

Hennepin Housing Key: Request Provider Access

Last update 2/3/2020

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.

You must have one of the following before requesting provider access to Hennepin Housing Key:

- Current signed Housing Support Agreement with Hennepin County
- Executed signed contract with Hennepin County

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/>, and log on to Hennepin Housing Key.

Step 2. On the left navigation bar, click **Request Housing Provider access**.

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Hennepin Housing Key > Advocate

Welcome to the Hennepin Housing Key application

Unlock the door to housing with services.

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

Browse
Browse for programs/facilities by housing type. [Learn more about](#)

Search
Search for programs/facilities and agencies/organizations by

Affordable Housing
To locate affordable housing options (i.e Section 8, Section

Hennepin Housing Key
Housing inventory
Search
Contact
Help
Request Housing Provider access
Glossary
Sign out

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.

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Request housing key provider access

Answer some questions about yourself so we can verify your account.

I work for an organization that provides housing opportunities.

Yes
 No

I am responsible for tracking and reporting vacancies for one or more housing opportunities.

Yes
 No

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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**.

- Hennepin Housing Key
- Housing inventory
- Search
- Contact
- Help
- Request Housing Provider access
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- Sign out

Organization *

Housing Test - GRH demo

If your organization is not listed, please submit this Housing Key form to have your organization added to the Housing Key. [Adobe Form](#)

Select program(s) *

Great Residential LLC

If your program is not listed, please submit this Housing Key form to have your program added to the Housing Key. [Adobe Form](#)

Verify your personal details.

First Name
Housing

Last Name
ADFSTest4

Email Address
SpecHouse4@mailinator.com

Note: if this is not a work email address, we will not be able to approve your request. [You can update your account here.](#)

Phone Number *

(612) 348-4111

Contact type *

Referral Contact

Additional Contact

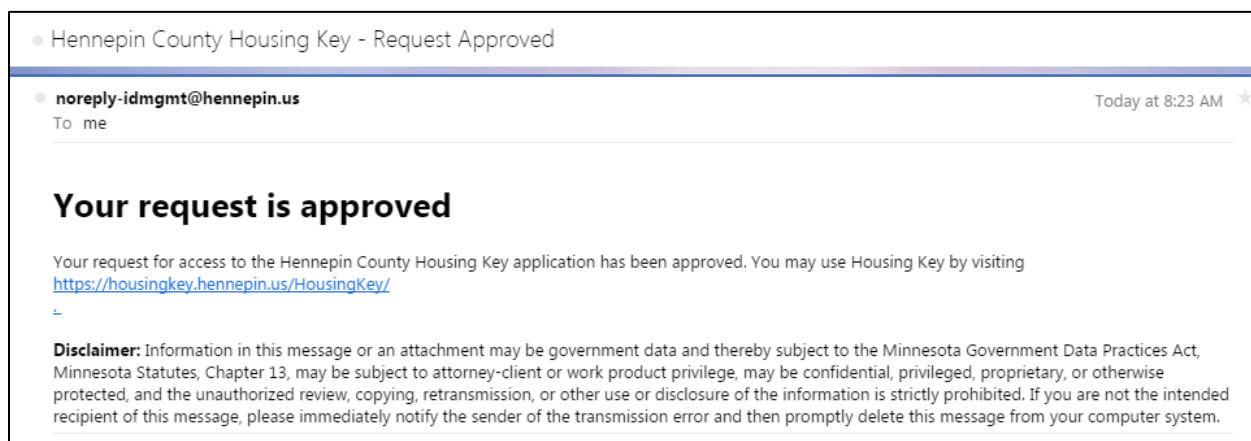
Request Access

I understand that programs must comply with the Fair Housing Act, Americans with Disabilities Act, Minnesota Human Rights Act, and other applicable anti-discrimination, fair housing, human rights policies, rules, regulations, ordinances, and orders.

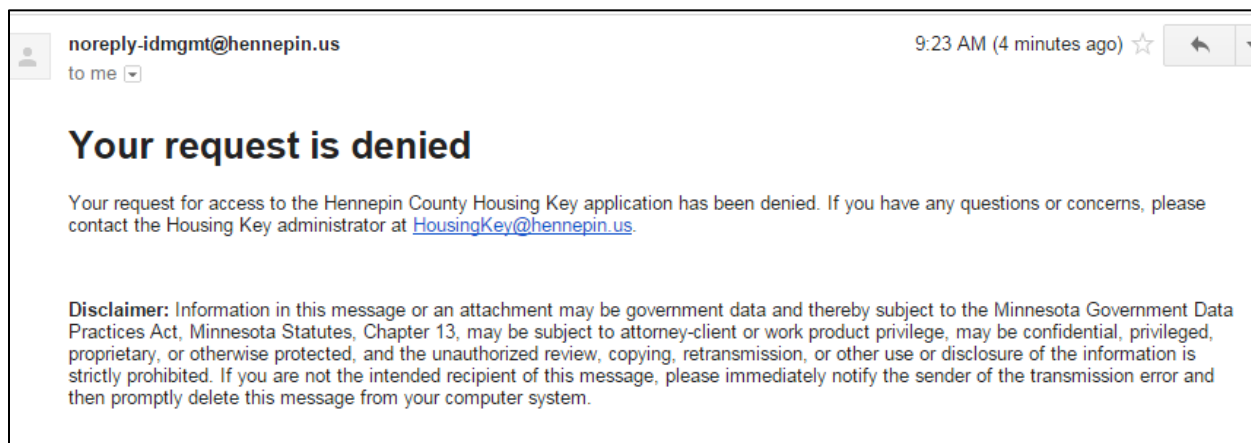
[Request Access](#)

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



E-mail denying request



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