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/

- 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.   The Principal must authorise this request (details and signature

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**

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