Logo, company name

Description automatically generatedApplication for New Portal User or Cancelled User

Single Access

# Application for New Portal User or Cancelled User Single Access

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| --- | --- |
| Name of Additional User: |  |
| Name of Cancelled User: |  |
| End Date of Cancelled User: |  |
| School Name: |  |
| School Customer Number: |  |
| DfE Number: |  |
| Trust Name:  (If applicable) |  |
| Employee Number: |  |
| National Insurance Number: |  |
| Job Title: |  |
| Email Address:  (This email address must not be used by anyone other than the portal user and must be a work email address) |  |

I confirm that I have read and accept the Terms and Conditions of Use of the EPM portal:

Please note that as Headteachers are unable to authorise their own access for the portal, a governor will need to authorise the access.

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

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 |
|  |  |  |  |  |  |  |  |  |  |

Please send your completed form to [portalteam@epm.co.uk](mailto:portalteam@epm.co.uk) for processing and confirmation