

# Nasstar Service Portal Registration

## - emPSN Customers

Please complete the details below to outline the approved contacts for Admin and Technical users who require access to the Service Portal. Head teachers approval is required for this access to the service portal <https://portal.kcom.com>

**School Details**

School Name	
Site ID (For example LSS123)	
Address	
Telephone Number	

**Access Details**

Please provide details of users who require Admin Access:-

Admin Access Contact Name (Mr/Mrs etc)	
Email Address	

Admin Access Contact Name (Mr/Mrs etc)	
Email Address	

Please provide details of users who require Technical Access:-

Technical Access Contact Name (Mr/Mrs etc)	
Email Address	

Technical Access Contact Name (Mr/Mrs etc)	
Email Address	

The technical contact login can manage the service, permitting them to request technical changes.

**Authorisation for the above access**

Head teachers authorisation:-

Name	
Date	