

# Add/Edit/Delete Account in EvaluationWeb

## Instructions

This form is to be completed by the user and reviewed and approved by their supervisor.

Once the form is completed:

1. Fax a copy to the Minnesota Department of Health's (MDH) confidential fax:  
1-800-298-3775, attn. Tina Klein.
2. For new accounts, mail the original signed form to:  
Minnesota Department of Health  
STD/HIV/TB Section attn. Tina Klein  
625 Robert Street North, PO Box 64975  
St. Paul, Minnesota 55164-0975
3. Retain a copy of the form on file at your agency.

## For EvaluationWeb User

### Select action needed

- Add New Account
- Edit Existing Account
- Delete Existing Account

### User Identification Information

Agency Name	
Date Requested	
User's Name	
User's Full Legal Name (if different from name applicant uses)	
User's Job Title	
User's Phone Number	

## User Identification Information

User's Email	
<b>1<sup>st</sup> Security Question &amp; Answer:</b> Create your own security question and include your answer for identity authentication. (New or Edited Accounts Only)	
<b>2<sup>nd</sup> Security Question &amp; Answer:</b> Create your own security question and include your answer for identity authentication. (New or Edited Accounts Only)	
<b>User's Signature</b> (not required to delete an existing account if submitted by a supervisor)	
Supervisor's Name	
Supervisor's Signature	
Supervisor's Phone Number	

## Select User Access

Program Type*	Add Data Entry Permissions	Remove Data Entry Permissions	Add Reporting Access**	Remove Reporting Access Permissions
HIV Testing and Condom Distribution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Syringe Services Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Early Intervention Services (EIS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grantee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\*Select the programs you are funded for through MDH.

\*\*Reporting Access allows user to see all data entry for all users at their designated agency.

## For New Accounts:

All persons requesting access to EvaluationWeb must be E-Authenticated and identity-proofed via the CDC SAMS system. Instructions for the process can be found at [EvaluationWeb \(https://www.health.state.mn.us/diseases/hiv/partners/evalweb/index.html\)](https://www.health.state.mn.us/diseases/hiv/partners/evalweb/index.html).

If you have requested an account through SAMS and have not been contacted by the CDC within 10 business days, contact their help desk at [samshelp@cdc.gov](mailto:samshelp@cdc.gov) or 1-877-681-2901. If you continue to have difficulty, submit an EvaluationWeb help ticket via email: [health.cwpems@state.mn.us](mailto:health.cwpems@state.mn.us).

## For MDH Staff

### Verify staff review

1. MDH HIV Prevention Contract Manager – MDH HIV Prevention contract managers have the ability to view HIV testing and risk reduction intervention data and to run, create and save reports for all funded agencies for the purpose of monitoring performance. (MDH Use: User Level 8 – Jurisdiction)
2. MDH Administrator – MDH Administrators have the aforementioned permissions as well as the ability to unlock records, send out messages, add/edit/delete agencies, programs and interventions. This is the highest level of clearance possible at the department of health. (MDH Use: User Level 9 – Administrator with Data Transfer Reporting)

## MDH Internal Use Only

Forward to EvaluationWeb Administrator for Implementation:

Username:

Effective Date:

Minnesota Department of Health  
STD/HIV/TB Section  
625 Robert Street North  
PO Box 64975  
St. Paul, MN 55164-0975  
651-201-5000  
[health.cwpems@state.mn.us](mailto:health.cwpems@state.mn.us)  
[www.health.state.mn.us](http://www.health.state.mn.us)

11/4/2019

*To obtain this information in a different format, call: 651-201-5414. Printed on recycled paper*