**CSEF System**

**User Access Request for Non-Government Schools**

**PLEASE NOTE:**

New Users at Non-Government Schools require an eduPass account to be created **BEFORE** submitting this form. Instructions are at: [edupass.education.vic.gov.au/community/welcome/](https://edupass.education.vic.gov.au/community/welcome/)

* Please enter all mandatory fields and the name of the school that you require access.
* A single User can administer CSEF for more than one school. You do not need to have multiple User Ids.

Once set up, the user will get two emails:

* The first email will be sent providing the eduPass ID with a temporary password. Activate your account within 30 days and update your password.
* The second email will be sent confirming access to the CSEF has been accepted. The eduPass account is now created and ready to use. It will not yet have access to the CSEF system.

Once the eduPass account is set up, complete this form and email scanned copy to [csef@edumail.vic.gov.au](mailto:csef@edumail.vic.gov.au). The Principal must authorise this request (details and signature below)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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.*  ***‘School Administrator’*** *access gives the user the ability to* ***add*** *and* ***update*** *applications****.***  **User Details Non-Government school:**   |  |  | | --- | --- | | **Name:** |  | | **Email:** |  | | **Phone:** |  | | **eduPass ID:** |  | | | | | | | | | | | |
|  | | | | | | | | | | |
| 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** |
|  |  |  |  |