The Early Learning Information (ELI) System

The Ministry of Education’s Early Learning Information (ELI) System collects and stores information on enrolment and attendance in Early Childhood Education (ECE) for approximately 200,000 children throughout Aotearoa. ELI improves the ability of the Ministry and the ECE sector to exchange information electronically and will enhance the quality of information on participation in ECE. The Ministry uses ELI information for educational monitoring, reporting and research, and the development of new initiatives.

ELI Information Requirements
Licensed early learning services, unless specifically exempt, need to return the following information through ELI:

- **Children’s National Student Numbers**
  Each child who enrols in ECE requires a National Student Number (NSN). The NSN stays with the child throughout their primary, secondary and tertiary education. To support the allocation of unique NSNs, services must sight a copy of each child’s official identification document. The Ministry recommends that early learning services keep a copy of each child’s birth certificate or other official identification document when they enrol.

- **Up-to-date child enrolment and attendance information**
  Enrolment and attendance information should be updated and confirmed at least monthly. The previous month’s information needs to be confirmed by the end of the following month.

- **The ECE Return**
  The ECE Return is an electronic collection of information from early learning services that focuses on weekly service activity at specified times, as advised by the Ministry.

- **The electronic RS7 Return**
  The electronic RS7 Return is the main funding claim for early learning services.

New licensed early learning services should begin sending ELI information to the Ministry within eight weeks from the date that the licence is issued. Services connected to ELI may, from time to time, be required to act on requests to make changes to ELI information to ensure its completeness and accuracy. Such requests should also be completed within eight weeks. For more information about these information requirements, refer to the ELI Principles of Use tab on the ELI Homepage: [http://services.education.govt.nz/eli/](http://services.education.govt.nz/eli/).

Getting Connected
In order to send ELI information to the Ministry, early learning services can connect to ELI in one of two ways:

1) **Student Management System (SMS)**
   For early learning services that choose to use an SMS, the information will be sent to the Ministry through your SMS’s connection with ELI.

2) **ELI Web**
   The ELI Web application is for services that choose not to use an SMS. ELI Web provides the Ministry with the required information, but it does not incorporate all of the functions of a traditional SMS.

Please use the ELI: Getting Connected diagram overleaf in conjunction with the Education Sector Account User Guide to ensure your service successfully connects to ELI.

ELI Homepage
It is recommended that you bookmark or add the ELI Homepage: [http://services.education.govt.nz/eli/](http://services.education.govt.nz/eli/) to your favourites. On the ELI Homepage you will find:

- The logon point for ELI Web and ELI Reports
- Training for early learning services using ELI Web and ELI Reports
- A range of Questions & Answers
- Important updates and useful Resources.

For any ELI queries, contact the Ministry on 0800 ECE ECE (0800 323 323) or ELI.queries@education.govt.nz.
**ELI: Getting Connected**

**Step 1: ELI Web or Student Management System (SMS)**
Decide how your service is going to connect to the Early Learning Information (ELI) System.

**Step 2: Contact SMS Provider**

**Step 2: ELI Web Training**
Each user (identified on the Education Sector Account forms) must use the Self-Paced Learning Modules (Training) to learn how to use ELI Web.

**Step 3: Complete and send Education Sector Account forms**
This lets the Ministry know which system you will use to connect to ELI. It is recommended that more than one person from each service has access to the Ministry applications that allow your service to successfully send information through ELI.

**Step 4: Account set-up**
Each user identified on the Education Sector Account forms will be emailed a username and password for ELI access.

**Step 5: Enter information into ELI Web**
Continue to update ELI information within ELI Web.

**Step 5: Enter information into your SMS**
Continue to update ELI information within your SMS.

**Note:** Check the Education Sector Account Forms User Guide to see if the SMS you’ve elected to use requires individual users to have an account to connect to ELI.
This guide explains your responsibilities when applying for and using an Education Sector Account to access the Ministry of Education Online Education Services. The education services available to you are:

- **National Student Index** – allows you to search and create National Student Numbers (NSNs) for enrolled children
- **ELI Web online application** – system used to send required child and service data to the Ministry for ECE services that don’t use a Student Management System (SMS)
- **ELI Reports online application** – available for all ECE services to access reports on what data has been sent to the Ministry via ELI Web or an SMS
- **RS7 Return Submitter** – access role that allows authorised users to submit the RS7 Return.

