

Helios Portal & 10YPP additional Schools request form.

Part 1: Account owner's details

Education Sector Logon User Name (If known)	
Full Name*	
Date of Birth* (dd/mm/yyyy)	
Email Address*	
Your Company Name*	

* Fields denoted with an asterisk are mandatory.

Part 2: Reviewer's confirmation

Once you complete the form send it to your SPA, SPO, IM or RIM for approval. Once approved they will forward it to the Education Service Desk for processing.

I authorise access to the additional schools requested in Part 3 of this form.

Reviewer's signature*

Reviewer's full name*

Date*

Contact the Education Service Desk for further assistance

If you require any assistance completing this form please contact the Education Service Desk

Phone:

0800 422 599

Email:

service.desk@education.govt.nz

Part 3 : List of additional school and access required?

Please record the names of the **School(s)** you require access to and indicate the **role(s)** you perform for each school by placing a tick in the relevant column.

School ID#	School name	Only select one role per school ✓		Only select one role per school ✓	
		Project Manager	Project Admin	10YPP Consultant	10YPP Admin

