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.

_____ Date   _____ Signature of applicant   Entity or School stamp

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: Jantjie Lethea: jantjie@newleaders.co.za

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