**Form A: Authoriser/Delegated Authoriser Request for Education Sector account**

The Early Childhood Education (ECE) Service Provider Contact or Delegated Authoriser within your organisation is required to approve access to the Ministry of Education Online Education Services for their employees. **IMPORTANT:**

- The Service Provider Contact should complete Form A to allow the creation of an Education Sector Authoriser’s account for their self.
- If the Service Provider Contact wants to delegate their authoriser responsibilities to another user, that person should complete the Form A, and have it signed by the Service Provider Contact.
- Each user must have a separate email address in the Education Sector system.

If you’d like to check or update who your ECE Service Provider Contact person is, or whether an email address is already in use please get in touch with the E-admin Contact Centre on 0800 ECE ECE (0800 ECE ECE).

<table>
<thead>
<tr>
<th>Form A</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Part 1</td>
<td>ECE Service Provider Contact or the Delegated Authoriser within your organisation.</td>
</tr>
<tr>
<td>Part 2</td>
<td>ECE Service Provider Contact or the Delegated Authoriser within your organisation.</td>
</tr>
<tr>
<td>Part 3</td>
<td>The same person that completed Part 2 must complete Part 3.</td>
</tr>
<tr>
<td>Part 4</td>
<td>If the Delegated Authoriser completed Parts 2 and 3, then the ECE Service Provider Contact must complete Part 4. If the ECE Service Provider Contact completed Parts 2 and 3, leave Part 4 blank.</td>
</tr>
<tr>
<td>Part 5</td>
<td>The person who completed Parts 2 and 3 should provide a complete list of service/license numbers (service IDs) for the ECE services that the Education Sector ECE user requires access to.</td>
</tr>
</tbody>
</table>

**Form B: User Request for Education Sector account**

You may have as many users per ECE service as you require, however each user must complete a Form B and provide a unique email address.

<table>
<thead>
<tr>
<th>Form B</th>
<th>Who completes it</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part 1</td>
<td>The person that requires access to one or more of the Ministry’s online education services/roles.</td>
</tr>
<tr>
<td>Part 2</td>
<td>The person that requires access to one or more of the Ministry’s online education services/roles.</td>
</tr>
<tr>
<td>Part 3</td>
<td>The same person that completed Part 2 must complete Part 3.</td>
</tr>
<tr>
<td>Part 4</td>
<td>ECE Service Provider Contact or Delegated Authoriser within your organisation (who completed Part 2 on Form A).</td>
</tr>
<tr>
<td>Part 5</td>
<td>The person who completed Parts 2 and 3 should provide a complete list of service IDs/license numbers they require access to.</td>
</tr>
</tbody>
</table>
Removing User Access

It is important that access is removed for a staff member who no longer requires access or has left your service. The Education Sector Authoriser will need to contact the Ministry of Education E-admin Contact Centre, either by phone or email.

Contact us on ELI.transition@education.govt.nz or on 0800 ECE (0800 323 323).

Form A and B: System selection and access rights (Part 1)

This section is used to indicate which system your service uses to send enrolment and attendance data to the Ministry of Education. You need to tick one or more boxes for the access you require.

The table below shows you what access is available to you, based on which system your service uses to send data to Ministry of Education.

<table>
<thead>
<tr>
<th>Education Sector access options</th>
<th>National Student Index</th>
<th>ELI Web</th>
<th>RS7 Return Submitter</th>
<th>ELI Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELI Web (no SMS)</td>
<td>n/a</td>
<td>Required</td>
<td>Required</td>
<td>Recommended</td>
</tr>
<tr>
<td>APT</td>
<td>Required</td>
<td>n/a</td>
<td>Required</td>
<td>Recommended</td>
</tr>
<tr>
<td>Other SMS</td>
<td>n/a</td>
<td>n/a</td>
<td>n/a</td>
<td>Recommended</td>
</tr>
</tbody>
</table>

Evidence of Identity (EOI) Information

You are required to present two forms of identification as proof of your identity e.g. Birth Certificate or Passport. This is evidence of the personal details you have provided in Part 1 of the Education Sector forms.

