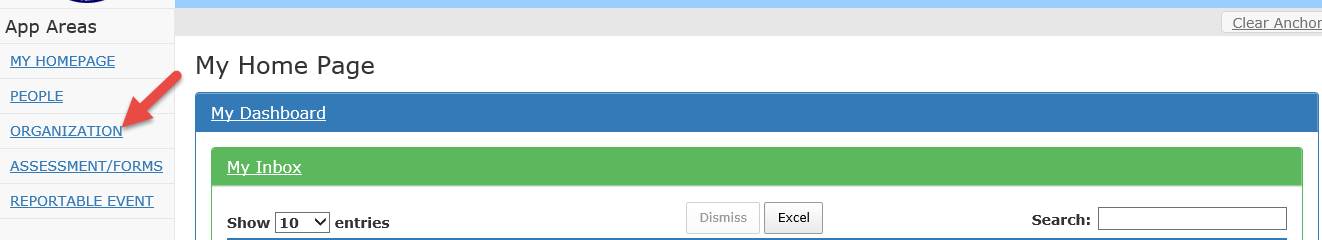
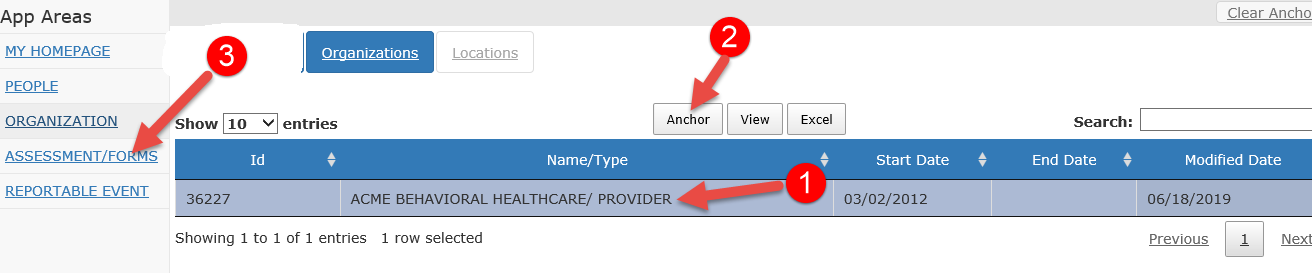
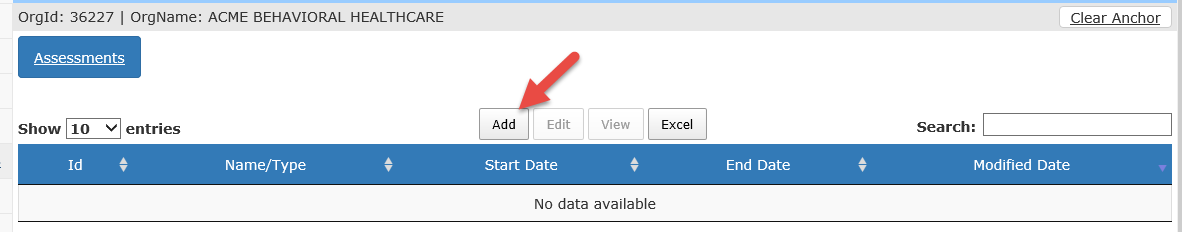
**Click on Organizations**



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

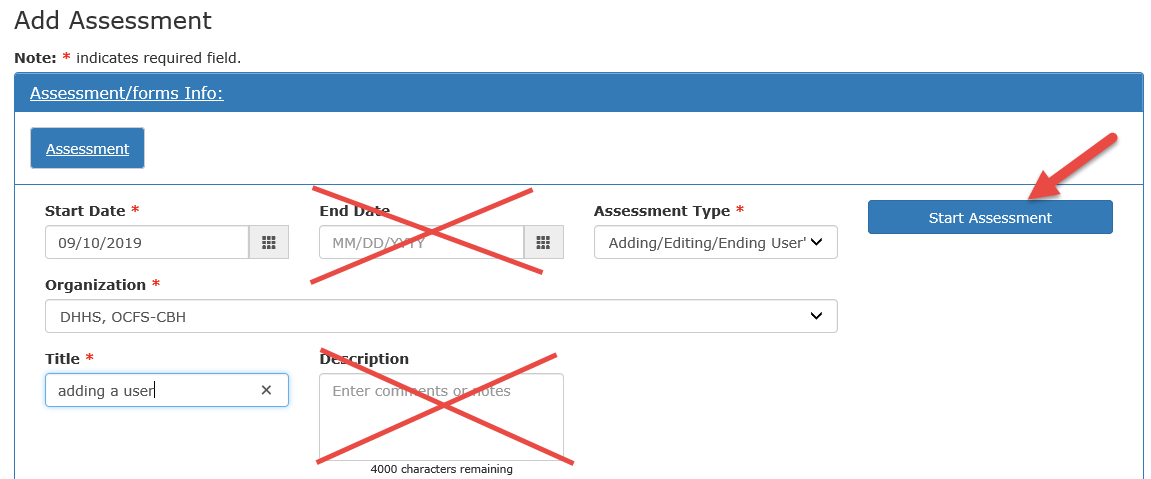
**Organization**: Defaults to your agency

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

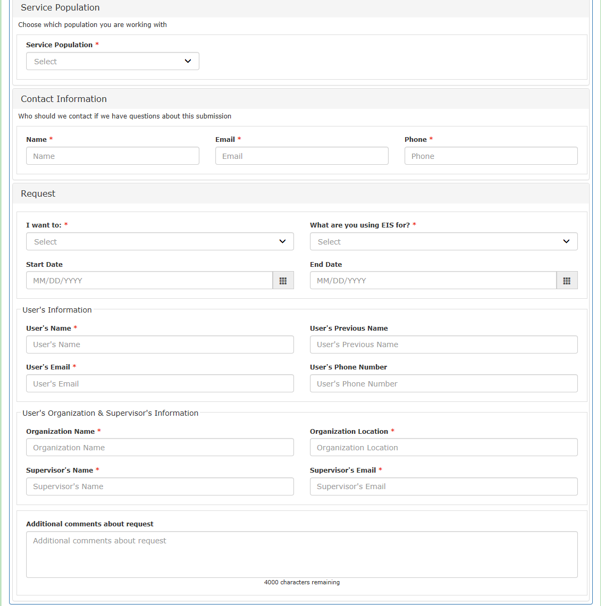
* Adding a user
* Editing a user (describe in comment box)
* End a user

**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

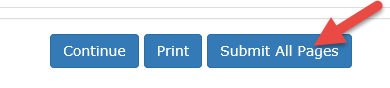
**Organization Location \*:** Location of were user is based out of

**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**

