

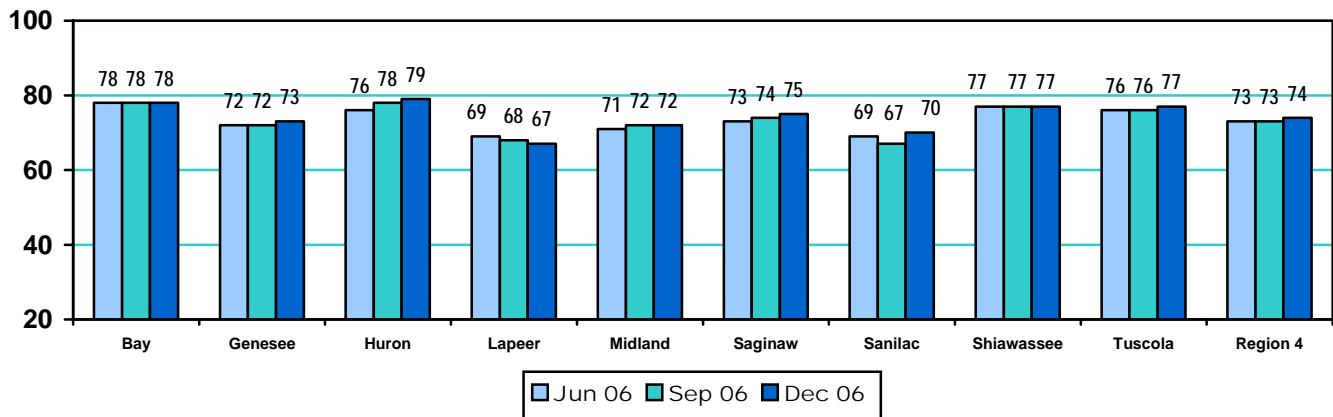


Region 4 MCIR News

Winter 2007

Region and County Immunization Rates Update

Providers and local health departments are working hard to assure children are up to date for immunizations and that records are updated in MCIR. As a result the region has seen increased rates. Thanks! We can't do it without you.



Congratulations to Marilyn Jansons from Saginaw County Health Department, our last contest prize winner!

Wondering if you got the correct answers last time? The answers for the fall contest were:

1. The Y button flags invalid doses in a person's record on the *immunization history* screen.
2. If a person has been tested for lead a *lead tab* will appear on the general information page in their record to access results.
3. *Unspecified vaccines* should only be chosen when entering vaccinations given by another provider.
4. An influenza screening notification field is now available under the new heading *High Risk Condition* on the general information page in a person's MCIR record.



CONTEST !

Answer the following questions for a chance to win! Participants with all the correct answers will be placed in a drawing for a \$10.00 gift certificate to Applebee's. E-mail or FAX the answers to regional staff by [February 20, 2007](#).

1. Passwords will need to be changed every _____ beginning February 12, 2007.
2. To change a password, log-in and click on the _____ link on the welcome page to access the Change Password feature.
3. To reset a password that is expired or forgotten click on the _____ link on the SSO log-in page.
4. Users should assure that a current email accessible for them is entered under _____ on the Account Maintenance page.

Region 4 MCIR Registry Office
Genesee County Health Department
630 S. Saginaw St. Flint, MI 48502
Help Desk: 1-888-217-3903
Fax: 1-810-257-3809
MCIR4@gchd.us

