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**EA One system Amend user access request form**

**This form is for school staff only.**

**ALL FIELDS ARE MANDATORY; INCOMPLETE FORMS CANNOT BE PROCESSED**

**This form should be used if you have a system user account but need to change your system setup.**

Please complete the following information

Requesting access to additional areas authorisation must come from your line manager. For certain access you will need Finance / Budget holder approval\*.

**Information about you**

This information will enable us to find you on the system

|  |  |
| --- | --- |
| Username *(your 8-digit number log on)*  |  |
| Name (from your payslip) |  |

**Access required**

|  |
| --- |
| Additional access required:  |

Please note if you have changed role or section, then it is likely that both your approver and your location will need to be updated. To update your default location please complete a *Proc002 Amend Default Location Request form.*

Please review the access you currently have and confirm if this access is correct and relevant

|  |  |
| --- | --- |
| I confirm the access I currently have remains correct and relevant. The enclosed changes are to provide **additional** access. |  |
| The access I currently have is no longer correct and relevant. Please list responsibilities / access which should be removed. |  |

**What to do when you have completed the above information**

Please forward this form to your line manager for approval.

Your line manager should then forward the form to EAOneHelpdesk@eani.org.uk

The e-mail should state:

I authorise the changes to be made on the EA One system in accordance with the information in the attached form.

Please note requests for changes to system access may be subject to additional checks before the request if completed.

\*Budget holder approval is required to have access to budget holder reports

Approver and requisitioner responsibilities will not be allocated to the same user. For approvers confirmation of their approval limit must be provided to EA One by the Principal.