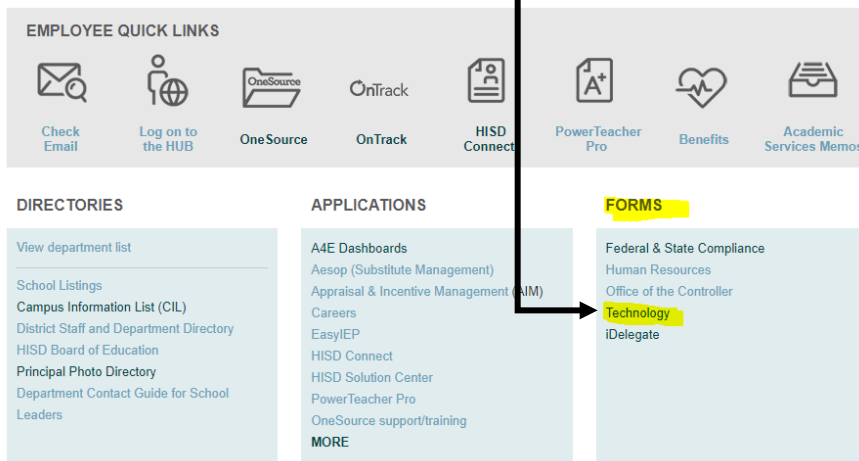


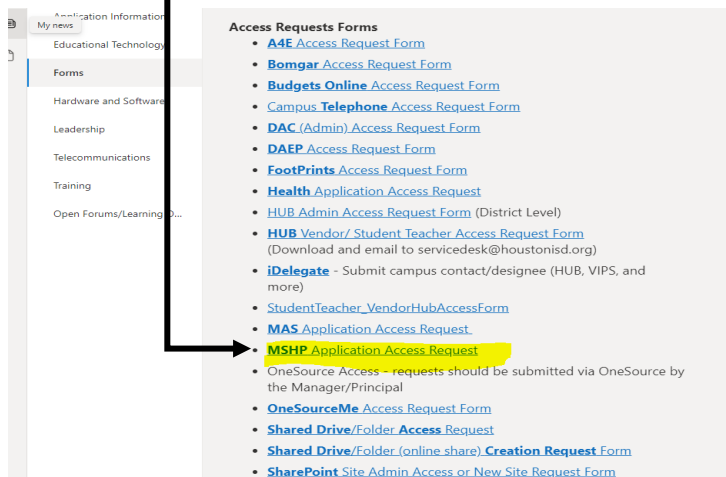
# How to Request Access to the Membership Reporting Application

Login on the HISD Employee Portal

Under Forms > Click Technology



Scroll down to MSHP and Click



This form will open >

Type Last Name, First Name > Type Principals Name > Click Grant Access

> Level of Access > Choose MEMBERSHIPS CAMPUS > Click Submit

The screenshot shows the 'Membership Reporting | Access Request Form' from HISD Information Technology. The form has the following fields and options:

- Name \***: Text input field for the requester's name.
- Principal/Manager to approve this request \***: Text input field for the approver's name.
- Who needs access to this application? (Enter Last Name, First Name or Enter Username)**: Text input field for the user being granted access.
- Request \***: Radio buttons for  GRANT ACCESS and  REMOVE ACCESS.
- Level of access \***: A dropdown menu with three options: MEMBERSHIPS CAMPUS (MSHP) - Campus Use (highlighted), MEMBERSHIPS REPORTS (MSHP) - SSO/CSO Use, and MEMBERSHIPS ADMIN (MSHP) - FSC Staff Only.
- Notes**: A text area for additional information.
- Submit**: An orange button at the bottom right, circled in black.
- Cancel**: A light blue button at the bottom left.