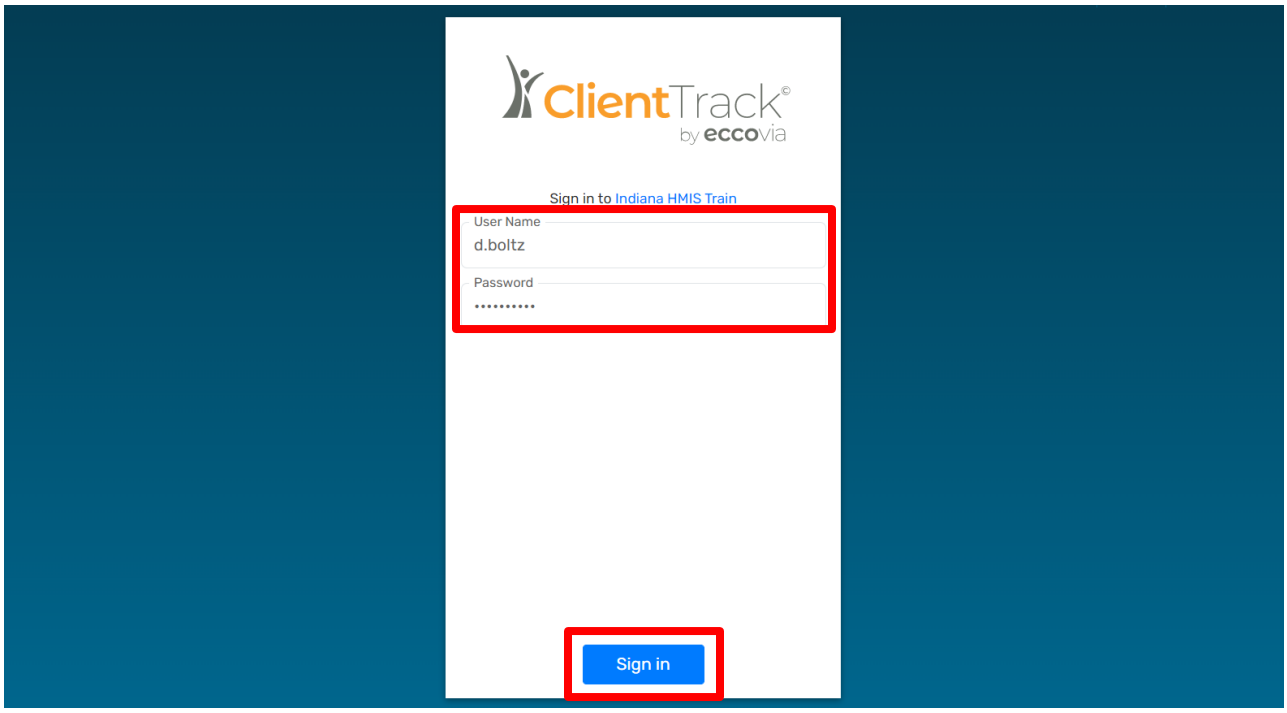
COORDINATED ENTRY "HOW TO GUIDE":
CHANGING THE WORKGROUP AND ORGANIZATION IN HMIS

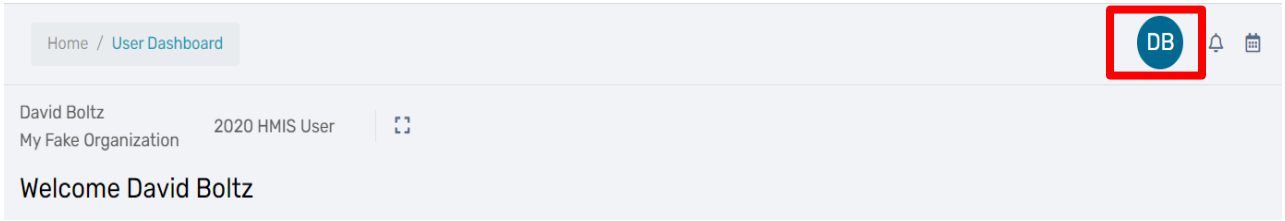
November 2022

For access to Coordinated Entry in HMIS, the "Workgroup" and Organization" must be changed. Following are the instructions on moving back and forth between the **"2020 HMIS User"** workgroup ***(used for regular/normal data entry for your agency's programs and projects)*** and the **"2020 Coordinated Entry"** workgroup ***(used for all Coordinated Entry related data entry).***

