



# How To Request Assessor Access

## How to become a Coordinated Entry Assessor Guide

### Requesting Assessor Access

1. Users must have a Clarity account and must have completed the required Clarity General Training & King County HMIS Privacy Training before being able to request Assessor Access.
  - a. *If a new user account is needed, the Agency's HMIS Lead must email Bitfocus requesting new HMIS User Access.*
2. The user must complete the required [King County: Coordinated Entry Training](#).
3. The Agency's CE Trainer\* will email Bitfocus requesting Assessor Access once Coordinated Entry training is completed.
4. Bitfocus will provide ACT training information and the New Assessor Request Form
5. Once training has been completed and the CE Trainer has submitted the New Assessor Request Form, assessor access will be provided by Bitfocus.
6. Bitfocus will send a confirmation email to both the Trainer and Assessor.

### Assessor Credential Training

- ACT trainings are live trainings provided virtually on a monthly basis.
  - You can register [here](#)
- Each Assessor has 90 days to attend training
  - *Note: Bitfocus will email a reminder to users at day 30*
- If Assessors do not complete the ACT training in 90 days, access is revoked

## How to become a Coordinated Entry Trainer\* Guide

### All prospective CE Trainers must register

- Complete CE Assessor training (*outlined above*)
- Email Bitfocus to obtain a CE Trainer Registration Form

For assistance or questions please contact [kcsupport@bitfocus.com](mailto:kcsupport@bitfocus.com)

\*formerly known as Coordinated Entry Liaison