



**health**

Department:  
Health  
REPUBLIC OF SOUTH AFRICA

## webDHIS Access - User Registration Form

New users that require access to the webDHIS, OR Existing Users that want to change/edit their current permissions, will have to complete this registration form. Kindly complete the required user information and upload the form onto the webDHIS system to which you are requesting access. ONLY after signoff and approval, will the user be created or edited.

### webDHIS User Information:

\* Compulsory Information that must be completed

<p>For existing users, only specify/tick the changes/additional e.g. Orgunit, user role, data set. If Termination box is ticked, provide the termination date.</p>	<b>New User</b>	
	<b>Existing User</b>	
	Change Password	
	Change/Addition of Data Set Access	
	Change of Organisational Units Access	
	Change/addition of user role	
	Termination	
	Date of Termination	
First name (in full)*		
Surname (in full)*		
Email Address*		
Position (eg. Data Capturer, Information Officer etc)*		
Place of employment*		
ID Number*		
PERSAL/Employee Number*		
Cell phone Number (eg. 082 123 1234)*		
Job Function*		
Please specify the <b>Orgunit(s)</b> for Capturing (the user will have access to this org unit and all its children) *		
Please specify the <b>Orgunit</b> for Report/Data Use (the user will have access to report on this org unit and all its children)	<b>Province is the current default</b>	

User Roles (Tick your options)	
<b>Data <b>Capturer</b> - Aggregated Data</b> <ul style="list-style-type: none"> <li>Users will have access to add/edit aggregated data</li> </ul>	<b>Data <b>Capturer</b> – Event and Tracker Data</b> <ul style="list-style-type: none"> <li>Users will have access to add/edit tracker data</li> </ul>
<b>Data <b>User</b> – Aggregated Data</b> <ul style="list-style-type: none"> <li>Users will have access to all the reporting aspects, pivot tables, and GIS functionality</li> </ul>	<b>Data <b>User</b> – Event and Tracker Data</b> <ul style="list-style-type: none"> <li>Users will have access to the Event reporting aspects, pivot tables, and GIS functionality</li> </ul>
Approve data at own level	Approve data at own and lower level
<b>Create User</b> <ul style="list-style-type: none"> <li>Users will have access to create/edit Users</li> </ul>	Other – specify
Comment:	
Access will not be granted to all data sets. Please specify the data set/s or Tracker Programs that the user should have access to	
	01 NIDS 2017 PHC DDC Datasets
	02 NIDS 2017 PHC Monthly Datasets
	03 NIDS 2017 Hospital DDC Datasets
	04 NIDS 2017 Hospital Monthly Datasets
	05 NIDS 2017 TB Hospital Monthly Datasets
	06 NIDS 2017 Psychiatric Hospital Monthly Datasets
	07 NIDS 2017 EHS Dataset
	08 NIDS 2017 EMS Dataset
	09 NIDS 2017 WBOT Dataset
	10 NIDS 2017 Campaign Dataset
	11 NIDS 2017 STI Sentinel Surveillance Dataset
	12 HCT data - HST project (Monthly)
<b>For unlisted data elements specify below;</b>	

Note: The list of datasets or programs will differ between different webDHIS instances. This form is specific to this database. A different registration form must be accessed and completed for each database to which you require access.

In the event of a NIDS review this form will be revised but existing users access will be mapped from a current dataset to a new dataset with similar elements to prevent re-registration requests during NIDS reviews. Such mapping would not require re-submission of the form.

\*\*\*The list of data sets or user roles is dependant on the database that you are requesting access to

Date:

User's Signature:

Manager's Name

Manager's Surname

Manager's Position:

Manager's Contact No

Date:

Manager's Signature: