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

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

**PLEASE NOTE:**

* New Users at Non-Government Schools require an eduPass account to be created **BEFORE** submitting this form. Instructions are at: <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 (no need to have multiple User Ids).

Once set up, the user will receive 3 emails:

* A generic first email will be sent from IMTD indicating the eduPass ID with a **temporary password**. Please activate your account within 30 days and update your password.
* A second generic email will be sent from IMTD indicating access to CSEF has been accepted. **Email the CSEF Access Form** with your eduPassID login details upon receipt of this second email to [csef@education.vic.gov.au](mailto:csef@education.vic.gov.au). Access will be given once this form is received.
* A third confirmation email will be sent from CSEF indicating that CSEF access has been granted. If you do not receive the third email, CSEF access has not be set up. Please make contact via email [csef@education.vic.gov.au](mailto:csef@education.vic.gov.au)

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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-Gov:**   |  |  |  | | --- | --- | --- | | **Name:** |  |  | | **Email:** |  |  | | **Phone:** |  |  | | | | | | | | | | | |
|  | | | | | | | | | | |
| |  |  |  |  | | --- | --- | --- | --- | | **Non-Gov 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: | |  | | | | | |  | | |

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