Hennepin Housing Key: Request Provider Access

Last update 11/21/2017

Hennepin Housing Key is an interactive, online system where you can find housing that comes with client-focused services. This search site provides accurate and up-to-date housing openings and new developments for clients with special housing needs who may be homeless or facing homelessness.

This guide provides instructions for housing providers, who already have client advocate access to the housing inventory of Hennepin Housing Key, to request provider access.

Levels of Access

- **Client advocate:** You can browse, search, and read information about housing with services. This is the default level of access with a Hennepin County Online Services account.
- **Provider:** You can browse, search, and read information about housing with services, and you can update information about your own housing programs. This level of access requires additional setup.

Request Provider Access

Step 1. Go to [https://housingkey.hennepin.us/HousingKey/](https://housingkey.hennepin.us/HousingKey/) and log on to Hennepin Housing Key.
Step 2. On the left navigation bar, click **Request Housing Provider access**.

Step 3. On the Request Access page, **answer two short questions** to verify that you need provider access — only the people responsible for updating program information need access.
Step 4. **Enter the required information.** An asterisk (*) indicates what information is required to submit the form. When all required fields have been filled out, the Request Access button will appear.

Click **Request Access.**
Step 5. The Hennepin Housing Key administrator reviews your request and sends you an e-mail approving or denying your request within five business days. Once your provider access is approved, your programs are displayed on the home page, so you can easily update your program information.

E-mail approving request

* Hennepin County Housing Key - Request Approved

Your request is approved

Your request for access to the Hennepin County Housing Key application has been approved. You may use Housing Key by visiting https://housingkey.hennepin.us/HousingKey/

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E-mail denying request

* Hennepin County Housing Key - Request Denied

Your request is denied

Your request for access to the Hennepin County Housing Key application has been denied. If you have any questions or concerns, please contact the Housing Key administrator at HousingKey@hennepin.us

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Step 6: Go to Hennepin Housing Key. Log on as you did before.