



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.

School name:	
Contact number:	SACE School Number:

Please fax or email this form to the Schools Online Support Team on:

Fax: (08) 8372 7509

Email: SACE.SchoolsOnlineSupport@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 provide password.

Provide details of the nominated Delegate			
First Name	Last Name	Access Required until (date):	School Email Address (Please print clearly)
	/...../.....	
	/...../.....	
	/...../.....	
	/...../.....	

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 Schools Online.

SCHOOLS ONLINE SUPPORT

The Schools Online Support Team is available to answer any questions you have relating to Schools Online between the hours of 8.30am and 5.00pm Monday to Friday on (08) 8372 7412 or via email at SACE.SchoolsOnlineSupport@sa.gov.au.