

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 and Principal.

Date Requested: _____

School Number: _____

School Name: _____

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

Request Type: Admin Access This access gives the user the ability to **add and modify** applications only

Authorise Access This access gives the user the ability to **add, modify, endorse and authorise** applications

Delete Access This is used when an employee has **left the school** **OR** the employee **no longer requires access**

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? (If yes, you will need to create a new Eduweb account (*)) 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 "Documents and Forms" at the left, then select "Creating a new Eduweb Account" (bottom of page).