Request Form for Freelancer or Vendor User Access

1. Requestor Information

Requestor's Name:	Houssam Assaf	**Role:**	Project Manager
Division:	Product	**Team:**	Content
Email Address:	houssam.assaf@contractoralefeducation.com		
Date of Submission:	03/12/2025	**Priority:**	High

2. Services Required - check the box(es)

Contractor Email	AAT - CCL Word Bank	Wrike	Slack
☑	☑	☑	☑

Shutterstock	Fliki	Demo	Other:
☐	☐	☑	☐

3. Contractor Information

Line Manager's Email Address:	rmay@alefeducation.com		
Contractor Name:	Rita Bassil	**Job Title:**	Contractor / Science SME
Personal Email:	ritajbassil@gmail.com		
Role:	Question Author Role	**Department & Team:**	Content
Type of user:	Content Lead	**Type of Account:**	
PO #	PO010861	**Contract #**	
Project Start Date:	Immediately	**End Date:**	28/02/2026
Alef Email:			

4. AAT/CCL/Word Bank

Job Title:	Contractor / Science SME
CCL Job Role:	Question Author Role
CCL Organization:	Alf Edu
Workspace Subject:	Science
Designation:	Author

5. Wrike

Space/Project Name:	Various Projects	**User Role:**	Content Specialist

4. Demo

Tenant:	MOE / Private		
School:	Demo School	**Account Type:**	Both (Teacher & Student
Required Subjects and Grades:	Science (MOE) all grades, all biology courses		
Duration of Usage (All year or End Date):	till 28/02/2026		
Purpose of the Account:	External		