



# SQA Connect Access Agreement

## Instructions on how to complete the form

### What is the agreement?

The SQA Connect Access Agreement is an agreement that will allow your centre to access operational services and support materials within SQA Connect. SQA Connect will hold important information and therefore we require that you agree to the conditions in the agreement before being given access.

### Why does the form need to be completed?

If you do not complete the form you will not be able to access critical services that will only be available through SQA Connect.

### What you need to do

Please read the agreement and complete Sections 7 and 8. You can then either post or email the form. You will find the email and postal addresses on the form itself.

### When must the form be completed by?

Please complete and return the form as soon as possible.

**Below are instructions on how to complete your form. You will find sections 07 and 08 on Page 4 of the SQA Connect User Access Agreement.**

## 07 Your SQA Connect Administrator

You will be required to nominate a SQA Connect Administrator.

An '**Administrator**' should be someone who already carries out data input/management tasks for SQA on behalf of the centre (this may be the SQA Co-ordinator, centre business manager or a member of the centre administration staff). The Administrator will be responsible for creating, updating and maintaining other centre staff user accounts within SQA Connect and may be required to train other staff in how to use SQA Connect. They will be given a higher level of access to SQA Connect than other users within your centre.

## 08 Signatories

You will be required to sign the agreement.

This section **must** be signed by the Head of Centre or by someone who has the appropriate authority to sign documents on behalf of the centre (this may be the SQA Co-ordinator, however if you are unsure, please check with your head of centre). The agreement is between the centre and SQA, not between individuals and SQA.