**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): | Choose an item. |
| HIFIS Service Provider (Secondary): | Choose an item. |
| HIFIS Service Provider (Secondary): | Choose an item. |
| HIFIS Service Provider (Secondary): | Choose an item. |
| HIFIS Role: | Choose an item. |

 **Authorization**

|  |  |
| --- | --- |
| I authorize that the above-named staff has a reasonable and valid reason to require access to HIFIS. | Choose an item. |
|  Submitted on Behalf of: | Choose an item. |
| Super User Signature:  |  |
| Date Signed: | Click or tap to enter a date. |

**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.