The ECE Service Provider Contact or Delegated Authoriser within your organisation must sight original copies of your identification documents.

Please note that each form has a section confirming the sighting of the original EOI documents that must be signed by the authoriser stated on that part of the form – however the Ministry of Education does not require a copy of identification documents.

A combination of identification documents can be used, for example:

### One document from the following:
- NZ Passport
- Overseas Passport
- NZ Emergency Travel Document
- NZ Refugee Travel Document
- NZ Certificate of Identity
- NZ Certificate of Identity (Immigration Act 1987)
- NZ Firearms Licence / Firearms Dealer’s Licence
- NZ Birth Certificate
- NZ Citizenship Certificate

### One document from the following:
- International Driving Permit
- NZ Driver Licence
- Teacher’s Registration (i.e. practising certificate)
- Confirmation of Permit Status
- Community Services Card
- Electoral Roll Record
- Student or employee identity card
- 18+ Card (must be current)
- A current utility bill (e.g. power, phone)

If the EOI documents sighted by your ECE Service Provider Contact or Delegated Authoriser include a name that you have changed (e.g. by marriage or deed poll), you will need to also include one of the following documents will need to be included as certification of that name change:

- NZ Marriage Certificate
- NZ Civil Union Certificate
- Change of Name by Deed Poll
- New Zealand Divorce Papers
- Certificate of Annulment
- Change of Name by Statutory Declaration
Education Sector Account Forms User Guide
For National Student Index & Early Learning Information (ELI) system access

**Education Sector Conditions of Use Information**

When you apply for access to these services you agree to the following conditions:

- You will follow the relevant security policies when using each service online.
- You will take reasonable steps to prevent misuse or unauthorised access to the services.
- You will ensure any computer you use to access the service has antivirus software installed.
- You agree to the collection of information about how you use the services and will provide further information if requested. All information you provide will be correct and complete.
- You have an important role to play in the secure use of online services. You are responsible for your own behaviour when accessing online services. The following outlines rules and recommendations for online service use, password construction and management and challenge response guidelines.

**General Use**

- You have the right to see information that we have about you and ask us to correct any errors with your information.
- Any information we hold will be kept secure.
- It will not be disclosed to any person or organisation without your authority, unless we are required or authorised to do so by law.
- You must not send frivolous, obscene or defamatory messages.
- You must not look at, change, delete or tamper with files or programmes that you are not authorised to access.

**Passwords**

A password for an Education Sector account must:

- Have a minimum of 7 characters,
- Contain 3 of the following – lowercase letter, uppercase letter, digit, punctuation, or special character
- Be changed regularly (every 180 days for User accounts)
- Be easily remembered, but difficult to guess (e.g. do not include your given or family names)
- Not include information that is present on your account (e.g. Organisation Name)

**Security Questions and Answers**

The first time you logon to Education Sector online services you are required to set security questions and answers. These security questions and answers allow you to update your forgotten password by yourself online, without having to contact the MoE Contact Centre.

**As an Education Sector account holder you must not:**

- Share your Education Sector User name or password with another person.
- Let another person use your Education Sector User account.
- Reveal your Security questions or answers to any other person.

**Minors**

If you are under 18 you are encouraged to seek advice before accepting these Conditions of Use. Please do not accept these Conditions of Use if you do not understand any part of them.

In some circumstances the parents, legal guardians or employer of minors (those under 18 years of age) will also be asked to sign the Acceptance of Conditions of Use (Part 2) alongside the person wishing to have access to online services. The parent, legal guardian or employer of the minor, will then also be responsible for ensuring that the conditions of use are adhered to.

**Breach of Conditions of Use**

Any breach of the Education Sector Conditions of Use will be dealt with by the appropriate Education Agency. Access to online services will normally be revoked during this investigative period and each incident will be considered on a case-by-case basis.
Form A: Authoriser/Delegated Authoriser Request
for Education Sector account
For National Student Index & Early Learning Information (ELI) system access

The Service Provider Contact should complete this form to allow the creation of (or update to) an Education Sector Authoriser’s account either for themselves or a delegate whom they wish to carry out authoriser responsibilities on their behalf.

