

# NC HMIS COMPLETING PRIVACY QUESTIONNAIRE

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If you have taken Privacy and Confidentiality Training Live with Barb Ritter during the Roadmap to Training week, or one of the Live Webinars, follow the instructions below to access and complete your Privacy Certification Questionnaire.

## STEPS FOR COMPLETING THE PRIVACY QUESTIONNAIRE:

1. Go to [www.nchmis.org](http://www.nchmis.org)
2. **Register for a New User Account:** If you need help understanding how to register for an account, view our [Certification Site Orientation](#) training. For CoC, select the primary CoC in North Carolina that you work in.
3. **Once you Register and Confirm Your New Account, Login:** After registering for your new user account, you will need to confirm your registration through a confirmation email sent to the account you registered under.
4. **Select the Privacy Training from the Orange Menu on the Left:** You do so by going to *Training Categories > Privacy and Confidentiality Training > Privacy and Confidentiality*
5. **Click on the Privacy Confidentiality Training Video Text** in the grey header section near the bottom of the page. Click the **Start Link** next to the green arrow.
6. Click **Next Step** in the grey section header if you have already completed the session live and wish to move right to the questionnaire itself. If you would like to watch the video again to review privacy, feel free.
7. **Download your Privacy Certificate** if you pass, print a copy off for yourself and one for your local Agency Administrator. Your local Agency Administrator should place a copy of the certificate in the agency's HMIS binder for audit purposes.