



ADD A NEW ADMIN NETWORK USER ACCOUNT



Requesting School:

Requester's Name:

Requester's Job Title:

Requester's e-mail address:

New Users Details

Name:

Job Title:

Select applications to allow access to:

E-mail account / Outlook

Access to WP folder

Please note that access to SIMS modules should be granted by your school System Manager once the new account has been created.

DATE

HEAD - TEACHER SIGNED

PLEASE PRINT NAME