



Heartland Continuum of Care Heartland Housed

New client Add to HMIS/Training Sites

DATE: _____

AGENCY _____
PERSON REQUESTING _____
NEW USER FULL NAME _____
TITLE _____
EMAIL ADDRESS _____
CONTACT PHONE # _____

WILL THIS BE A BILLABLE NEW LICENSE OR WILL IT BE AN EXISTING LICENSE?

BILLABLE NEW LICENSE

EXISTING LICENSE (OPEN OR REMOVAL FROM WHAT USER?) _____

HAS THE PREVIOUS USER BEEN INACTIVATED YET? _____

DOES THIS PERSON NEED ACCESS TO & TRAINING ON ANY OF THE FOLLOWING: (MARK ALL THAT APPLY)

DHS TALLY'S

SELF SUFFICIENCY MEASUREMENTS

ACIVITIES MODULE

BUSINESS OBJECTS REPORTING

COORDINATED ENTRY

YOUR NEW USER WILL AUTOMATICALLY BE ADDED TO WELLSKY TRAINING CENTER AND
HEARTLANDHMIS.TALENTLMS.COM TRAINING SITE.

**PLEASE MAKE SURE TO CHECK THE SPAM FOLDER IN YOUR EMAIL AS THE LINKS FOR THE
ABOVE TRAINING SITES MAY GO DIRECTLY INTO THAT FOLDER AS THEY ARE COMPUTER GENERATED.**

NEXT STEPS:

COMPLETION OF ALL TRAININGS ASSIGNED TO YOU ON THESE SITES IS REQUIRED PRIOR TO ACCESSING
OUR LIVE HMIS SITE.

YOU WILL THEN NEED TO EMAIL tracie@mercycommunities.org WITH THE CERTIFICATES OR
ACKNOWLEDGING COMPLETION OF TRAININGS TO GET YOUR LOGIN INFORMATION.

**SIGNATURE ON THE FOLLOWING END USER CONFIDENTIALITY FORM IS REQUIRED PRIOR TO SETUP
NEW USER PLEASE SIGN (NOT DIGITALLY), SCAN AND EMAIL BACK ALONG WITH THIS FORM.**