



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.	New User
	Existing User
	Change/Addition of Data Set Access
	Change of Organisational Units Access
	Change/addition of user role
	Termination
	Termination Date:
First name (in full)*	
Surname (in full)*	
Email Address*	
Job Function*	
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)	
<p>Data Capturer - Aggregated Data Users will have access to add/edit aggregated data</p>	<p>Data User – Aggregated Data Users will have access to all the reporting aspects, pivot tables, and GIS functionality</p>
<p>Create User Users will have access to create/edit Users</p>	<p>Other – specify</p>
<p>Comment:</p>	
<p>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</p>	
	Audit Profile Out-patient
	Audit Profile In-patient
	Audit Profile PHC
	Audit Profile Policy
	Quality Improvement Plan Framework
Date:	User's Signature:
Manager's Name	Manager's Surname
Manager's Position:	Manager's Contact No
Date:	Manager's Signature: