

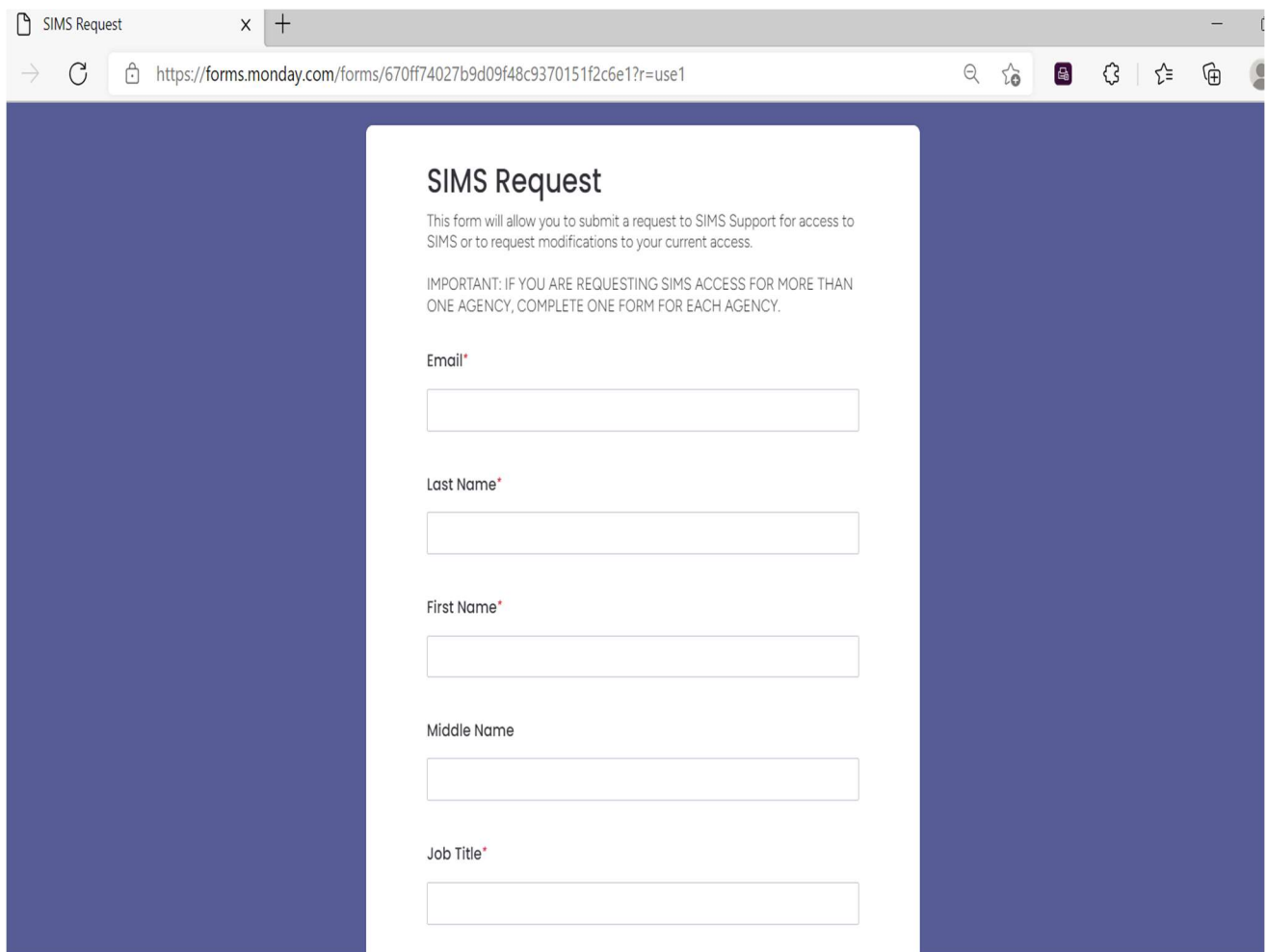
SIMS Provider Account Setup Guide

1. Click the link to get started: [SIMS New User Signup – click here](#)

2. You will be directed to the following page:

<https://forms.monday.com/forms/670ff74027b9d09f48c9370151f2c6e1?r=use1>

Fill Out all Required Information shown in the form below:

3. 

The screenshot shows a browser window with the URL <https://forms.monday.com/forms/670ff74027b9d09f48c9370151f2c6e1?r=use1>. The form is titled "SIMS Request" and includes the following text:

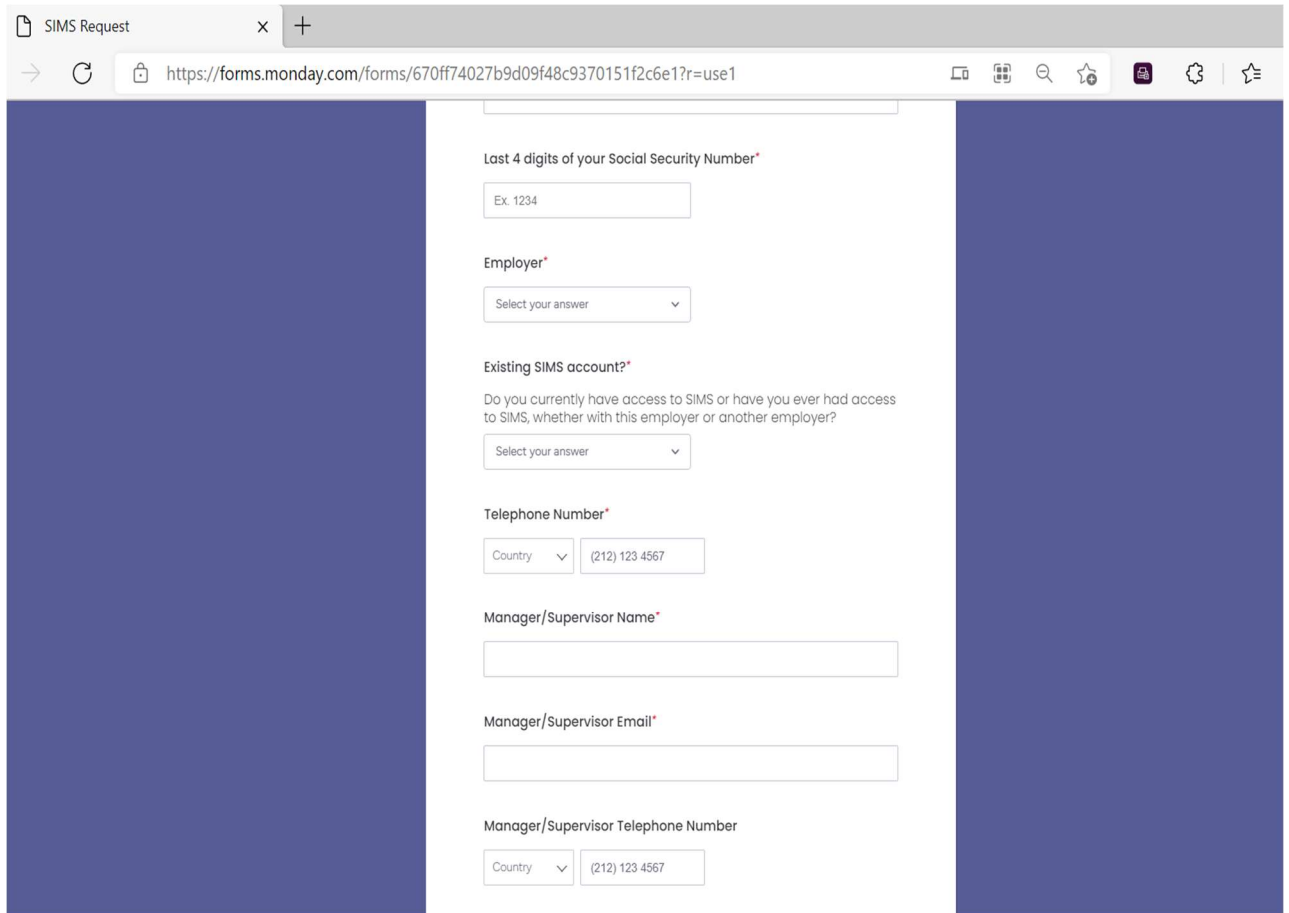
This form will allow you to submit a request to SIMS Support for access to SIMS or to request modifications to your current access.

IMPORTANT: IF YOU ARE REQUESTING SIMS ACCESS FOR MORE THAN ONE AGENCY, COMPLETE ONE FORM FOR EACH AGENCY.

The form contains the following input fields:

- Email*
- Last Name*
- First Name*
- Middle Name
- Job Title*

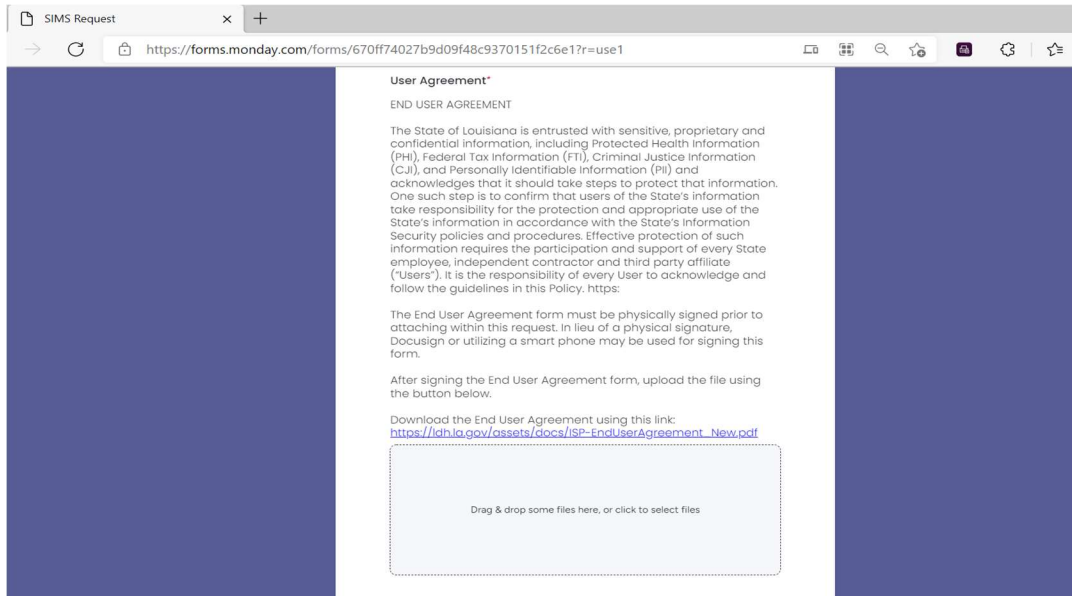
Complete additional information listed in the form below:

4. 

The screenshot shows a web browser window with the following form fields:

- Last 4 digits of your Social Security Number***: Input field with placeholder "Ex. 1234".
- Employer***: Dropdown menu with "Select your answer" and a downward arrow.
- Existing SIMS account?***: Text "Do you currently have access to SIMS or have you ever had access to SIMS, whether with this employer or another employer?" followed by a dropdown menu with "Select your answer" and a downward arrow.
- Telephone Number***: Two input fields: "Country" with a dropdown arrow and "(212) 123 4567".
- Manager/Supervisor Name***: Input field.
- Manager/Supervisor Email***: Input field.
- Manager/Supervisor Telephone Number**: Two input fields: "Country" with a dropdown arrow and "(212) 123 4567".

Once complete, you will come to the “End User Agreement and Cyber Security” forms. All users must read, sign, and submit a copy of the forms to complete the onboarding process.