1. Sign in to **HMIS** with your **Username** and **Password**



2. On the next screen, click on your "**Initials**" in the upper right-hand corner. From the drop-down menu under "**Workgroup**" select **"2020 Coordinated Entry"**
3. Next, click on the **"Organization"** drop-down arrow and then, find and click on the **"Coordinated Entry Region #**" for your region. ***(Please take care to choose the correct Region number for the "Organization")***
4. Click on **"Apply"**



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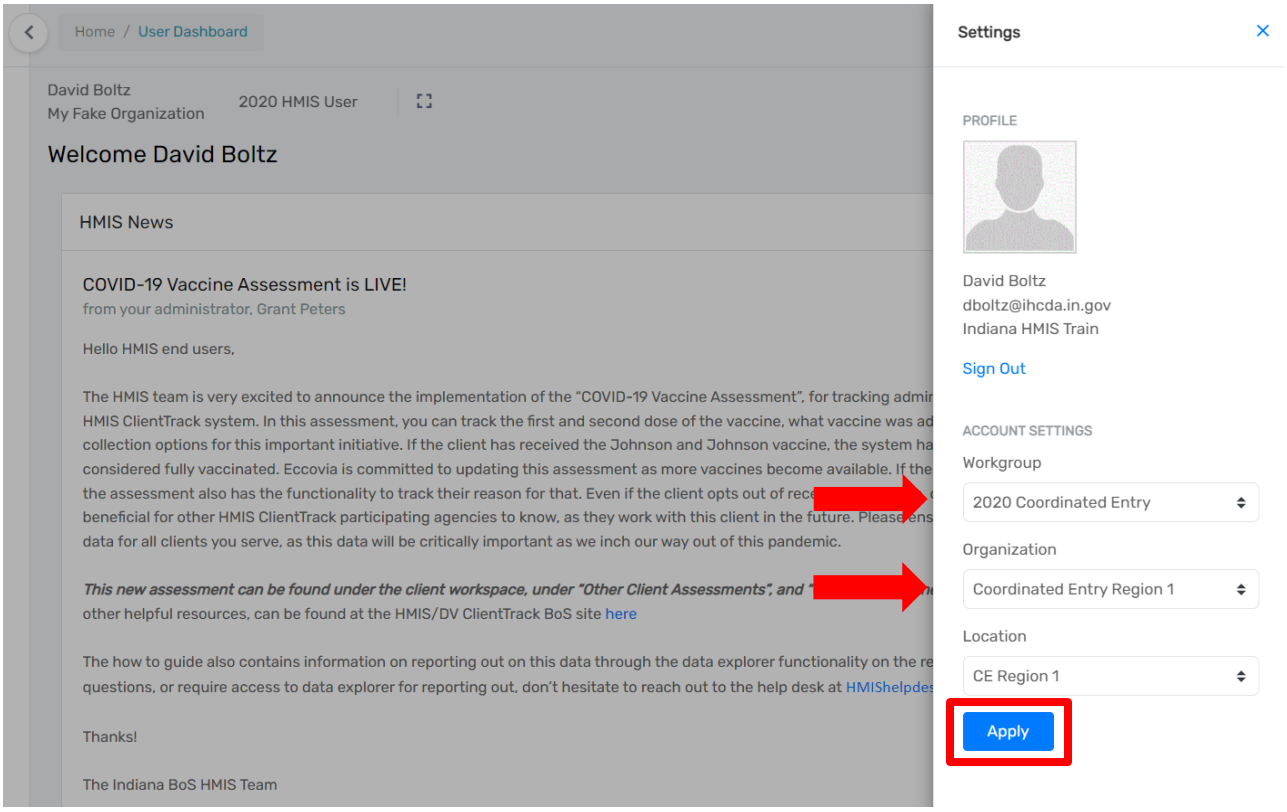
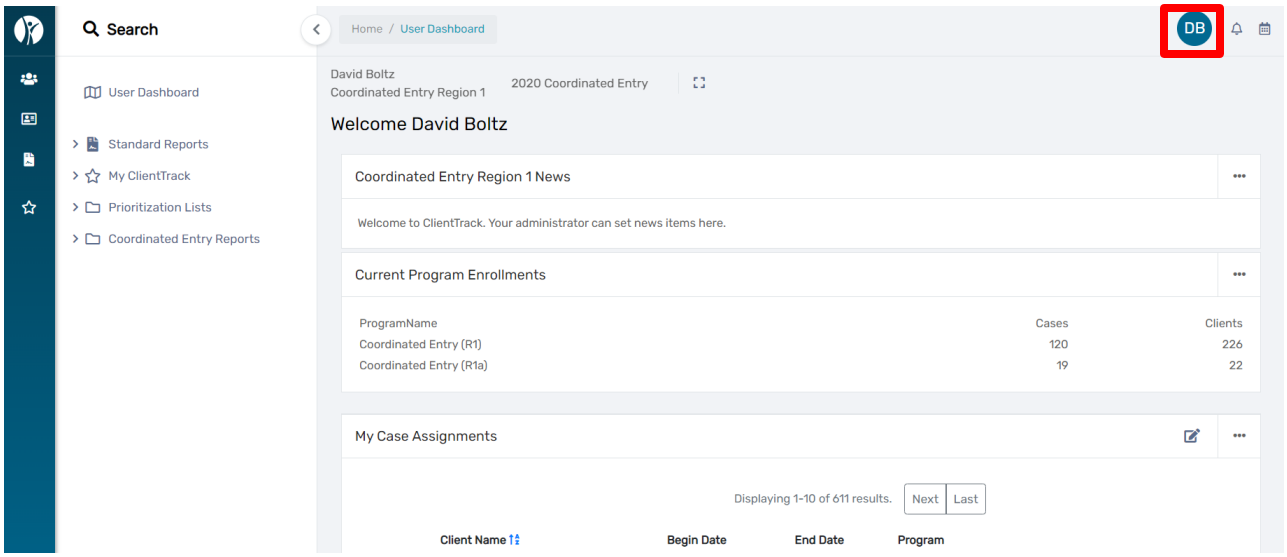


