

# HMIS New User Request Form

## Requester's Information

Name:

Title/Agency:

Work Email:

Work Phone Number:

## New User's Information

Check box if this New User is a Manager/Supervisor

Name:

Title:

Work Email:

Work Phone Number:

Date of request:

Preferred Training Date:

## Program Manager Information (If different than requester)

Name:

Title:

Work Email:

Work Phone Number:

## HMIS Access Type

Full HMIS

(If Other) Please Describe:

HMIS Limited

HMIS Viewing Only

Other

## How will the New User be using HMIS?

Name of project(s) the New User will be working with:

Describe their duties:

**This form must be signed before any further action is taken.**

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**Department Head Signature & Date**