User Agreement*

END USER AGREEMENT

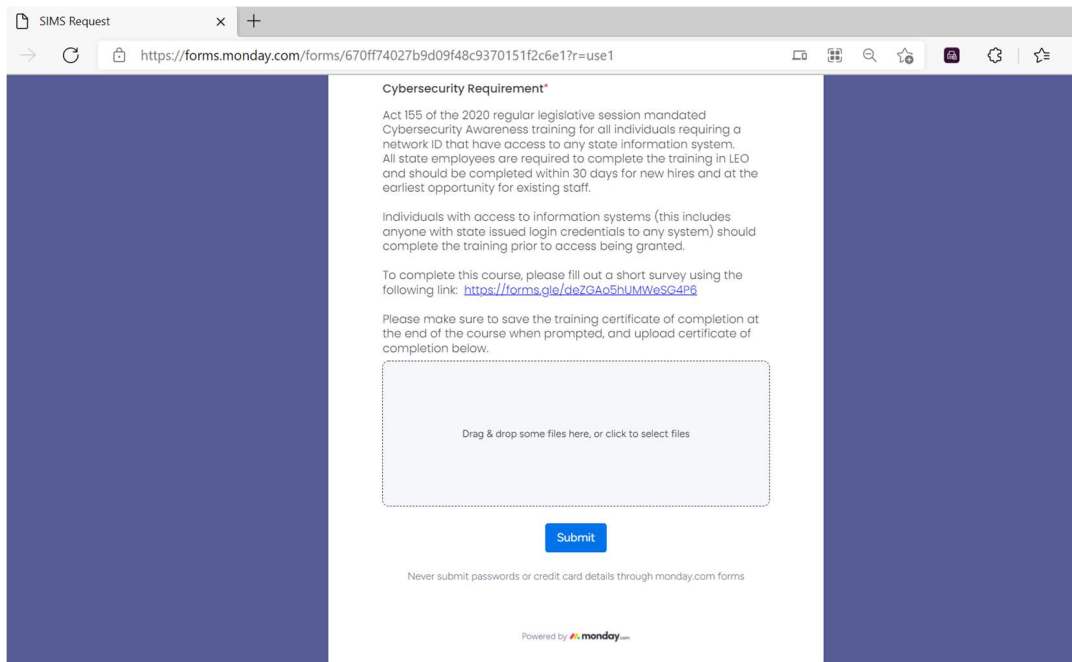
The State of Louisiana is entrusted with sensitive, proprietary and confidential information, including Protected Health Information (PHI), Federal Tax Information (FTI), Criminal Justice Information (CJI), and Personally Identifiable Information (PII) and acknowledges that it should take steps to protect that information. One such step is to confirm that users of the State's information take responsibility for the protection and appropriate use of the State's information in accordance with the State's Information Security policies and procedures. Effective protection of such information requires the participation and support of every State employee, independent contractor and third party affiliate ("Users"). It is the responsibility of every User to acknowledge and follow the guidelines in this Policy. https://doh.la.gov/assets/docs/ISP-EndUserAgreement_New.pdf

The End User Agreement form must be physically signed prior to attaching within this request. In lieu of a physical signature, DocuSign or utilizing a smart phone may be used for signing this form.

After signing the End User Agreement form, upload the file using the button below.

Download the End User Agreement using this link: https://doh.la.gov/assets/docs/ISP-EndUserAgreement_New.pdf

Drag & drop some files here, or click to select files



Cybersecurity Requirement*

Cybersecurity Requirement*

Act 155 of the 2020 regular legislative session mandated Cybersecurity Awareness training for all individuals requiring a network ID that have access to any state information system. All state employees are required to complete the training in LEO and should be completed within 30 days for new hires and at the earliest opportunity for existing staff.

Individuals with access to information systems (this includes anyone with state issued login credentials to any system) should complete the training prior to access being granted.


To complete this course, please fill out a short survey using the following link: <https://forms.gle/dzGAc5HUMWtSG4P6>

Please make sure to save the training certificate of completion at the end of the course when prompted, and upload certificate of completion below.

Drag & drop some files here, or click to select files

Submit

Never submit passwords or credit card details through monday.com forms

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5.

6. Click the “Blue” Submit button at the end to complete the sign up process. Users will receive a notification message, letting them know their form has been submitted.