

Access request for ASTP Online – government schools only

Government school users are to use this form to request access to the ASTP Online website.

Please email this completed form to businessassurance.astp@det.nsw.edu.au and allow **at least five business days** for your account to be activated.

You will receive an email confirmation with instructions regarding your user credentials.

SCHOOL DETAILS

School name: _____ Main phone number: _____

School address: _____ Postcode: _____

School email address: _____

FOR GOVERNMENT SCHOOL USER ONLY

Account request: New user Update details Remove access Other: _____

Title: _____ First name: _____

Last name: _____ Gender: _____

DoE user ID (e.g. jane.citizen1): _____ Employee ID: _____

DoE email address: _____ Phone number: _____

AUTHORISATION *(to be completed by government school principal)*

- I have ensured the user understands the department's [Communication Devices and Associated Services Policy](#)
- I confirm the user has a valid Working With Children Check number
- I authorise the account listed above

Principal name: _____ DoE email address: _____

Signature: _____ Date: _____