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. You can submit the form via fax to (503) 988-3332, or by clicking the "submit" button, above.

Each ServicePoint user must have his or her own account. All users must attend a ServicePoint training. To schedule training, send email to **ServicePoint@co.multnomah.or.us**, or call the *ServicePoint Data HelpLine, (503) 970-4408*.

The trainer will provide login information to the user when he or she completes **ServicePoint New User Training**.

Add a User

☐ This is a **Replacement** license. (Enter **User to Delete**, below.)	☐ This is an **Additional** license. *(Please contact **Data HelpLine, (503) 970-4408**.)*	Date of Request
Person Making Request	Agency	
New User's Name	Title	
New User's Email	New User's Telephone	

SUN Community Schools

☐ This User is at a **SUN Community School**.	Name of School

Specify Projects and Add to Case Manager Dropdown

Specify Project(s)	Add to Dropdown	Specify Project(s)	Add to Dropdown
☐ Action for Prosperity (AFP)	☐	☐ Pathways Mental Health	☐
☐ Anti-Poverty Case Management (APCM)	☐	☐ Pathways Mental Health Housing	☐
☐ Alcohol, Tobacco and Other Drugs (ATOD)	☐	☐ Runaway Shelter	☐
☐ Childcare	☐	☐ School Housing Stabilization Fund (SHSF)	☐
☐ Girls Transitional Housing	☐	☐ Sexual Minority Youth Services	☐
☐ Homeless Youth Continuum (HYC)	☐	☐ Short-term Rent Assistance (STRA)	☐
☐ Housing Stabilization Program (HSP)	☐	☐ SSSES	☐
☐ HUD Family Futures	☐	☐ Willow Tree	☐
☐ HUD HomeSafe	☐	☐ Winter Shelter	☐
☐ HUD Horizons Youth	☐	☐ Winter Shelter (Inner City)	☐
☐ Ortiz Center	☐	☐ Youth Gang Prevention	☐
☐ Parent Child Development Services (PCDS)	☐		

Delete a User

☐ **Delete a ServicePoint User** ☐ Remove from Case Manager Drop-down.	Name of User
	Effective Date

Authorization

Signature	Phone	Date