What's New in MCIR

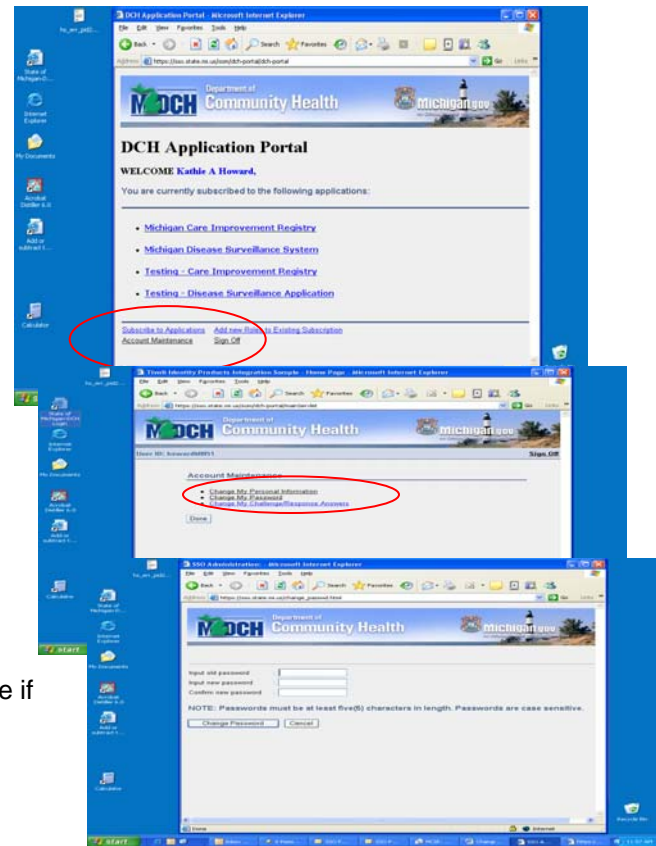
Beginning February 12, 2007 Single Sign-On (SSO) passwords will expire every 90 days. MCIR users should change their passwords prior to February 12 to have continued access to the system. If a password does expire, then the user will need to reset it.

Changing and Resetting Your SSO Password to Access MCIR

To change a password:

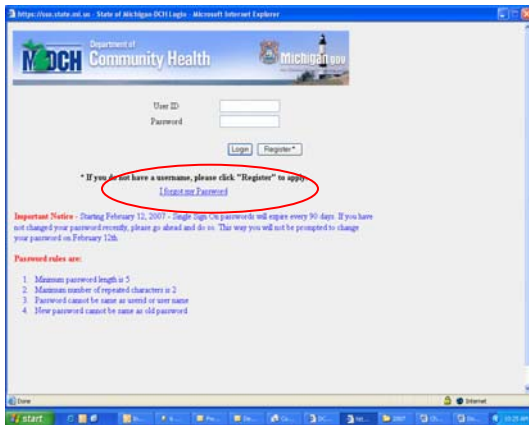
1. On the SSO login page (<https://sso.state.mi.us>) sign into the MCIR system using your current password
2. On the DCH Portal/Welcome screen, click on the [Account Maintenance](#) link.
3. Click on [Change My Personal Information](#). Update any personal information. It is important to assure that the e-mail address on this page is specific to the user.
4. Click on the [Change My Challenge/Response Answers](#) link to update if you do not remember your answers to the questions.
5. Click on [Change My Password](#) link and change your password.

Users will be prompted every 90 days to change their password.



To Reset a Password that Expires or is Forgotten:

1. Go to the SSO-login page (<https://sso.state.mi.us>) and enter your User ID.
2. Click on the [I Forgot My Password](#) prompt below the log on boxes.
3. Answer your challenge questions and click OK. If your answers are correct, then a new password will be sent via your current email address under [Personal Information](#). Log in with your new password to access MCIR.



Don't Forget

- Update responsible party, addresses, phone numbers and other information on a person's [General Information](#) page, especially when the invalid address pop-up box appears when the record is opened.
- Check the "moved or gone elsewhere" box at the bottom of the information page when the correct address is not known to activate the pop-up box.
- When entering female adult immunizations into MCIR, first search by both their maiden and married name before creating a new record to avoid duplicates.

On-Line Support: State MCIR Website www.mcir.org

Three New tip sheets:



- [How to Change Your SSO/MCIR Password](#)
- [How to Clear Stored Passwords in Internet Explorer](#)
- [How to Receive Your Forgotten SSO/MCIR Password](#)