



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</p> <p>Termination Date:</p>
First name (in full)*	
Surname (in full)*	
Email Address*	
Job Function (e.g. Data Capturer, Information Officer, etc.)*	
Place of employment*	
ID Number*	
PERSAL/Employee Number*	
Cell phone Number (eg. 082 123 1234)*	
Please specify the Facility/ies for Capturing* (the user will have access to this org unit and all its children)	
Please specify the District of capturing facility* (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 User - Aggregated Data (Users will have access to all the reporting aspects, pivot tables and GIS)
Data Capturer - Event and Tracker Data (Users will have access to add/edit tracker data)	Data User - Event and Tracker Data (Users will have access to the Event reporting aspects, pivot tables and GIS)
Approve data at own and lower level	Approve data at own 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:	
CAMPAIGN DATA SETS	
	H1N1 Campaign
	EPI Campaign
	Measles Campaign
HOSPITALS DATA SETS	
	Provincial Hospital
	KwaZulu-Natal Children's Hospital
	Private Hospital
PHC & CHC MONTHLY DATA SETS (NON DDC FACILITIES)	
	CHC Monthly
	Occupational Health
	PHC Monthly
PHC & CHC DAILY/MONTHLY DATA SETS (DDC FACILITIES)	
	CHC Daily/Monthly
	Occupational Health
	PHC Daily/Monthly
OTHER DATA SETS	
	EMS
	STI Surveillance
	EHS Monthly
	EHS Port Health
	High Transmission Area (HTA)
	Community Care Givers (CCG)
	WBOT
	Condom distribution site
TRACKER PROGRAMS DATA SET	
	Termination of Pregnancy cases

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 dependent 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

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