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.

PLEASE NOTE:
- YOU ONLY NEED TO SUBMIT THIS FORM if there is no one at your School who currently has School Approver access to EMA.
- Users in the EMA School Approver role can add and delete users in the School Administrator or School Approver role at their school within the EMA system (Administration > Maintain Role Assignments) without having to submit this form.
- A single User can administer EMA/SSB for more than one School (no need to have multiple User IDs).

School Start Bonus (SSB) administration is included in the EMA system. Users with access to EMA will automatically have access to SSB functions.

Date Requested: ____________________________
School Number: ____________________________
School Name: ____________________________

Role: 
- School Approver: [ ] 
- School Administrator: [ ]

School Approver’ access gives the user the ability to endorse and authorise applications, and maintain EMA access for other users at the school. 
If you also require access to add applications, go to Administration > Maintain Role Assignments and add yourself as a ‘School Administrator’.

User Details:  
User ID: ____________________________
(Edumail Login ID for Government Schools OR Eduweb Login ID for Non Government Schools(*))
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: ____________________________

(*) 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).

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