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

**This form is for school based staff excluding Principals / Acting Principals.**

**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  | LMS Budget and Expenditure Report& Detailed Transaction Report |  |
| Staff Report – Delegated & Staff Report – Non-delegated |  |
| iProcurementRequisitioner***Note*** *requisitioning and approving responsibilities will not be available to one person; these duties must be segregated.*  |  |
| iProcurementApprover (in addition to the principal)***Note*** *requisitioning and approving responsibilities will not be available to one person; these duties must be segregated.* |  |
| 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 number(*from your payslip* or enter word ‘Contingency’ for agency staff) |  |
| Start date *(date started in School)* |  |
| C2K email address \* *(individual, not school)* |  |
| National Insurance Number |  |
| School EA cost centre *(5 Digits)*  |  |
| School name |  |
| School location *(Including address)* |  |
| Section where you work *(if applicable)* |  |
| Job  |  |
| Line manager |  |
| Office who processes your payroll (*this is most likely your former ELB employer/local EA office)*  |  |

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

Schools your school SIMS co-ordinator

Nursery schools email implementation@c2kni.org.uk

**Additional information for requisitioners only**

This information will enable us to set the correct defaults for your requisitions.

|  |  |
| --- | --- |
| Person responsible for approving the requisitions you raise\* |  |

\**Please note that the approver should be your direct line manager or above. To approve requisitions, you need to be set up on the system; if this person is not the school principal, please check that they have been set up or advise them to request setup*

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

Please forward this form to your school principal for approval. The principal should then forward the form to EAOneHelpdesk@eani.org.uk

The e-mail should state:

*I authorise [insert name] to be set up on the EA One system in accordance with the information in the attached form.*

Please note

* the organisational structure is currently fluid, and we may need to carry out some additional checks before we can action your request
* usernames and passwords will be provided to the individual named on this form