

# DFSS Bed Reporting Directions

## To Submit Bed Report

Log in to : <https://webapps1.chicago.gov/shelterbedreporting/>

### Log Bed Counts Between

12am and 2am | 8am and 10am | 4pm and 6pm

- Log in with your credentials
- Chose **Site** you are reporting for
- Enter **available** beds, and any relevant notes to availability.
- Successful entry will create a **green** box, **red** if fail.

## My Delegate Agency - Home

Welcome to the Shelter Bed Reporting - Delegate Agency home page

Select the Site to update, then type in the current available beds for specific shifts. Click Save Changes button to save the changes.

### Cornerstone Community Outreach

Site Name	Address	Population	Max Bed Capacity
Hannah	4628 N Clifton Ave	Families	55

No changes were applied to this site. Last updated by Andrew Winter on 05/07/2025 04:00 PM

<b>Available Beds Report 1 (between 12am-2am)*</b> <input type="text"/> Notes test	<b>Available Beds Report 2 (between 8am-10am)*</b> <input type="text"/> Notes test	<b>Available Beds Report 3 (between 4pm-6pm)*</b> 55 Notes test
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Reset Save Changes

## My Delegate Agency - Home

Example of Success

Welcome to the Shelter Bed Reporting - Delegate Agency home page

Select the Site to update, then type in the current available beds for specific shifts. Click Save Changes button to save the changes.

### Cornerstone Community Outreach

Site Name	Address	Population	Max Bed Capacity
Hannah	4628 N Clifton Ave	Families	55

Last updated by admin on 05/07/2025 11:17 AM

<b>Available Beds Report 1 (between 12am-2am)*</b> <input type="text"/> Notes test	<b>Available Beds Report 2 (between 8am-10am)*</b> <input type="text"/> Notes test	<b>Available Beds Report 3 (between 4pm-6pm)*</b> 55 Available Beds Report 3 cannot be updated due to system restrictions Notes test
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Update of available beds is restricted to the first 2 hours of each shift

Reset Save Changes

Example of FAIL

# DFSS Bed Reporting Directions

## To Sign UP

Go to: <https://webapps1.chicago.gov/shelterbedreporting/>

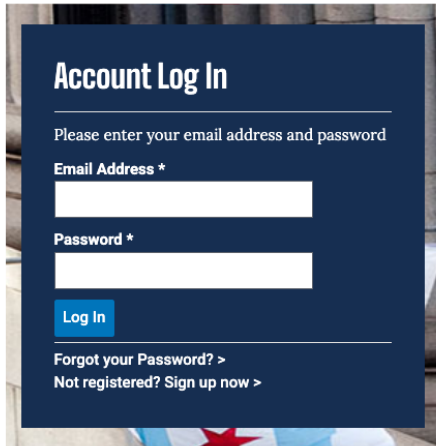
**Click "Not Registered? Sign Up Now"**



Select Language ▼

Required fields marked with a \*

HOME REGISTRATION DFSS HOMELESS SERVICES ↗



## Welcome to the Chicago Department of Family & Support Services - Shelter Bed Reporting Website

Click on the [Registration link](#) to register. Once registered, your Delegate Agency's primary user will need to approve your registration. They will be receiving an email notifying them of the new registration request.

Upon approval of your registration, you should be able to [log in](#) to this website where you can update the available beds for Sites/Shelters that your delegate agency manages.

For any questions or problems during registration or if you are having any trouble logging in, please email [dfss-homeless@cityofchicago.org](mailto:dfss-homeless@cityofchicago.org) or call 312.743.1471. We will get back to you as soon as possible.

**Fill in your info and click NEXT**



Select Language ▼

Required fields marked with a \*

HOME REGISTRATION DFSS HOMELESS SERVICES ↗

## Registration

1 User Details — 2 Delegate Agency Information — 3 Summary

First Name \*

Last Name \*

User ID/Email Address \*

Confirm User ID/Email Address \*

Password \* ?

Confirm Password \* ?

Phone Number \* ?

By checking this box, I, the registrant certify that I am an authorized representative of the delegate agency that I am registering under \*

Cancel Next >

Enter Cornerstone Community Outreach in Name of Delegate Agency , click SEARCH

## Registration

1 User Details — 2 Delegate Agency Information — 3 Summary

Enter the name of the delegate agency below. You can enter a partial name to search. For example, ABC in 'Name of Delegate Agency' will return ABC Agency, My ABC Chicago, and Chicago ABC Care.

Name of Delegate Agency

Matching Organization should show below, the click NEXT

## Registration

1 User Details — 2 Delegate Agency Information — 3 Summary

Enter the name of the delegate agency below. You can enter a partial name to search. For example, ABC in 'Name of Delegate Agency' will return ABC Agency, My ABC Chicago, and Chicago ABC Care.

Name of Delegate Agency

### Matching organizations

Please select one of the matching delegate agencies below.

<input checked="" type="radio"/> <b>Cornerstone Community Outreach</b>
<b>Admin Address:</b> 4628 North Clifton Avenue, Chicago, IL 60640 <b>Phone Number:</b> (773) 271-8163

Andrew Winter will show as Registered User, if multiple, only select Andrew, click NEXT

HOME REGISTRATION DFSS HOMELESS SERVICES [↗](#)

## Registration

1 User Details — 2 Delegate Agency Information — 3 Summary

### Registered Users Found

Our records show that your organization has one or more active users registered with the Shelter Bed Reporting Website. Please select one of the following users who will approve your registration and add your user id to the agency's profile.

**Andrew Winter - awinter@ccolife.org - (773) 858-0497**

Final Action Screen will show as below, click Confirm.

HOME REGISTRATION DFSS HOMELESS SERVICES

# Registration

1 User Details — 2 Delegate Agency Information — 3 Summary

Please review the information below to complete your registration

## User Details

Name:	CCO Info
Email Address:	info@ccolife.org
Phone:	(773) 506-6396
Name of Delegate Agency:	Cornerstone Community Outreach
Admin Address:	4628 North Clifton Avenue, Chicago, IL 60640
Agency Phone Number:	(773) 271-8163
Agency Contact/Approver:	Andrew Winter - awinter@ccolife.org - (773) 858-0497

Select "Confirm" to complete your registration.

Cancel < Previous Confirm

Once Confirmed, you'll receive the below screen.

DFSS SHELTER BED REPORTING Select Language

Required fields marked with a \*

HOME REGISTRATION DFSS HOMELESS SERVICES

# Registration

## Registration complete

You have applied for an account with the DFSS Shelter Bed Reporting Website as a representative of **Cornerstone Community Outreach**. Your account application must be approved by **Andrew Winter**, for **Cornerstone Community Outreach**. You will receive an e-mail confirmation when your account application is approved.

The last step will be for me to Approve your registration, looks like this on my end

DFSS SHELTER BED REPORTING Select Language

Required fields marked with a \*

HOME USER MANAGEMENT DFSS HOMELESS SERVICES MY PROFILE LOG OUT

# User Management

Your delegate agency may have multiple users. Registrations for new user accounts must be approved by you or another authorized user before the new user can login.

## Pending Registrations

Click "Approve" or "Deny". Upon approval, the user moves to the "Approved Users" list.

	User ID/ Email	Name	Registration Date	Email	Telephone	Actions
1	info@ccolife.org	CCO Info	05/07/2025	info@ccolife.org	(773) 506-6396	Approve Deny