CSEF System
User Access Request for Government Schools

Please complete all details. Principal must authorise the request (details and signature below) and email scanned copy to csef@edumail.vic.gov.au

Once set up, a confirmation email will be sent to the User.

PLEASE NOTE:

- YOU ONLY NEED TO SUBMIT THIS FORM if there is no-one at your school who currently has School Approver access to CSEF.

- Users with CSEF School Approver role can add School Administrator or School Approver roles and delete users at their school within the CSEF system. (Administration > Maintain Role Assignments) without having to submit this form.

- A single User can administer CSEF for more than one school (no need to have multiple User Ids).

Date Requested: _____

VRQA School Number: _____

School Name: _____

School Address: _____

Role: **School Approver:** ☐   **School Administrator:** ☐

'School Approver' access gives the user the ability to **endorse** applications and **maintain CSEF** access for other users at the school.
'School Administrator' access gives the user the ability to **add** and **update** applications.

User Details Gov: _____
(eduMail login ID)

Name: _____
Email: _____
Phone: _____

Are you already set up at another school to use the CSEF Web System?   Yes ☐   No ☐

If yes, please provide other School Name and Number: _____

Does the above access (other school) need to be retained?   Yes ☐   No ☐

Principal Details: Name: _____

Email: _____

Signature: _____

Department Use Only			
Date Received	**Date Actioned**	**By Whom**	**User Notified**