



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>	<p>New User</p> <p>Existing User</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 Orgunit Parent for Capturing (the user will have access to this org unit and all its children) *	
Please specify the Orgunit Parent for Reporting (the user will have access to report on this org unit and all its children)	

User Roles (Tick your options)	
Data User – Aggregated Data <ul style="list-style-type: none"> Users will have access to all the reporting aspects, pivot tables, and GIS functionality 	Program Manager Level 1 <ul style="list-style-type: none"> Users will have access to all the dashboards and reports applicable to their program
Create User <ul style="list-style-type: none"> Users will have access to create/edit Users 	Approve data at own level
Approve data at own and lower level	Other – Specify
Comment:	
<p>***The list of user roles is dependent on the database that you are requesting access to</p>	
Date:	User's Signature:
Manager's Name	Manager's Surname
Manager's Position:	Manager's Contact No
Date:	Manager's Signature: