|  |  |
| --- | --- |
| **Application to setup/amend/disable user in e5**  (please delete as appropriate) |  |

Once completed and **authorised by the line manager**, please submit to [journal.request@cumbria.gov.uk](mailto:journal.request@cumbria.gov.uk)

|  |  |
| --- | --- |
| **User details:** | |
| Directorate | PEOPLE - SCHOOLS |
| Team/ School |  |
| Surname |  |
| Forename |  |
| Middle Names |  |
| Job Title |  |
| Employee No. |  |
| Email Address |  |
| Telephone Number |  |
| Existing e5 Username  (**Or “None”**) |  |
| Authorisation Level | L4 - up to £25,000 / L6 - over £25,000 (please delete as appropriate)  This is in accordance with the School’s Financial Delegation Policy. |

**Authorisation:**

|  |
| --- |
| **Request by Line Manager**  Sign: Print:  Date: |

|  |
| --- |
| **Authorisation by Directorate Finance Manager** (not required for disabling)    Sign: Print:  Date: |

*For Systems Team Use Only*

|  |  |  |  |
| --- | --- | --- | --- |
| **e5 Username:** |  | **e-proc Username:** |  |
| **Security Group:** |  | **Security Group:** |  |
| **Menu:** |  | **Menu:** |  |
| **Environment Group:** |  | **Environment Group:** |  |