**New starter awaiting permanent account**

This form is to be used by new employees (including **new** care crew and admin all areas staff) who do not yet have access to the Gateway

This form provides the Workforce Development Team with the required information to set up a time limited account at the point the learning and development is required. Please do not request an account on an ‘in case’ basis.

|  |  |  |  |
| --- | --- | --- | --- |
| Full name: |  | Job Title: |  |
| Email address | A Brighton & Hove email address is required to set up a temporary account for a new starter | Tel no: |  |
| Payroll number |  | | |
| Start date |  | | |

|  |
| --- |
| Please tell us about the training or elearning you are looking to access and why you consider this to be essential: |

**Managers authorisation**

|  |  |
| --- | --- |
| Managers name |  |
| Managers email address |  |
| Cost Code  (for charges and non-attendance) |  |
| Directorate |  |
| Team Name |  |

**I authorise the above to have access to the Brighton & Hove Learning Gateway**

Signed:

Dated:

Please save and email this completed form to [learning@brighton-hove.gov.uk](mailto:learning@brighton-hove.gov.uk)

**Admin use only**

Pier account available Y / N

Expected merge date:

Merged Y / N