

# New User Request Form

*Completed forms should be returned to [octavo.governance@croydon.gov.uk](mailto:octavo.governance@croydon.gov.uk)*

Full Name

Email Address

School

Telephone Number

Course Required

If not in our Governor Contract please tick to confirm your Headteacher/ Principal/Chair of Board/ agrees to the booking and provide their name and email address below.

Authoriser Name:

Authoriser Email:

**Email and telephone numbers will be used for course confirmations and updates eg: changes/cancellations so please do not provide generic office/ admin details.**

**You will receive your log in details within one working day. Should you require them more urgently, please call 0208 241 5486. Your credentials will be sent to you in a separate email.**