5. You are now on the **"Home"** dashboard in the **"2020 Coordinated Entry"** workgroup.



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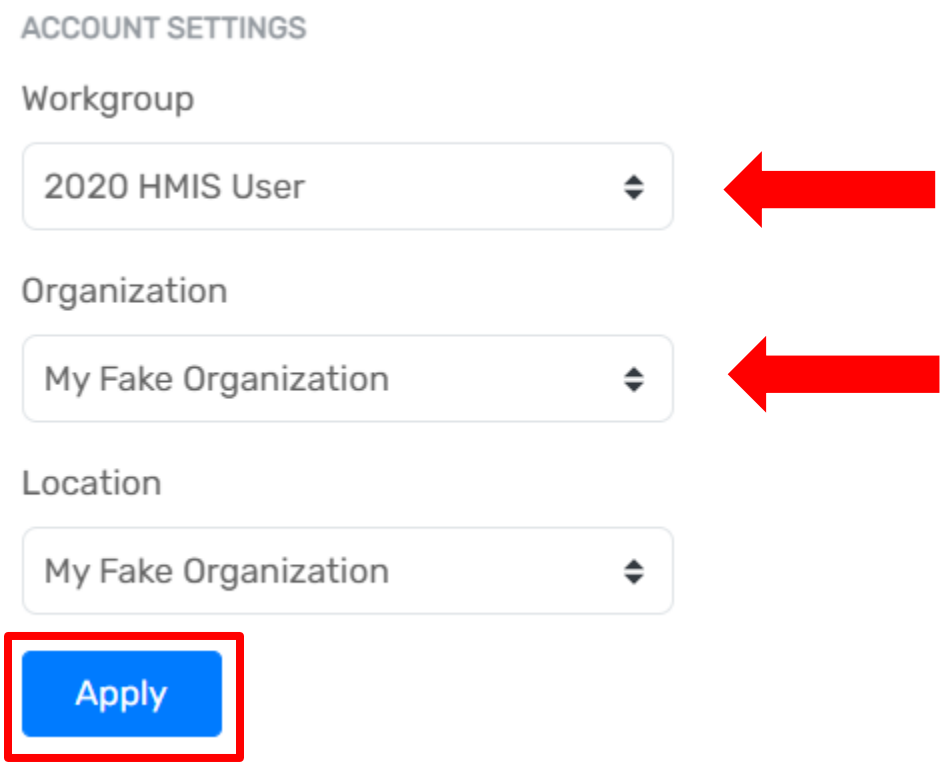
6. After completing your data entry in the **"2020 Coordinated Entry"** workgroup for a client or clients, you can return to the regular **"2020 HMIS"** workgroup by completing the following steps:
7. Click on your "**Initials"** in the upper right corner of the screen ***(please see previous page for screenshot)***
8. Next, click on the **"Workgroup"** drop-down arrow and then, click on **"2020 HMIS"**
9. Next, click on the **"Organization"** drop-down arrow and then, click on your **organization's** name
10. Click the **"Apply"** button located in the bottom right corner of the box



