

My User Configuration: Subfolder

“My user Configuration” is a folder and subfolders of viewable and updateable user’s profile information as well as an option to update/change login passwords.

Steps to Navigate to the “My User Configuration” Folder Menu

Step 1: Navigate to the Home Workspace*.

**To learn how to navigate to the Home and Client workspaces, see Chapter 2: Navigating in ClientTrack/General Navigation/Workspaces in the “HMIS Basic User 2025 Manual”.*

Step 2: Select the “My ClientTrack” secondary sidebar* menu option. A dropdown menu will appear under the “My ClientTrack” folder.

**For terminology regarding HMIS spaces, go to Chapter 1: HMIS Client Track Basics/General Navigation/General Page Anatomy and Page Terminology in the “HMIS Basic User 2025 Manual”.*

Step 3: Select “My User Configuration” secondary sidebar menu option. A dropdown menu will appear under the “My User Configuration” subfolder.

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Community Practice Collaborative - ESHC HMIS Programs

Welcome training trainer

Bulletin Board

HMIS Office Hours

training trainer

5/29/2024 8:21:00 AM

Please join us the 1st Thursday of every month from 2:30-3:30 pm for office hours.

Who is it for? Anybody who has ever had a question regarding HMIS, or who wants to be proactive in learning/confirming HMIS related skills.

Do I have to have a question or concern? ...

Read More

Current Program Enrollments

ProgramName	Cases	Clients
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CoC FL-510 Coordinated Entry	34	53

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My User Configuration