

SCHOOLS ONLINE PRINCIPAL'S DELEGATE ACCESS

This form is to be used by the school **Principal** to notify the SACE Board of South Australia of staff members requiring access to Schools Online as a Principal's Delegate or to remove access.

School Name:	
Contact number	SACE School Number:

Please email to the askSACE Team Email: askSACE@sa.gov.au

On receipt of this form the SACE Board of SA will:

- Set up the nominated user's Principal's Delegate access to Schools Online.
- Email the nominated user to advise that they have been given access
- Remove Principal's delegate access, this removes their access **not** the user from the school

Provide Details of the nominated Delegate			
Full Name	School Email Address (Please print clearly)	Access Required until (date)	Remove

Principal's Name:	
Principal's Signature	Date:

Please note: The Principal's Delegate will need to accept the terms and conditions of the Confidentiality Agreement at first login to proceed with access to School's Online

SCHOOLS ONLINE SUPPORT

The askSACE team is available to answer any questions you have relating to Schools Online between the hours of 8.30 and 5.00 pm Monday to Friday on (08) 8115 4700 or via email at askSACE@sa.gov.au