



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. Users should refer to the list of user roles and datasets that is available on the General dashboard in the database.

### webDHIS User Information:

<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>	<p><b>New User</b></p> <p><b>Existing User</b></p> <p>Change Password</p> <p>Change/Addition of Data Set Access</p> <p>Change of Organisational Units Access</p> <p>Change/addition of user role</p> <p>Termination Date:</p>
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)*	
Please specify the <b>Orgunit Parent</b> for Capturing (the user will have access to this org unit and all its children) *	
Please specify the <b>Orgunit Parent</b> for Reporting (the user will have access to report on this org unit and all its children)	

\* Compulsory Information that must be completed

User Roles (Tick your options)	
<b>Training User</b> <ul style="list-style-type: none"> <li>Compulsory for all the training participants to have.</li> </ul>	<b>Dashboard User role</b> <ul style="list-style-type: none"> <li>compulsory for all users to see the landing page and clean browser cache</li> </ul>
<b>Data Capturer - Aggregated Data</b> <ul style="list-style-type: none"> <li>Training Users will have access to add/edit aggregated data</li> </ul>	<b>Data User – Aggregated Data</b> <ul style="list-style-type: none"> <li>Users will have access all the reporting aspects, pivot tables, and GIS functionality</li> </ul>
<b>Create User</b> <ul style="list-style-type: none"> <li>Users will have access to create/edit Users (Not for foundation training)</li> </ul>	Specify other and or comments here:
<b>Training Users Group</b> <ul style="list-style-type: none"> <li>All users for this training must belong to this user group for sharing information e.g interpretations</li> </ul>	
<b>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;</b>	
	Campaign H1N1
	EHS Municipal Monthly Data
	EHS Port Monthly Data
	EHS Provincial Monthly Data
	NIDS2015_ETR/EDR TB quarterly
	PHC Condom Distribution Data (Monthly)
	PHC Delivery (Daily)
	PHC headcount (Daily)
	PHC Other (Monthly)
	PHC Other_OU6 (Monthly)
	PHC Register (Daily)
	PIDS2013_District Hospital (Daily)
	PIDS2013_District Hospital (Monthly)
	PIDS2013_EMS (Daily)
	PIDS2013_EMS (Monthly)
	PIDS2013_Hospital (Daily) pg1
	PIDS2013_Hospital (Daily) pg2
	PIDS2013_Hospital (Monthly)
	Private Hospital Maternal Data (Monthly)
	STI Surveillance

Note: The list of datasets or programs will differ between different webDHIS instances. Thus this form is an example and will be generated per instance and uploaded for access on the Registration Dashboard of each instance.

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 use roles is also depended on the database that you are requesting access to

**Signing off Section**

Date	User's Signature
Manager / Supervisor Name	Manager / Supervisor Surname
Manager's Position	Manager's Contact No
Date	Manager's Signature