# MeckHMIS Training Instructions

All MeckHMIS end users are required to complete online Bitfocus training modules, attend a live HMIS demonstration, Privacy and Security Training and successfully complete a practice data entry case before a MeckHMIS license can be issued.

# Getting Started

* The Agency Administrator will email the MeckHMIS helpdesk: [HMIS@mecknc.gov](mailto:HMIS@mecknc.gov); the new end user **full name, email address and title/role.**
* The System Administrator or Agency Admin will provide the link for end user to register for the Bitfocus Learning Management System: [https://learn.bitfocus.com/mecklenburg-clarity-human-services-general-training?pc=annual\_mecklenburg](https://gcc02.safelinks.protection.outlook.com/?url=https%3A%2F%2Flearn.bitfocus.com%2Fmecklenburg-clarity-human-services-general-training%3Fpc%3Dannual_mecklenburg&data=05%7C01%7Cshamika.agbeviade%40mecklenburgcountync.gov%7C294886ebbb3140bcf0d908dbc5354285%7C02d870a2d76b4858b1dbc0a67ed545c8%7C1%7C0%7C638320604866033247%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=2p39kXx1UAe%2F7ZD7ecmTUAHa%2FeagsvVwU9AuWOPGaFw%3D&reserved=0).
* The end user will take all 4 Units offered and email the MeckHMIS helpdesk when all training modules are completed.
* The end user will then attend one live virtual Clarity Human Services - Bitfocus Demonstration. These sessions are offered **every Tuesday from 9am to 1030am**.
* Upon completion of the HMIS Demo, the end user will then be given a practice data entry case and log in credentials in the HMIS training site.
* The end user will then attend one HMIS Privacy and Security Training. These sessions are offered **every Thursday from 10am to 11am.**
* Once the end user submits the Unique Identifier for the test client, the test clients’ data will be reviewed, and the end user live site credentials will be assigned. The end user will also be emailed a certification of completion of MeckHMIS training.

As always Shelter Staff, Street Outreach, MeckHOME/A Way Home, SOAR, etc… workflow material is not covered in the general MeckHMIS training above and will require a separate training at the request of the Agency Admin.