

## MHFA Coordinator-Level Access: Information & Authorization Form

Coordinator-Level access allows a designated individual to “act as” other certified instructors; this includes being able to add other instructors’ upcoming courses, manage participants lists and evaluation feedback input, and download aggregate data reports. Coordinators can be MHFA instructors themselves, or others who aren’t instructors but who serve in a coordinator role. For those who are coordinators only, we will need additional information so that we can set up their profile on the website.

Please complete this form, with applicable signatures, and send back to the attention of Susie Morrison via email at [SusieM@thenationalcouncil.org](mailto:SusieM@thenationalcouncil.org) or via fax at (202) 386.9391.

COORDINATOR INFORMATION		
<b>Name:</b>		
<b>Profile Type:</b>	<input type="checkbox"/> Current MHFA instructor	<input type="checkbox"/> Coordinator Only
<i>If you marked Coordinator Only, please complete additional fields below.</i>		
<b>Organization:</b>		
<b>Title:</b>		
<b>Address:</b> (include the city, state, & zip)		
<b>Email Address:</b>		

Please list below the names of all of the instructors who the coordinator (listed above) can “act as”, and have each instructor sign next to their name. By signing below, each instructor is agreeing to allow the coordinator listed above to “act as” your instructor profile, and have access to your course information and evaluation data.

INSTRUCTOR NAME	SIGNATURE