



Ventura County Homeless Management Information System
New HMIS User Request Form

Date: _____

Submit this form if you know your employee will need access to HMIS. Accounts are created after user training has been completed.

Agency Information

Agency Name: _____ Agency Director: _____

HMIS User Information

Staff Name: _____ Phone: _____

Email: _____

Will this user be presenting clients at the CES/Pathways to Home Case Conference Meeting? Yes No

Please list the agency project(s) in HMIS that the user needs access to:

1. _____
2. _____
3. _____
4. _____
5. _____

License and Training Information

Is this request for a new HMIS license, a request to re-assign a current HMIS license, or a request to reinstate an HMIS license due to 90 days or more of inactivity?

- Requesting license for a new user
- Requesting license to replace an existing user
- Requesting to reinstate license after 90 days or more of inactivity
- Please check this box if the new user requires access to the Business Objects Reporting Tool

Did you contact HMIS to deactivate the past users' account? Yes No

If no, please submit an HMIS Disable User Request Form.

Training: New user will be registered for the next available HMIS training.

For HMIS Use Only:

Please submit this form via the HMIS/CES Document Submission Portal [Submit Here](#).
For questions, please email HMIS-Support@venturacounty.gov