



User Agreement for SERVICEPOINT

I _____ request a USER ID and PASSWORD in order to view, enter and/or retrieve information from SERVICEPOINT. I understand that knowledge and use of this USER ID and PASSWORD are subject to regulations governing the security and confidentiality of the system and any of the data contained therein.

Upon acceptance of a USER ID and PASSWORD, I agree to the following:

I shall not reveal my USER ID or PASSWORD to anyone except authorized representatives from the HMIS Lead Agency, namely employees of Municipal Information Systems, Incorporated (MISI).

If I have logged in to SERVICEPOINT with my USER ID and PASSWORD, I shall not leave the workstation (computer) I used to login, unless I have first logged out.

I shall not login with my USER ID and PASSWORD in order to let anyone else view, enter, or retrieve data from SERVICEPOINT.

I shall not leave my USER ID and PASSWORD in written or printed form on or near any workstation, computer, or any other place where an unauthorized user might view it and use it to login.

If for any reason, I think that any unauthorized user has obtained my USER ID and PASSWORD, I shall report it immediately to my supervisor and to MISI.

I shall not reveal any information about any client or any agency to anyone except for the purpose of conducting official business. Official business is understood to mean sharing information with other authorized users of SERVICEPOINT or representatives of the Saint Louis County CoC when sharing such information is for the purpose of serving the client, or for the purpose of network evaluation or planning.

I understand that certain information entered about any client is confidential and may not be revealed orally nor in writing without expressed or implied consent of the client.

I understand that this USER ID and PASSWORD is my authorization for viewing, entering or retrieving specific information related to my agency and the clients it serves. I further understand that any attempt to access part of the system for which I do not have authorization, or to "hack into" the system, or to help anyone enter the system without authorization, or to reveal any information to anyone, which might help them enter or "hack into" the system, is strictly prohibited.

I understand that failure to adhere to these conditions may result in immediate loss of access, termination from employment, and/or civil or criminal prosecution, and/or other disciplinary action.

I have read, and I understand the foregoing requirements and responsibilities for obtaining a USER ID and PASSWORD for SERVICEPOINT. I further agree to abide by these requirements as a condition of using SERVICEPOINT.

Signature of Authorized User

Date