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**EA One system user set up request form**

**This form is for school Principals / Acting Principals only.**

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

Please complete the following information.

**What do you need to access on the system?**

This information will help us to understand which responsibilities you will need.

|  |  |
| --- | --- |
| Access to school reports  |  |
| iProcurement Approver ***Note*** *requisitioning and approving responsibilities will not be available to one person; these duties must be segregated.**Principals are automatically assigned an approval level of £10,000, orders totalling more than £10,000 will default to EA HQ for approval* |  |
| Access to the school income recording form *(general income)* |  |

**Information about you**

This information will enable us to set you up in the correct position in the organisational hierarchy on the system

|  |  |
| --- | --- |
| Name *(please provide full name, from your payslip)* |  |
| Staff / Teacher number *(from your payslip)* |  |
| Start date of position  |  |
| National Insurance Number |  |
| School EA cost centre (5 Digits) |  |
| School name |  |
| School location (Including address) |  |
| C2K email address \* |  |

\*If you do not have a C2K email address please contact

Schools your school SIMS co-ordinator

Nursery schools email implementation@c2kni.org.uk

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

Please forward this form to EAOneHelpdesk@eani.org.uk

The accompanying e-mail should state:

*I confirm that I [insert your name] am a school principal authorised to have access to information on the EA One system in accordance with the information in the attached form.*

Please note that the organisational structure is currently quite fluid, and we may need to carry out some additional checks before we can action your request.