DDD GUIDE

DDD Dashboard access: How to fill-in the assess form

data driven districts

1 Download the user access form

Click here to download the form from the DDD website.

2 Specify user and request type

Tick this if you have never applied for access to the dashboard.

Tick this if you have **previously applied** for dashboard access.

If you remember **your username or entity name,** enter it here.

*Type of user: | New user | | Existing user | | Existing username | |

Existing entity level: National, Province, District, Circuit, Cluster, School | | | **Existing entity name:** E.g. Gauteng West, Circuit 1, Cluster 4, or school name and EMIS no. | |

*Type of request: | Dashboard Access | | PI Access | | User Admin | | User Access | | User Search | | Delete Account | |
Change my log entity level | | Change my province | | Existing province | |

Tick this box if you are applying for anonymised access.

Tick this if you want to delete your account.

3 Date and sign off

All officials must complete the Declaration section, with the date and signature.

If you want full PI access, you must attach a motivational letter signed by your supervisor (plus a copy of your ID). Submit to your EMIS/DISM office. For help contact emis@fseducation.gov.za

All officials must ensure their **supervisor** completes the authorisation section for the application to be validated.

*Declaration : I declare that the information provided in this form is true and correct.

_____ | _____ | Entity or School stamp

Date | Signature of applicant

Authorisation for Default User Account : To be completed by User's Direct Line Manager:

Application authorised by: | Designation: | Persal number: | Signature of authoriser:

EMAIL YOUR COMPLETED FORM AND A COPY OF YOUR ID* DOC TO:

PED EMIS Official: Boipelo Levono: B.Levono@fseducation.gov.za
PED EMIS Official: Jeanett Molaoa: j.molaoa@fseducation.gov.za
DDD Consultant: Hopolang Moshoeshoe: felicity@newleaders.co.za

*All applications must be accompanied by a copy of the applicant's ID.