

Request for access to VTAC CourseLink



VTAC CourseLink is a password-protected online system provided by VTAC for use by secondary schools. It provides students' application information to schools for the purposes of course and careers counselling.

The data provided through CourseLink is governed by strict terms and conditions available on the CourseLink login page. It is the responsibility of all users to ensure that use of the system and data is compliant with these terms.

Each school has a single primary account holder. This primary account holder can create secondary accounts for as many other users as necessary (for example, if there are multiple careers practitioners working in a team). The primary account holder is responsible for ensuring that secondary account holders are aware of and compliant with the terms and conditions of CourseLink.

This form is for creating or replacing a new primary user. VTAC does not create secondary accounts; these are managed by the primary user. **Submitting this form will replace the existing primary user.** If this is not your intent, do not submit this form. Instead, ask the primary user to create a secondary account for you.

This form **must** be accompanied by a signed letter from the Principal, confirming that the person named below is authorised to access confidential student data. This must be signed and on school letterhead, and can then be scanned and submitted with this form.

Primary user's declaration:

- I have read and understood the [Terms and Conditions of CourseLink and Confidential Data](#), and agree to comply with these conditions which govern the use of all data displayed on and exported from VTAC CourseLink
 - All data provided by VTAC through CourseLink is provided for the primary purpose of course and careers counselling. The secondary purpose of providing this information to secondary schools or providers is for record keeping and the collation of aggregated (non-identifiable) statistics.
 - Use for any other purpose requires the express written permission of students.
- I understand that, as the primary user for this school, I am responsible for the creation and management of any other CourseLink accounts required at this school. I will advise all secondary users of the Terms and Conditions of CourseLink and Confidential Data prior to providing access to CourseLink.
- I have attached a scanned letter from the Principal confirming that I am authorised to access confidential student data for my school.

Name of school (please include state/territory if not Victoria)	
Name of new primary account holder	
Email address of new primary account holder	
Signature of new primary account holder	
Date of request	

Sign and scan this form, then submit it with the Principal's authorisation letter to SchoolsLiaison@vtac.edu.au