



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 .
<input type="checkbox"/>	Please mark here if this employee had access to WRS and that access needs to be deactivated by the Help Desk.

Supervisor Name:

Supervisor Email:

Supervisor Signature and Date