**LearnSpace Account Request Form**

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| **Employee Name:** |  |
| **Employee Number:** |  |
| **\*Employee E-mail Address:** |  |
| **Role:** |  |
| **Department:** |  |
| **Name of Employee’s Usual Line Manager:** |  |
| **Name of Manager Requesting Account (if different to above):** |  |
| **Date of Request:** |  |

**\*Please be aware – if you are using an employee’s personal e-mail address to register via LearnSpace, permission will need to be sought from the employee. Please document if permission has been obtained where using a personal e-mail address.**