

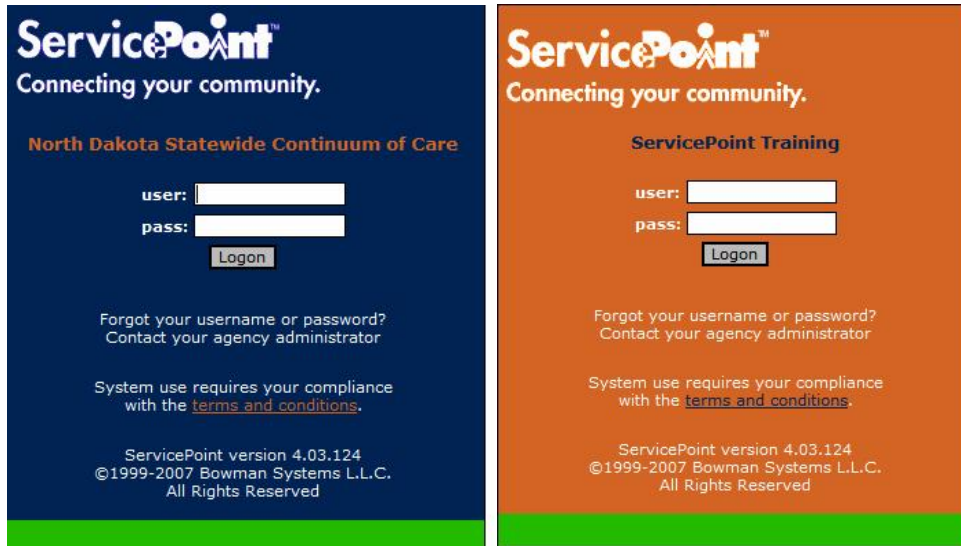
Logging In (v.1)

Live site web address (this site will always have a blue background):

<https://www4.servicept.com/ndhmis/>

Training site web address (this site will always have an orange background):


<https://www4.servicept.com/training/ndhmis/>



- A. **Username** . Your username and password is for you **ONLY**. Be aware that if someone gains access to the system using your login, anything that person does in the system will be recorded as your action. Not only **can** you be held responsible for someone else's actions, you **will** be.
- B. **Password** . The initial password you get is a temporary password, and may be used only once. After a successful login to the site with the temporary password, you will be prompted to create your own password. Keep your password in a safe place. A sticky note on your monitor is not a safe place.
Password requirements – All ServicePoint passwords must be between 8-16 characters long and must include at least 2 numerals. Passwords are case-sensitive. You will be prompted (on-screen) to change your password every 45 days.
- C. **Login Failure Notice** . After a fourth failed attempt to log in, a warning will pop up on your screen. Contact your Agency or System Administrator to re-activate your account or reset your password.
- D. **Logoff** . You should log off of ServicePoint every time you walk away from your computer. Respect the client information and the requirements to keep information secure.

Navigation

It is important to use the tabs, links, and buttons to navigate within ServicePoint. Using the browser back and forward buttons will result in navigation problems and loss of data.

Delete an item by clicking on the  .

Edit an item by clicking on the  .

ServicePoint – Home

North Dakota Statewide Continuum of Care Aug 21, 2007

ServicePoint™
Connecting your community.

Bismarck CAP / Bismarck

Click [here](#) to enter data as another provider.

Home ClientPoint ResourcePoint ShelterPoint SkanPoint Reports Help Logoff

Navigate

- [ClientPoint](#) - Add, edit or view client profile, client assessments, or add, edit, or view service transactions
- [ResourcePoint](#) - Find community resources
- [Shelterpoint](#) - Check housing availability in your community.
- [Reports](#) - View standard reports, or generate custom reports.
- [Newsflash](#) - View or post newsflashes for your agency
- [Help](#) - Visit the help area for assistance in using the system.

NewsFlash - System

HMIS forms are now available online! - You can now access the HMIS forms via the web! To download a copy of the form you need click here [Full Story](#)

Hunger and Homeless Awareness Week in ND - November 11-17, 2007 is Hunger and Homeless Awareness Week. [Full Story](#)

NewsFlash - Agency

There is no news at this time.

[update news](#)

Followup List

Type	Date	Time Remaining
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ServicePoint version 4.03.124 (db build #0974)
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- “Click here to enter data as another provider”** . This allows agency administrators and those users under the same agency tree to enter data as another provider. **Important Note: This will only apply to certain users who are entering data for more than one provider.**
- Tabs and Navigation Bar** . Use the Green tabs across the top or the links on the left side of the window to work in the various parts of the ServicePoint site. Do not use the browser’s **Back** and **Forward** buttons. You will get error messages if using browser buttons. Click on the gray tab of the main module you are working in to return to the main page and/or refresh the screen of a module.
- Newsflash – System and Agency** . The System and Agency Newsflash areas are sections for system and agency administrators to post news items of general interest. System administrators can enter information (System Newsflash) that everyone in all branches of the provider tree can read. Items that agency administrators post (Agency Newsflash) will only be available for the users in that agency to read.
- Follow-up List** . The follow-up list is a personal list unique to each user. The list contains goals, action steps, or services that have been created by you or have been referred to you. It is a helpful reminder tool to follow up on specific items. Only items assigned to you show on your follow-up list. The list shows up to 10 of the oldest follow-ups in each of three categories (goals, action steps, services), for a maximum of 30 items. A completed item drops off the list and, if available, replaced by a follow-up item in that category.