Change to Department for Education System Access

We will be writing separately to schools regarding this issue, and in compliance with the 'Reducing Burdens' agenda we will only be able to communicate with schools once. Therefore, in view of the importance of the information below, we would appreciate it if you could ensure your schools are aware of this change.

In order to comply with Government security standards, the method of access and password administration used for the following DfE systems will change with effect from September 2012:

- COLLECT;
- School to School (S2S); and,
- Key to Success (KtS), although LA's will continue to use the Employee Authentication System (EAS) to access KtS.

The present password management system will be replaced with a new system called "Secure Access". This will give users a single, secure point of entry to Departmental IT systems and will ensure that the data that they hold are much better protected. Secure Access will also allow users to manage usernames and passwords locally, for example retrieving forgotten usernames/re-setting forgotten passwords.

To make this change most effective there will be a "one off" process to register on Secure Access. **Registration should be completed during September at https://sa.education.gov.uk** We will continue to inform you of our progress and will tell you as soon as the Secure Access site becomes available. In the meantime we will circulate guidance as it is finalised.

To register users will need their current COLLECT login details and a unique PIN number.

Local Authority Users

Users will be e-mailed their PIN number in August prior to Secure Access going live. If you currently have access to either S2S or COLLECT and you do not receive an e-mail with your PIN number by 31st August, please contact the Helpdesk via Service Request at http://www.education.gov.uk/researchandstatistics/datatdatam/secureaccess/service-request-form

School Users

School users must get this PIN, which will be available week commencing 27th August 2012, from the "Schools Portal" area of the **Edubase** system (www.education.gov.uk/edubase). All schools in England are registered on Edubase and have a user account. *Schools should ensure they have their Edubase login details to hand in advance of this change. If they do not have this information they are able to register/retrieve this information via the Login Page* www.education.gov.uk/edubase *and click* **'Login'** *on the left hand side of the page.*

Further guidance on changing your password and registering on Secure Access will be available at http://www.education.gov.uk/researchandstatistics/datatdatam/secureaccess **in due course**. This site will be regularly updated. We will also remind you of this process at the start of autumn term.

Regards
SA Service Desk

Web: www.education.gov.uk