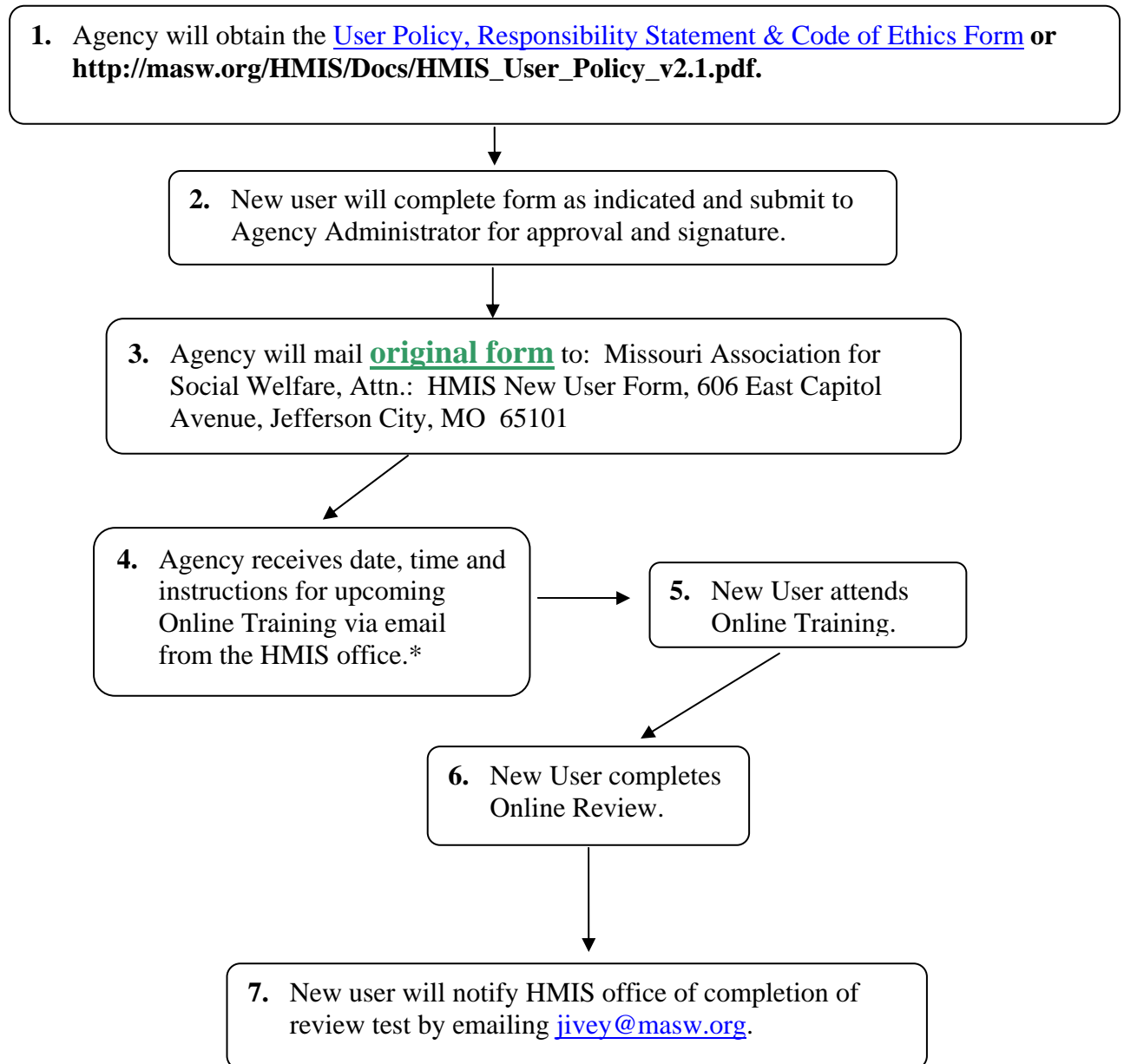


Homeless Missourians Information System New User Enrollment Process



Upon receipt of the **original** User Policy, Responsibility Statement & Code of Ethics Form, HMIS office will schedule a **mandatory** regularly scheduled Online Training session for the New User. Trainings are posted on the HMIS website which is scheduled on a monthly basis. Availability is limited, and it is imperative that you attend that particular training which was assigned to you by HMIS staff. In the event you are unable to attend the assigned training date and require the next scheduled training date, you **MUST** notify the HMIS office immediately to discuss an alternative training date. If you fail to attend the training you are registered for, you **MUST** contact the HMIS office immediately.

At the completion of the training, instructions will be forwarded to each new user where a simple multiple-choice review test will need to be completed **immediately** after the training. Answers to these questions will have been covered during the course of the online training.

NOTE: New Users must pass the test **prior** to being issued a New User Name and Password.

8. After receiving confirmation from the HMIS office that new user has successfully **completed** the requirements to obtain a New User and password the New User will then contact the ROSIE Help Desk in St. Louis at (800) 536-6474 and request their unique ROSIE user name and password. (**NOTE:** This process takes at a minimum of 24 to 48 normal business hours for completion).

OR

9. After receiving confirmation from the HMIS office that new user has **not completed** the requirements, New User will contact the HMIS office (573)634-2901) for further training and instructions.