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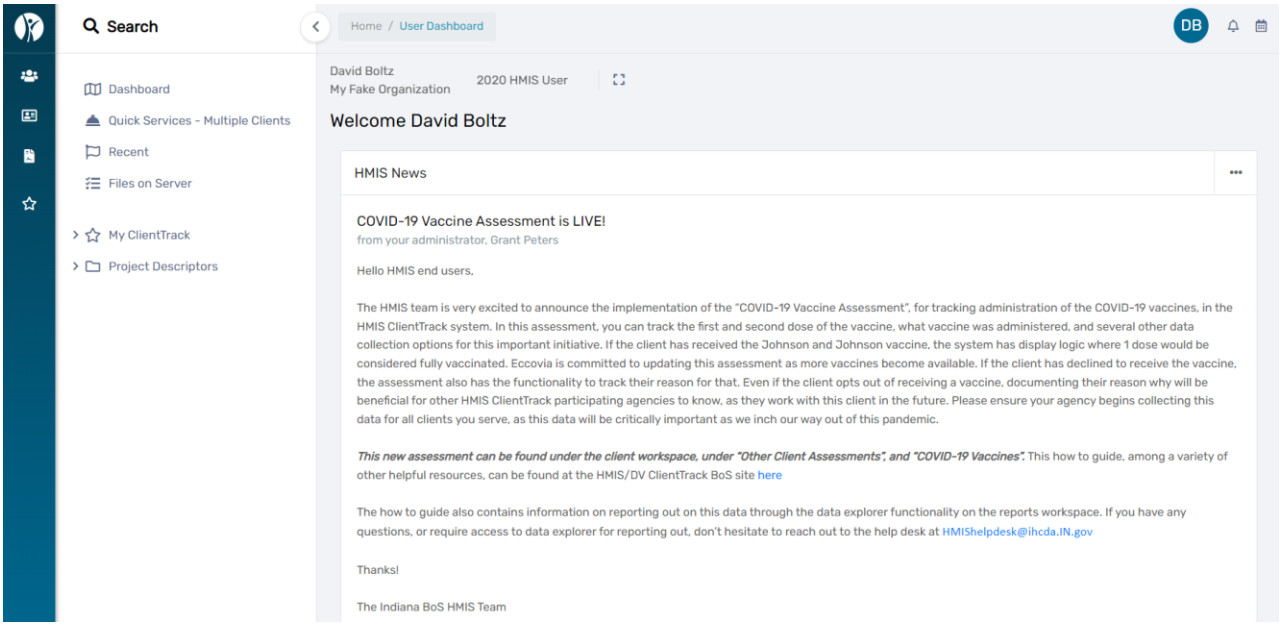

11. You are now logged in to the **"2020 HMIS"** workgroup and your **"Organization"**.
12. To switch back to the **"2020 Coordinated Entry"** workgroup and **"Coordinated Entry Region #"** for your region *please follow Steps 2 – 4 on Page 1 of this document by selecting the **"2020 Coordinated Entry"** workgroup and **"Coordinated Entry Region #"** as the organization.*

Please feel free to contact the HMIShelpdesk@ihcda.in.gov if you have questions or would like additional assistance.