

How to Start

1. Create a folder on your desktop (or other convenient location) called "HousingWorks"
2. Download this file: <http://www.infoweb.org/Advocate/Advo-Files.zip>
3. Locate the file you just downloaded – it is called "Advo-Files.zip" Unzip (uncompress) all the contents inside of it and place all the results in a folder called "HousingWorks". Call or email John at 617 304-9961 if you need help with this. If you get voicemail, remember to leave your phone number and full name!
4. Open file called ____ 02 Sign and Send This Advocate Participation Contract, sign and send to HousingWorks
5. Go to www.housingworks.net
6. Enter your username and password.
 - a. Your username is your email address.
 - b. Your password is the first one in the document called "____ 03 The Four Slogans" that John will have emailed to you AFTER your training. Place this file in your HousingWorks folder. If you don't find this, email support@housingworks.net and ask us to send you the "Password Document"
7. Click "Advocate Dashboard".
8. Enter the SSNs for ALL your clients, to see which of them are already in the system (If a client doesn't have a SSN, enter their last name and birthdate). WHY: This can save you many hours of wasted work. If any of your clients are already in the system, enter "hw1" or their Mother's Maiden Name to pull their data into your Advocate Dashboard. Call HWs if you get stuck 617-304-9961. If your clients are in the system, then interview them (by phone or in person) to update the information that is in the system.
9. If your clients are NOT in the system, you'll need to enter their info. Use our OS-DC forms ("One Stop Data Collection Forms"). You will find these in the HousingWorks folder if you did steps 2 and 3) to collect the data; We provide a typeable version and a hand-writable version, and we provide them in English and Spanish. Using our forms are better because the questions on the paper form are in the same order as the questions on the web form.
10. Don't go to housingworks.net to enter a new client's data unless the OS-DC *Data Collection Form* is COMPLETE!

