



Add a new Admin Network User Account

Requesting School:

Requester's Name:

Requester's Job Title:

Requester's e-mail address:

New User Details

Name:

Job title:

Select applications to allow access to:

- Access to WP folder
- E-mail account enabled (Staffmail)

Please note: Email account for a new user is normally set up/enabled by School Based Technicians (SBTs) so please speak to them or log a call for them via our helpdesk.

If needed, the SBTs are also able to give access to the school shared mailbox (info@...) once approved by the Head teacher.

DATE:

HEAD TEACHER SIGNED:

PLEASE PRINT NAME:

Please return the form via email to: ict@npw.so, or alternatively fax it on the number below.