



Department of County Human Services—
SUN Service System and Community Services

ServicePoint User Setup or Disable

This form must be completed and submitted by a **manager** or **supervisor** at your agency. Submit the form via fax to (503) 988-3710, or email. Each ServicePoint user must have their own account and must attend a ServicePoint training. Send an email to servicepoint@multco.us, or call the **ServicePoint Data HelpLine, (503)970-4408** to schedule a training. Login information will be provided to the new user when they complete the ServicePoint New User Training.

Add a User

<input type="checkbox"/> This is a Replacement license. (Enter User to Delete , below.)		<input type="checkbox"/> This is an Additional license. (Please contact Data HelpLine, (503)970-4408.)		Date of Request	
Person Making Request			Agency		
New User's Name			New User's Title		
New User's Email			New User's Telephone		

SUN Community Schools

<input type="checkbox"/> This User is at a SUN Community School .	Name of School
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Specify Projects and Add to Service Staff Dropdown

(Please ONLY specify projects for which the user will enter data into ServicePoint; *indicates programs managed by the City of Portland, please contact the City of Portland for training on how to enter data for these programs)

Specify Project(s)	Add to Dropdown	Specify Project(s)	Add to Dropdown
<input type="checkbox"/> Action for Prosperity – Family Unification Project (AFP – FUP)	<input type="checkbox"/>	<input type="checkbox"/> Parent Child Development Services (PCDS)	<input type="checkbox"/>
<input type="checkbox"/> Bienestar de la Familia	<input type="checkbox"/>	<input type="checkbox"/> Pathways Mental Health/Housing	<input type="checkbox"/>
<input type="checkbox"/> Bienestar de la Familia - AOD/MH Services	<input type="checkbox"/>	<input type="checkbox"/> Runaway Shelter Family Counseling	<input type="checkbox"/>
<input type="checkbox"/> Commercial Sexual Exploitation of Children (CSEC)	<input type="checkbox"/>	<input type="checkbox"/> Runaway Shelter	<input type="checkbox"/>
<input type="checkbox"/> Community Healing Initiative (CHI)	<input type="checkbox"/>	<input type="checkbox"/> School Housing Stabilization Fund (SHSF)*	<input type="checkbox"/>
<input type="checkbox"/> Community Transitional School	<input type="checkbox"/>	<input type="checkbox"/> Sexual & Gender Minority Youth Services (SGMYS)	<input type="checkbox"/>
<input type="checkbox"/> Family Shelter System	<input type="checkbox"/>	<input type="checkbox"/> Short-Term Rent Assistance (STRA)*	<input type="checkbox"/>
		<input type="checkbox"/> Short-Term Rent Assistance (STRA) – United Way*	
<input type="checkbox"/> Girls Transitional Housing	<input type="checkbox"/>	<input type="checkbox"/> SUN Youth Advocacy (SYA)	<input type="checkbox"/>
<input type="checkbox"/> Homeless Youth Continuum (HYC)	<input type="checkbox"/>	<input type="checkbox"/> Willow Tree	<input type="checkbox"/>
<input type="checkbox"/> HUD Family Futures	<input type="checkbox"/>	<input type="checkbox"/> Youth Gang Prevention Services (YGPS)	<input type="checkbox"/>
<input type="checkbox"/> HUD HomeSafe	<input type="checkbox"/>	<input type="checkbox"/> Youth Prevention Services	<input type="checkbox"/>
<input type="checkbox"/> HYC Housing Programs	<input type="checkbox"/>		
<input type="checkbox"/> Mobile Housing Team (MHT)	<input type="checkbox"/>		
<input type="checkbox"/> Multnomah Stability Initiative (MSI)	<input type="checkbox"/>		

Delete a User

<input type="checkbox"/> Delete a ServicePoint User <input type="checkbox"/> Remove from Service Staff Drop-down.	Name of User
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Authorization

Signature	Phone	Date
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