# CRISSP Training Nomination Form

## For CRISSP (Client Relationship Information System for Service Providers)

## User Provisioning - Onboarding/Offboarding CRISSP and CRIS Users session

User Provisioning - Onboarding/Offboarding CRISSP and CRIS Users session provides a comprehensive walkthrough of the following processes:

1. Registering new users for eBusiness Portal application access to CRISSP and CRIS
2. Adding new users to CRISSP and CRIS – completing CRISSP User Registration requests and CRIS User Registration requests and authorising these requests
3. Updating CRISSP user access – CRISSP Agency Administration function
4. Updating CRIS user access – complete Update User form and email to Helpdesk
5. Deactivate CRISSP users who no longer require access or have left your organisation - CRISSP Agency Administration function
6. Deactivate CRIS users who no longer require access or have left your organisation - complete Remove User form and email to Helpdesk
7. Audit CRISSP and CRIS user access for your organisation – generate the CRISSP User List and CRIS User List (reports) to support your organisation’s user provisioning responsibilities

To book the User Provisioning – Onboarding/Offboarding CRISSP and CRIS Users Session, please complete the nomination form and email your booking request to [crissp.training@dffh.vic.gov.au](mailto:crissp.training@dffh.vic.gov.au)

#### Training course

#### (please populate the date of the User Provisioning session you are booking in for):

|  |  |  |  |
| --- | --- | --- | --- |
| X | CRISSP User Provisioning | |  | | --- | |  |   Date: |
|  |  |  |

|  |  |
| --- | --- |
| **Name of Nominee** |  |
| **Agency** |  |
| **Program** |  |
| **Role** |  |
| **Contact Number** |  |
| **Email** |  |

Have you attended CRISSP training previously?  Yes No

If yes, please specify:

How long have you been using CRISSP?

*A team member from the Family and Community Services Applications Support team, will confirm your User Provisioning – Onboarding/Offboarding CRISSP and CRIS Users Session booking request via email. If the session you have nominated is fully booked, you will be informed of the next available date.*