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|  | Access Management  Organisation Administrator request |

## Online application

This document has been converted to an online form\* and is submitted via the QCAA website at:

* [Access Management organisation administrator request form](https://www.qcaa.qld.edu.au/logins/qcaa-portal/qcaa-portal-administrator-access/administrator-request-form).

## When to use this form

The role of Access Management Organisation Administrator is assigned to users who will manage school staff access to the QCAA Portal and assign roles for applications within the Portal for their school. It is recommended that each school has two Access Management Organisation Administrators.

Use this form to add or remove Access Management Organisation Administrator access.

### Finding out more

If you need more information, please contact the QCAA Client Services by phoning   
(07) 3864 0278 or emailing [ClientServices@qcaa.qld.edu.au](mailto:ClientServices@qcaa.qld.edu.au?subject=School%20Portal%20access%20request%20as%20Organisation%20Administrator%20(ORGADMIN)).

### Access Management Organisation Administrators

For help granting access to the QCAA Portal and assigning roles within applications, click the Help link at the top of the Access Management application.



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