

**Area:** Management Systems

**Subject:** MS31 – HSES Access

**Reference:**

**Policy:** Head Start Enterprise System Users

**Procedure:** Only authorized users will access Head Start Enterprise Systems

1. Directors will notify Planning & Information Management (PIM) by email (pim@stancoe.org) when a user needs to be added to a Head Start Enterprise System (RHS/EHS or MSHS/EMSHS). Child/Family Services Planning Coordinator will provide the new user with the password and update the CFS Head Start Enterprise System Authorized Users List.
2. If a user of the Head Start Enterprise System terminates their employment with Stanislaus County Office of Education, the supervisor will notify Planning & Information Management by email ([pim@stancoe.org](mailto:pim@stancoe.org)) no later than the last day of employment.
3. Child/Family Services Planning Coordinator will change the password to the Head Start Enterprise System and notify all staff on the CFS Head Start Enterprise Authorized Users List of the new password.

**Supervised by:** Coordinator of Early Childhood Programs

**Performed by:** Child/Family Services Child Care Planning Coordinator

**Forms needed:** N/A

**Frequency:** As needed