

Synergy School Access Module New User Request Form

This form is to be completed to request a Synergy School Access Module portal user account for a member of staff.

Please ensure that you have the following before applying to use the Synergy system:

- Data Protection training completed within your own organisation
- Policies/processes which outline staff responsibilities in relation to admission policy, data protection, confidentiality, and security

Note that accessing the Synergy system requires two factor authentication. Users of the system will need access to a mobile phone to download an authentication app.

Name	
Email address (must be a personal school email address – it cannot be a shared generic email account)	
School Name (to determine if it is a community school account or own admissions authority school account)	
Job role	
Are you replacing an existing SAM user /member of staff – if YES please state name	
Signature (this can be an electronic signature)	

Completed forms to be submitted by email to: school.admissions@croydon.gov.uk