



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

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.	<b>New User</b>
	<b>Existing User</b>  Change/Addition of Data Set Access Change of Organisational Units Access Change/addition of user role  Termination Date:
First name (in full)*	
Surname (in full)*	
Email Address*	
Position (eg. Data Capturer, Information Officer etc)*	
Place of employment*	
Job Function*	
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)	

User Roles (Tick your options)	
Data Capturer - Aggregated Data Users will have access to add/edit aggregated data	Data Capturer – Event and Tracker Data Users will have access to add/edit tracker data
Data User – Aggregated Data Users will have access to all the reporting aspects, pivot tables, and GIS functionality	Data User – Event and Tracker Data Users will have access to the Event reporting aspects, pivot tables, and GIS functionality
Approve data at own level	Approve data at own and lower level
Create User Users will have access to create/edit Users	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	
	NIDS 2017 PHC DDC Datasets
	NIDS 2017 PHC Monthly Datasets
	NIDS 2017 Hospital DDC Datasets
	NIDS 2017 Hospital Monthly Datasets
	NIDS 2017 Psychiatric Hospital Monthly Datasets
	NIDS 2017 Psychiatric Hospital DDC Datasets
	NIDS 2017 EHS Dataset
	NIDS 2017 EMS Dataset
	NIDS 2017 WBOT Dataset
	NIDS 2017 Influenza Campaign Dataset
	NIDS 2017 Measles Campaign Dataset
	NIDS 2017 EPI Campaign Dataset
	NIDS 2017 STI Sentinel Surveillance Dataset
	NIDS 2017 Private Hospital Dataset (Monthly)
	NIDS 2017 Non Medical Site Monthly Dataset

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: