

EMA / SSB Authorised User Access Request (Schools)

Please complete all details, Principal must authorise the request (details and signature below) and fax to **03 9637 2636**.

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

NOTE that users in the EMA School Approver role can add and delete users in the School Administrator role at their school within the EMA system without having to submit this form.

Date Requested: _____

School Number: _____

School Name: _____

School Type: Government **OR** Non Government (*)

Role: School Approver This access gives the user the ability to **endorse** and **authorise** applications, and maintain School Administrator users at their school

School Administrator This access gives the user the ability to **add** and **modify** applications

School Start Bonus (Vouchers) access required: This access gives the user the ability to **print School Start Bonus vouchers**

User Details: User ID: _____
(Edumail Login ID for Government Schools **OR** Eduweb Login ID for Non Government Schools **OR** second account access (*))
 Name: _____
 Email: _____
 Phone: _____

Are you already set up at another school to use the EMA 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: _____
 Phone: _____
 Signature: _____

Department Use Only			
Date Received	Date Actioned	By Whom	User Notified

(*) New Users at Non Government Schools require an Eduweb Login to be created **BEFORE** submitting this form. Instructions are at <http://www.education.vic.gov.au/management/financial/ema>. Select "Forms" at the left, then select "Creating a new Eduweb Account" (bottom of page).