



HIFIS New User Registration Form

SHELTER PROVIDERS

The purpose of this form is to notify the HIFIS Team of incoming staff at your agency who require a HIFIS account and HIFIS training. This form must be signed and submitted to hifis@shipyxe.ca by a Super User.

User Information

User First Name:	
User Last Name:	
User Email Address:	
HIFIS Service Provider (Default Login):	
HIFIS Service Provider (Secondary):	
HIFIS Service Provider (Secondary):	
HIFIS Service Provider (Secondary):	
HIFIS Role:	

Authorization

I authorize that the above-named staff has a reasonable and valid reason to require access to HIFIS.	
Submitted on Behalf of:	
Super User Signature:	
Date Signed:	

Next Steps

Within 2 business days of form receipt, the HIFIS Team will email the new user a link to their online HIFIS Training Course account.

Within 2 business days of completing the training course, the user will receive a 'welcome to HIFIS' email with a link to finish setting up their HIFIS account.