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| --- | --- |
|  | New USB Key Order Form |

Please complete the form below to order additional keys for your CPOMS System. Please note, we are only able to accept new key orders from The Head Teacher, or a current Admin Key Holder within the schools system. Keys are posted on **Tuesdays**. We endeavour to process key orders received before 12pm on this day, however this cannot be guaranteed.

*Additional USB Keys are* ***£31.00 + VAT*** *(as of 02/10/2023), per key.*

**Please ensure ALL fields are completed within the form:-**

**School Details**

|  |  |  |
| --- | --- | --- |
| **Contact Full Name** |  | |
| **Job Title** |  | |
| **CPOMS URL** |  | *This is the web address you use to log-in to CPOMS.* |
| **School Name, and Post Code** |  | |
| **Delivery Address** |  | |
| **Purchase Order Number** |  | *(if required)* |

**New Key Order Details**

|  |  |  |
| --- | --- | --- |
| **Are you aware of our free of charge Soft Key option, using the CPOMS Authenticator App on your smart phone or tablet? 🗹** | **Yes** | **No** |
| 🞏 | 🞏 |
| *If ‘No’, please* [*Click Here*](https://www.cpoms.co.uk/wp-content/uploads/2022/02/CPOMS-Authenticator-App-Setup-Soft-Key.pdf) *for further information and setup instructions.* | | |

If you would like to continue with a USB Key Order, please complete the form below:-

|  |  |  |  |
| --- | --- | --- | --- |
| **To program and use the USB key you will need to use one of the following Internet Browsers:-**  **If you are unable to use one of the listed browsers please contact us to discuss.** | **🗹** Please tick which Internet Browser you can use:- | **Yes** | **No** |
| Microsoft Edge | 🞏 | 🞏 |
| Google Chrome | 🞏 | 🞏 |
| Mozilla Firefox | 🞏 | 🞏 |
| Other (please specify **🖉**):- | | |

|  |  |
| --- | --- |
| **Number of New USB Keys required:-** |  |

**User Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Full Name** | **Email Address** | **User Group** | **Is this a New or Replacement Key?** |
|  |  |  |  |
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**Authorisation**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Job title** |  |
| **Signature** |  | **Date** |  |

**Please return the completed form back to us via email at** [**ps@cpoms.co.uk**](mailto:ps@cpoms.co.uk)**.**

|  |  |  |
| --- | --- | --- |
| CPOMS Systems Ltd, Unit 7, Acorn Business Park, Skipton, North Yorkshire, BD23 2UE  **t:** 01756 797766 │ **e:** [support@cpoms.co.uk](mailto:support@cpoms.co.uk) │ **w:** [www.cpoms.co.uk](http://www.cpoms.co.uk) │ Image result for twitter@CPOMSUK   |  |  | | --- | --- | | Logo  Description automatically generated | Secure monitoring of child protection, safeguarding and wellbeing for schools. | |