



Greater Kansas City Coalition to End Homelessness

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[www.gkcceh.org](http://www.gkcceh.org)

Do you have new staff and need them to have HMIS access?

## How to Add New HMIS User:

**Step 1:** Every new HMIS user needs to watch the Privacy and Security Training video and then take the corresponding quiz (passing with a score of 80%).

Link for video: <https://www.youtube.com/watch?v=Bj0aJGpZL-I>

Link for quiz:

[https://docs.google.com/forms/d/1y-89yklz\\_zncbM-SbDtRDcrThtla1k\\_DKNmMD5PzVx8/viewform?edit\\_requested=true](https://docs.google.com/forms/d/1y-89yklz_zncbM-SbDtRDcrThtla1k_DKNmMD5PzVx8/viewform?edit_requested=true)

**Step 2:** Email signed HMIS System Confidentiality and Use Agreement form to [kchmis@simtechsolutions.com](mailto:kchmis@simtechsolutions.com)

After Step 1 and 2 are **completed**, GKCCEH HMIS Staff will email username and temporary password, which needs to be changed within 24 hours, to both the user and the system admin. If the password is not changed within 24 hours, it will expire and HMIS staff will have to reissue a new one.