



Greater Kansas City Coalition to End Homelessness

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

HMIS Training is now required to gain access to HMIS. Once that is completed, users will have access to CaseWorthy under the Case Manager or System Admin roles. The steps for adding a new user are below.

How to Add New HMIS User:

Step 1: System Admins need to complete the 'Request to Add New User' form

By completing this form, you are stating that you need to inform the HMIS Lead Agency of a new employee who needs access to the Learning Management System.

Link to the form here: <https://app.smartsheet.com/b/form/d5c2ce0701ac4393bad15af06f6cd0a6>

Step 2: Users will receive access to the Learning Management System (LITMOS) to complete the HMIS New User Learning Path

Every Monday and Wednesday, users are added to LITMOS. The system admin who submitted the request will receive an email confirming when the user receives access. The user will receive an email from LITMOS with their login information and a link to login. If the user did not receive an email on the following Monday or Wednesday after the form was submitted, please have the user check their spam/junk folder before submitting a ticket.

Completing this learning path in LITMOS is required before gaining access to HMIS. The learning path should take an hour and a half to two hours to complete. It can be completed at the user's own pace and does not expire.

Step 3: User will receive their CaseWorthy login information

Once the HMIS New User Learning Path is completed, users will receive their login information for CaseWorthy via email from the HMIS Lead Team on the following Monday or Wednesday after completion. System admins will receive an email informing them that the user has been added.