Please read the Education Sector Account Forms User Guide for more information about completing this form.

Part 1: System selection and access rights
Please indicate which system your service uses to send enrolment and attendance data to the Ministry of Education. Tick one or more boxes for the access you require:

<table>
<thead>
<tr>
<th>My service uses ELI Web:</th>
<th>My service uses a Student Management System:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Please write the name of your Student Management System:</td>
</tr>
<tr>
<td>I require ELI Web access</td>
<td>I require National Student Index access</td>
</tr>
<tr>
<td>I require ELI Reports access</td>
<td>I require ELI Reports access</td>
</tr>
<tr>
<td>I require RS7 Return Submitter access</td>
<td>I require RS7 Return Submitter access</td>
</tr>
</tbody>
</table>

IMPORTANT: If you use ELI Web or APT, the RS7 Return Submitter role MUST be selected for at least one person within your service as authorised by the Service Provider Contact or Delegated Authoriser. Without this access, your service will not be able to claim funding.

The RS7 Return Submitter(s) has the final oversight of your service’s electronic RS7 Return (funding claim) and sends it to the Ministry via ELI Web or your APT system.

Part 2: Authoriser or delegate details (Education Sector account owner)
The ECE Service Provider Contact or Delegated Authoriser within your organisation should complete this section.

* Fields denoted with an asterisk are mandatory.

<table>
<thead>
<tr>
<th>Education Sector User ID (if you have an existing account)</th>
<th>Your Title (Mr, Mrs, Ms etc)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your First Name(s)*</td>
<td>Your Preferred Name</td>
</tr>
<tr>
<td>Your Date of Birth* (dd/mm/yyyy)</td>
<td>Your Family Name*</td>
</tr>
<tr>
<td>Your Work Contact Phone</td>
<td>Your Gender* Male [ ] Female [ ]</td>
</tr>
<tr>
<td>Your Email Address* (Must be unique in our system)</td>
<td>Your Service ID*</td>
</tr>
<tr>
<td>Your Service Name*</td>
<td></td>
</tr>
</tbody>
</table>

Note: If you are unsure if your email address is already in use in the Education Sector system (for generic or shared emails) or do not know your service ID, please call us on 0800 ECE ECE (0800 323 323).
Form A: Authoriser/Delegated Authoriser Request for Education Sector account
For National Student Index & Early Learning Information (ELI) system access

Part 3: Account or delegate declaration (Education Sector account owner)
The person who completed Part 2 should complete this section.

- I declare that all information included in this access request form and any Evidence of Identity (EOI) documents presented are valid and correct.
- I understand that access to these Education Sector online services may be declined or cancelled if I fail to meet the Education Sector Conditions of Use.

<table>
<thead>
<tr>
<th>Account owner’s signature</th>
<th>Account owner’s name (please print full name)</th>
<th>Date</th>
</tr>
</thead>
</table>

Part 4: ECE Service Provider Contact confirmation
If the Delegated Authoriser within your organisation completed Parts 2 and 3, then the ECE Service Provider Contact must complete Part 4.
Or if the ECE Service Provider Contact has completed Parts 2 and 3, leave Part 4 blank.

- I confirm that the EOI documents presented are proof of the Delegated Authoriser’s identity.

**Note:** Please refer to the Education Sector Account Forms User Guide for a list of appropriate EOI documents.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Name (please print full name)</th>
<th>Date</th>
</tr>
</thead>
</table>

Part 5: Early Childhood Education services list
- Please list the ECE services that you require access to the National Student Index and/or ELI system for.
- Ensure you provide the service ID number as well as the service’s official name.
- Attach a list with this information if the table below is not big enough (for example a Word Document or Excel spreadsheet).

