



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 to be completed

For existing users – only specify/tick the changes/additional options eg Orgunit, user role, dataset If terminated – please provide the termination date.	New User Existing User Change Password Change/add user role Restore user account Reason for restoring the account Terminated Termination Date:
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 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 Users will have access to all the reporting aspects, pivot tables, and GIS functionality	Program Manager Level 1 Users will have access to all the dashboards and reports applicable to their program
Create User Users will have access to create/edit Users	Approve data at own level
Approve data at own and lower level	Other – Specify
Comment:	
***The list of 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: