



Compass Access Request Form

Complete this form to create a new WIC staff account, change an existing staff account, or inactivate a WIC staff account. When completed, please email this form to COWICcompass@state.co.us. A State WIC staff member will contact you when your request has been fulfilled. Please allow three business days for updates to user access.

Why are you completing this form?

- Create new staff account.
- Change existing staff account information and/or access.
- Inactivate staff account. *Continue to Page 2.*

Effective Date:	
Full Name:	
Employee E-mail:	
Phone Number:	

Select all appropriate job types of the employee:		Director
		Supervisor/Manager
		Educator
		BF Peer Counselor
		Breastfeeding Coordinator
		High-risk Counselor
		LMS
		RN
		LARC
		Lactation Consultant
		Dietitian
		Admin. Asst/Program Asst/Receptionist
		Health Dept. Receptionist (Intake and schedule only)
	Other	

Credentials, if Applicable:	
Local Agency:	
Home Clinic:	
Supervisor Name:	
Supervisor Email:	
Comments:	

I, the new employee, agree to the Compass New User Terms and Conditions.

Supervisor Signature and Date	Employee Signature and Date

Removing Access to Compass

For removing an employee's access, please complete the following form.

Effective Date:

Full Name:

Employee E-mail:

Phone Number:

<input type="checkbox"/>	I confirm I've removed the employee's access to wichealth.org .
<input type="checkbox"/>	I confirm I've removed the employee's access to CIIS .

Supervisor Name:

Supervisor Email:

Supervisor Signature and Date