

# Free State User Access Form: Data Driven Districts Dashboard



- The DDD Dashboard provides access to sensitive educational information including but not limited to learners, educators, grade and subject as well as dashboard user information hence the need to put adequate dashboard access measures in place to guarantee the protection of personal information.
- Most non-school users who acquire access to the DDD Dashboard will only get access to anonymised learner, educator and user information, except if personal information is specifically requested by non school users. Requests for Full PI needs to be verified and authorised before access to PI information can be granted.
- Officials need to ensure they select the correct specialisation and designation on this form to ensure access provided is relevant, focussed and supportive.

\*Type of User: **New User**  **Existing User**  **Existing Username**

**Existing Entity.** *District, circuit or school name, or school EMIS no.*

\*Type of request: **Dashboard Access**  **Full PI Access**  **PI Admin Role**  **User PI Access**  **Deactivation**  **Reactivation**

**Change my login level**  **Change my Province**  **Existing Province**

\*First Name:  \*Surname:

\*Email:  **Alternative Email:**   
Non-department email

\*ID Number:  \*Persal:   
Number

\*Cell Number:  **Notify me when data is loaded to my entity level:**  Yes  No

\*Entity Level: **Province**  **District**  **Circuit**  **School**

\*Entity Name:  *e.g. District, circuit or school EMIS no.*

\*Select your Specialisation: **EMIS and IT**  **Curriculum**  **Corporate Services**  **Management and Governance**  **School**

\*Select your Designation:

Non - School Users	
Provincial HOD	Chief Education Specialist
Chief Director	Deputy Chief Education Specialist
Director	Senior Education Specialist
Deputy Director	Circuit Manager
Assistant Director	Member
District Director	

School Users	
Principal	
Deputy Principal	
SMT	
HOD	
Educator	
School Administrator	

If this request includes Full Personal Information viewing, please motivate below:

Furthermore, I understand the implications of having access to Personal Information and undertake to utilise such information with utmost care and diligence, avoiding access by non-authorised users.

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

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Date

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Signature of Applicant

**Authorisation: To be completed by applicant's Direct Line Manager:**

**Application authorised by:**  **Designation:**  **Persal Number**  **Signature of authoriser:**