<table>
<thead>
<tr>
<th>Service ID</th>
<th>Service Name</th>
<th>Service ID</th>
<th>Service Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Part 6: Further assistance and where to send completed form
Once this form has been completed, please post, fax or scan and email to the E-admin Contact Centre, or contact us for further assistance.

| Phone: | 0800 ECE ECE (0800 323 323) | Post: | Ministry of Education, E-admin Contact Centre PO Box 1666, Wellington 6141 |
| Email: | ELI.transition@education.govt.nz | Fax: | (04) 463 8374 |
Form B: User Request for Education Sector account
For National Student Index & Early Learning Information (ELI) system access

This form is used to apply for, or update an existing Education Sector user account. Please read the Education Sector Account Forms User Guide for more information about completing this form.

Part 1: System selection and access rights
Please indicate which system your service uses to send enrolment and attendance data to the Ministry of Education. Tick one or more boxes for the access you require:

<table>
<thead>
<tr>
<th>My service uses ELI Web:</th>
<th>My service uses a Student Management System:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ I require ELI Web access</td>
<td>☐ I require National Student Index access</td>
</tr>
<tr>
<td>☐ I require ELI Reports access</td>
<td>☐ I require ELI Reports access</td>
</tr>
<tr>
<td>☐ I require RS7 Return Submitter access</td>
<td>☐ I require RS7 Return Submitter access</td>
</tr>
</tbody>
</table>

IMPORTANT: If you use ELI Web or APT, the RS7 Return Submitter role MUST be selected for at least one person within your service as authorised by the Service Provider Contact or Delegated Authoriser. Without this access, your service will not be able to claim funding.

The RS7 Return Submitter(s) has the final oversight of your service’s electronic RS7 Return (funding claim) and sends it to the Ministry via ELI Web or your APT system.

Part 2: Education Sector account user’s details (ECE service)
The person who requires access as indicated above should complete this section.

* Fields denoted with an asterisk are mandatory.

<table>
<thead>
<tr>
<th>Education Sector User ID (if you have an existing account)</th>
<th>Your Title (Mr, Mrs, Ms etc)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your First Name(s)*</td>
<td>Your Preferred Name</td>
</tr>
<tr>
<td>Your Family Name*</td>
<td>Your Date of Birth*</td>
</tr>
<tr>
<td>(dd/mm/yyyy)</td>
<td>Your Gender*</td>
</tr>
<tr>
<td></td>
<td>Male ☐ Female ☐</td>
</tr>
<tr>
<td>Your Work Contact Phone</td>
<td>Your Service ID*</td>
</tr>
<tr>
<td></td>
<td>Your Email Address*</td>
</tr>
<tr>
<td>(Must be unique in our system)</td>
<td>(Must be unique in our system)</td>
</tr>
<tr>
<td></td>
<td>Your Service Name*</td>
</tr>
</tbody>
</table>

Note: If you are unsure if your email address is already in use in the Education Sector system or do not know your service ID, please call us on 0800 ECE ECE (0800 323 323).

Part 3: Education Sector account user’s declaration
The person who completed Part 2 should complete this section.

* I declare that all information included in this access request form and any Evidence of Identity (EOI) documents presented are valid and correct.

* I understand that access to these Education Sector online services may be declined or cancelled if I fail to meet the Education Sector Conditions of Use.

Education Sector account user’s signature  Education Sector account user’s name (please print full name)  Date
Part 4: Authoriser or Delegate’s confirmation
The ECE Service Provider Contact or Delegated Authoriser within your organisation should complete this section.

- I authorise access to the National Student Index and/or ELI system for the named Education Sector account user.
- I confirm that the EOI documents presented are proof of the applicant’s identity.

Note: Please refer to the Education Sector Account Forms User Guide for a list appropriate EOI documents.

Authoriser’s Full Name: 
Authoriser’s Signature: 
Authoriser’s Role Title: 
Work Email Address: 
Work Contact Phone: Date: 

Part 5: Early Childhood Education services list
- Please list the ECE services that you require access to the National Student Index and/or ELI system for.
- Ensure you provide the service ID number as well as the service’s official name.
- Attach a list with this information if the table below is not big enough (for example a Word Document or Excel spreadsheet).

<table>
<thead>
<tr>
<th>Service ID</th>
<th>Service Name</th>
<th>Service ID</th>
<th>Service Name</th>
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</thead>
<tbody>
<tr>
<td></td>
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Email: ELI.transition@education.govt.nz  
Fax: (04) 463 8374