

# New User Request Form

Full Name

Email Address

Job Title

School

Telephone No.

User Rights

*SCHOOL STAFF NO CHECK OUT* - Add items to the school's shopping basket, book training for themselves only but not check items out of shopping basket.

*SCHOOL STAFF WITH SETUP RIGHTS* - Add items to the school's shopping basket, book training for themselves and others, manage school's user accounts but not check items out of shopping basket.

*HEADTEACHER'S AND SBMS* - Usually for Headteachers/SBMs. Can add all services and training to basket, access finance information, manage school users and check items out of basket, committing to purchase.

Email and telephone numbers will be used for course confirmations and updates eg: changes/cancellations so please do not provide generic office/admin details.

You will receive your log in details in a separate email, generated from the portal.

# New User Request Form continued

## Important information for delegates attending Octavo training

If you are attending one of our courses please confirm if you require gluten-free, diary-free, vegan, vegetarian (or other) catering for lunch.

Please can you also make us aware if you need any adjustments with regards to entering and exiting our premises. In the event of a fire evacuation, our staff are trained to use an evacuation chair to assist those who may have mobility issues to vacate the building. If you do not wish to use an evacuation chair and still wish to attend, we ask you to acknowledge that this is your own choice.

## Completed forms should be returned to [octavo.enquiries@croydon.gov.uk](mailto:octavo.enquiries@croydon.gov.uk)

If you would like to be added to our marketing mailing list to receive updates and news on our services and courses, including tailored communications based on your job title, please tick here.