**Click on Organizations**



1. Highlight organization name
2. Click Anchor
3. Click Assessment/Forms



**Click Add**



**Start Date**: Defaults to system date

**End Date**: leave blank

 **Highlight Assessment Type**: Adding/Editing/Ending User’s/Assessment

 **Organization**: Defaults to your agency

 **Title**: Type in what you want done

* Adding a user
* Editing a user (describe in comment box)
* End a user

 **Description**: Leave Blank

**Click Start Assessment**



**it will bring you to** **Tab**



**\* Is required**

**Service Population**

**Service Population:** choose which population you are working with, Childrens or Adults

**Contact Information**

**Name\***: Individual requesting the change

**Email****\***: Individual’s email requesting the change

 **Phone Number\***: Individual’s phone number requesting the change

**Request**

 **I want to \***: choose from the dropdown

 **What are you using EIS for\*:** choose from dropdown

**Start Date:**  when you want it added/edited/ended

**End Date:** when you want it ended

**User’s Information**

 **User’s Name\*:**

 **User’s Previous Name:** users name changed due to marriage, etc…

 **User’s Email\*:**

 **User’s Phone Number**:

**User’s Organization & Supervisor’s Information**

 **Organization Name \*:** Name of organization were the user is employed

 **Organization Location \*:** Location of were user is based out of

 **Supervisor’s Name\***: Supervisor of user

 **Supervisor’s Email\*:**

**Additional comments about request:**  Any additional comments you would like to add and be sure if you are requesting edits describe them here.

**Click the “Submit All Pages” at bottom of form (this sends the form to EIS administrative staff)**



**You will get success message**

