



## DECRS Online Access Application

Family Service Coordinator

(Access to the DECRS system is limited to enrolled professionals who meet the requirements as established by Birth to Three - Administration.)

### User Information – PLEASE PRINT

- New User Information**
- Change of Information** - Please indicate the type of change:       **Delete Access\***       **Modify Access**

**User First Name & Last Name** \_\_\_\_\_

**Email:** Must be unique to each individual user and login account in Delaware Birth to Three \_\_\_\_\_

**Phone** (        ) \_\_\_\_\_ EXT \_\_\_\_\_

Please enter a User ID, Security Question and Answer and a four-digit PIN number. The User's ID or email address may not be duplicated. Please submit a second choice for a User ID in the event the first User ID listed is not available. The Security Question and Answer and last PIN number is used for user identification/verification and will be required when contacting Birth to Three - Administration for user access. Neither the Security Answer nor the PIN will be used for initial password set-up.

**User ID** 1) \_\_\_\_\_ 2) \_\_\_\_\_

- Security Question (Please choose 1):**  **What is your mother's maiden name?**
- What was the name of your first pet?**
- What is the name of the street where you grew up?**

**Answer to Security Question** \_\_\_\_\_

**PIN (4 digits)** \_\_\_\_\_

*\* Deleting Online Access does not end the User's enrollment Birth to Three - Administration.*

### User Regional Access

Please select a single Region: (If requesting access to both regions, a separate form must be filled out a different username must be used.)

<input type="checkbox"/> Region 1 – New Castle	<input type="checkbox"/> Region 2 – Kent / Sussex
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**User Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Administrator Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

The date the information is received and processed at Birth to Three - Administration office will determine the effective date of online access. An email will be sent to the user's email address with further directions on how to access the system. **Please keep a copy of the form for your records.**

Please complete this Application and mail, fax or email to:

Birth to Three Early Intervention Program – Administration  
 Attn: Part C Data Manager  
 410 Federal Street, Suite 7  
 Dover, DE 19901

[Email: DHSS\\_DPH\\_BirthtoThree@Delaware.Gov](mailto:DHSS_DPH_BirthtoThree@Delaware.Gov)  
[Phone: 302-739-2730](tel:302-739-2730); [Fax 302-622-4141](tel:302-622-4141)