

- The DDD Dashboard provides access to sensitive educational information including, but not limited to learners, educators, performance information as well as Dashboard user information, hence the need to put Dashboard access measures in place to ensure the protection of Personal Information (PI).
- Non-school users who acquire access to the DDD Dashboard will not be able to view learner, educator and user information, except if PI Access is specifically requested and approved. Requests for PI Access need to be verified and authorised by a user's line manager. Only the User Access Manager can assign PI Access to a user account.
- Officials need to ensure they select the correct entity, specialisation and designation on this form to ensure relevant access.
- Please include a copy of your ID document when requesting Dashboard access as well as PI Access.

\*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 login entity level  Change my province  Existing province

Please provide your preferred Name and Surname as this will form part of your DDD username. Name.Surname@dbedashboard.co.za

\*First Name:  \*Surname:

\*Preferred Email:  \*Secondary Email:

\*Cell Number:  Province:

\*Select Entity Level:  National  Province  Region  \*New entity name:   
Provide the specific name of your new entity. E.g. Gauteng West Circuit 3, Cluster 2, or school name and EMIS no.  
 District  Circuit  Cluster  School

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

\*Select your Designation:

Non - School Users				School Users	
Minister	Chief Director	Deputy Chief Education Specialist		Principal	
Deputy Minister	Director	Senior Education Specialist		Deputy Principal	
Director General	Deputy Director	Circuit Manager		SMT	
MEC	Assistant Director	Cluster Leader		Department Head	
Provincial HOD	District Director	Member		Educator	
Deputy Director General	Chief Education Specialist			School Administrator	

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

PI access request  If this request includes access to learner and educator personal information, please motivate below:

Declaration:  
 Furthermore, I understand the implications of having access to Personal Information and undertake to utilise such information with care and for the Education purposes envisaged, avoiding access by non-authorized users in accordance with the POPI Act.

PI Access Authorisation: To be completed by User's Direct Line Manager:  
 Application authorised by: Designation: Persal number Signature of authoriser: Escalate to Provincial/District User Access Manager who will assign access