

QRG – Change Your Role in HMIS

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WHAT IS A QRG – QRG stands for **Quick Reference Guide**. Quick Reference Guides are short 1-8-page documents that provide concise practical information and advice on specific topics. Sometimes known as “cheat sheets” quick reference guides are designed for users who know the material or task but need something in front of them to remind them of the steps.

WHO THIS GUIDE IS FOR – For HMIS users who have been assigned multiple roles in HMIS.

In HMIS different roles provide access to different functionality within the system. When your username was originally established in HMIS you would have been set with a default role based on your responsibilities within HMIS.

There are times when a user needs to have access to multiple roles.

ONE TIME ACTION WHEN NOTIFIED OF ADDITIOINAL ROLE ASSIGNMENT

When you are notified by HMIS Support team that an additional role has been added to your username and you are currently logged in to HMIS, you will need to log-off and back-on to HMIS for that change to take effect.

HOW TO CHANGE YOUR ROLE

To switch roles, go to the upper right-hand corner > Select the drop-down arrow next to your name > Role > Use the drop-down arrow to select from the roles listed.

