## APPENDIX C: HMIS User Agreement

**HMIS User Agreement**

**This certification must be completed by all new and existing Users on an annual basis. If you have any questions, please contact the HMIS Systems Administrator:**

**Brandy Yant at hmis@one80place.org**

**Please complete the following information:**   
Agency Name:

Employee Name & Position Title:   
Employee Email Address:

Employee Contact Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**USERS RESPONSIBILITIES/PROCEDURES**

* Each User requires a unique Username and private password. The use of another User’s Username and/or password or account is grounds for immediate termination of participation in the HMIS (removal of all access for all Users).
* A User ID and temporary password will be assigned and emailed to the User once this form is completed and returned to the local CoC HMIS System Administrator.
* After reviewing the Confidentiality Guidelines **(Appendix E)** please sign the Confidentiality and Responsibility Certification