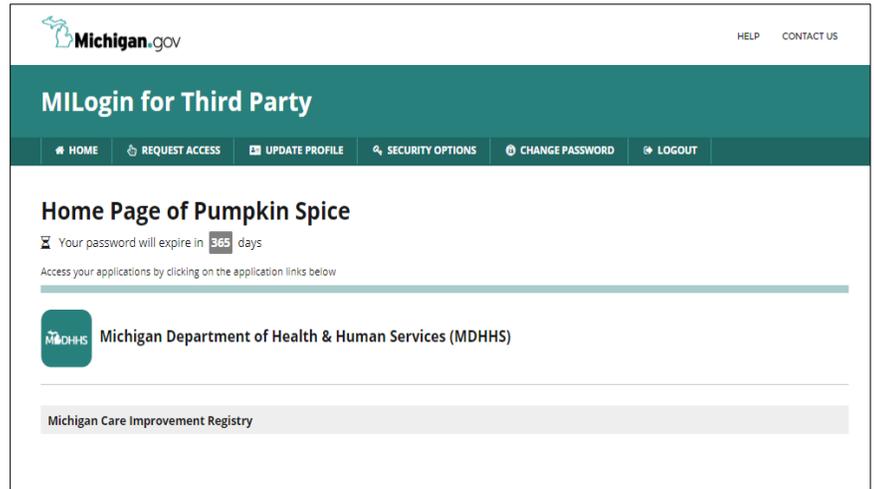
Click **HOME**

The screenshot shows the "Confirmation Success" message. It includes a progress bar with three steps: "1 Search Application", "2 Additional Information", and "3 Confirmation". The "Confirmation" step is highlighted. Below the progress bar, there is a green box with a checkmark and the text: "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." At the bottom, there is a "HOME" button with a large arrow pointing to it.

## ACCEPT AGREEMENTS AND CONDITIONS

### MILOGIN HOME PAGE

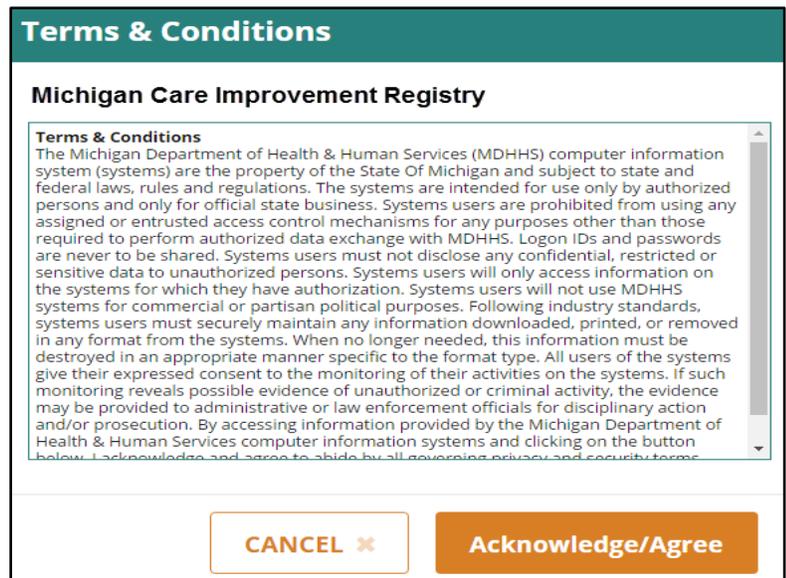
1. Click MCIR highlighted link to go directly to MCIR.
2. If link is not displayed - log out of MILogin and log back in via MILogin.



### ACKNOWLEDGE/AGREE TERMS & CONDITIONS

Each time logging in to the MCIR, the MDHHS System Use Notification Terms & Conditions screen will present the User Usage Agreement.

CLICK **ACKNOWLEDGE/AGREE** to utilize MDHHS MCIR system.



### ACCEPT USER USAGE AGREEMENT

The first time, (once per year), the MCIR application prompts you to accept the MCIR User Usage Agreement.

CLICK **ACCEPT**

**THE END.**

