| **Herts for Learning ICT Service Desk – Customer Portal User Application** | | | | |
| --- | --- | --- | --- | --- |
| **School No**. |  | **School Name** |  | |
| Please tell us about any users you would like us to set up with access to the ICT Customer Portal. **Please Note: Each user will need a unique school email address or you can have a generic account for a group of users if required e.g. ICT Staff.** Please email the form to [help@sd.hertsforlearning.co.uk](mailto:help@sd.hertsforlearning.co.uk) or send via the internal post to **Jenny Collins, ICT Service Desk Manager, Postal Point SROB202, 2nd Floor Robertson House, Hertfordshire Development Centre**  **If you would like to know who is already registered for your school, please email jenny.collins@hertsforlearning.co.uk** | | | | |
| **Contact Name** | | **Job Title** | | **Email Address** |
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| **This form has been completed by** | | **Job Title** | | **Contact Telephone No.** |
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