



## ADD A NEW ADMIN NETWORK USER ACCOUNT

Requesting School:

Requester's Name:

Requester's Job Title:

Requester's e-mail address:

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### New Users Details

Name:

Job Title:

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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

SIGNED

Please return by Fax to ITASS 020 8430 6842