Logo, company name

Description automatically generatedNotification of Change of Roles or Email Address

# Notification of Change of Roles or Email Address

|  |  |
| --- | --- |
| School Name |  |
| School Customer Number |  |

Please confirm the user’s change of role or email address below. Please send the form back to [portalteam@epm.co.uk](mailto:portalteam@epm.co.uk).

If you need a new user form, please complete the **Application for New or Cancelled User Form,** and ensure that they have understood the **HR Portal Terms and Conditions.**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Username | | | |  | | | | | | |
| Current Email Address | | | |  | | | | | | |
| New Email Address (if this is required) | | | |  | | | | | | |
| Job Title | | | |  | | | | | | |
| Portal Role: (Please tick access required. If the user has permission to view all, modify all and Authorise Payroll, please tick “Full Permissions” | | | | | | | | | | |
| View HR | Modify HR | View Payroll | Modify Payroll | | View Absence | Modify Absence | View Survey | Modify Survey | Authorise Payroll | Full Permissions |
|  |  |  |  | |  |  |  |  |  |  |

|  |  |
| --- | --- |
| Name: |  |
| Position: |  |
| Date: |  |
| Headteacher Authorisation Signature: |  |