



Unified Sign On Nominated Contact Request

Staff who have been registered by their schools as “Nominated Contacts” are eligible to receive assistance from the Service Desk. Please do NOT use this form to request staff employed by a third party supplier/support provider to be setup as Nominated Contacts for your school, as these users' accounts are enabled and managed via a different process.

Each school can request to have up to five Nominated Contacts. These people should include, though need not be limited to, the school’s ICT co-ordinator, or senior members of the school's staff involved in the day to day running/maintenance of the school’s ICT.

Did you know that Nominated Contact permissions can be granted by your Headteacher on the support website, without having to complete this form? To do this, please ask your Headteacher to login to the LGfL Support Site (<https://support.lgfl.org.uk>) and click through User Accounts | Nominated Contact Management

Please include all details as requested below:

School Name:		Authority:		DfE Code:
Full name:	Position held:	Email address:	Date of birth:	Mobile number:

Does your school have a Third Party ICT Support Provider? Please advise your Third Party ICT Support Provider to email contact@adept.education and they will be provided with details on registration of their organisation by our Service Desk.

To be signed by the Headteacher:

I authorise myself, in addition to the named individuals above, to act on behalf of my school as Nominated Contacts in all matters pertaining to USO accounts and related services supplied through the WAN connection.

Headteacher’s Name:

Date of Birth:

Email address:

Mobile telephone no:

Signed.....

Dated.....