**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).

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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 and **maintain** **CSEF** access for other users at the school.**‘School Administrator’** access gives the user the ability to **add** and **update** applications**.** |
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| **Gov ID:** |  |  |
|  |  |  |   |  |  |  |
|  | **Name:** |  |  |
|  | **Email:** |  |  |
|  | **Phone:** |  |  |

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|  |
| 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: |  |  |

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