

**Leeds for Learning Website - User Account Request Form**

Thank you for requesting a user account for the improved Leeds for Learning website, which will enable you to book and commit to purchase courses and services online.

Please complete the form on the following page, which can be used by schools and other establishments who don’t currently have an account, or by those who would like to have additional users granted access. You may request access for as many users as you need (please complete multiple forms as required).

Access to the system will allow you to:

* browse and purchase services, SLA packages and training courses relevant to your particular establishment
* use the quick buy function to quickly purchase previously bought services and packages
* Receive carefully targeted communications and useful information/documents from Leeds City Council.

There are two levels of access to choose from when requesting user access:

1. Access to the entire site and the ability to check out purchases from the shopping basket. (You must have authority to purchase on behalf of your organisation)
2. Access to the site and the ability to add services to the shopping basket but are not able to check out the shopping basket.

**Please send this completed form via email to schoolwellbeing@leeds.gov.uk**

Once registered, your login details will be emailed to you along with further instructions regarding logging in and using the system.



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| --- | --- |
| **School/Establishment Details:** | |
| School/Establishment Name: |  |
| School/Establishment Type: (Primary/Secondary/SILC etc) |  |
| Academy (Yes/No): |  |
| Local Authority: |  |
| Contact Telephone Number: |  |

|  |  |
| --- | --- |
| **User Details to be Added:** | |
| **User 1** | |
| Name |  |
| Job Title |  |
| Email Address |  |
| User Access Required (1 or 2) |  |
| **User 2** | |
| Name |  |
| Job Title |  |
| Email Address |  |
| User Access Required (1 or 2) |  |
| **User 3** | |
| Name |  |
| Job Title |  |
| Email Address |  |
| User Access Required (1 or 2) |  |

**Please send this completed form via email to [schoolwellbeing@leeds.gov.uk](mailto:schoolwellbeing@leeds.gov.uk)**