**REQUEST FOR ACCESS TO SCHOOL DATA HOSTED BY SCOMIS**

**(NB: only to used if no one in school has access)**

School Name:

Scomis call reference (if already logged): **F0**

Name of person requiring access:

Does this person already have an account for scomis Hosted Applications?

Name and Role of person authorizing this request (this should be the Data Owner, normally the Headteacher, Business Manager or similar Authorized Officer):

**Software**  **Access level required**

Sims .net

FMS

Claims Preparation

Petty Cash Authorization

Other (eg third party)

Hosted Applications User Management

**Shortcuts required**

FMS

DCC/Plymouth Apps

Securenet

DfE Secure Access

File Manager

Set Default Printer

Other (eg third party)

If this is a request for a drop down database selector to access federated schools data is the person set up as a user in **both** sets of Sims .net (see <http://faq.scomis.org/kb13670/>)?

Please either email this form to scomis@devon.gov.uk from the authorizing officer’s school email address (not admin) or fax a signed copy to 01392 385302