

Education Sector Logon ESL 05

Deletion Access Request

Use this Education Sector Deletion Request form if you would like to:

- remove access on your Education Sector Logon account to services you no longer require
- remove access to services for staff that no longer work at your organisation or school

Part 1: Account Owner details

Education Sector Logon username (if known)		Provider Code*	
Given Names*			
Preferred Name		Family Name*	
Work Email Address*			
Organisation Name*			

* Fields denoted with an asterisk are mandatory

Part 2: Has the staff member left your organisation?

If Yes, please complete this section then move directly to Part 4 Authoriser's confirmation.

MoE

Delete users access to educational services online for this organisation *	<input type="checkbox"/> This person no longer works for our organisation	
	_____ Date person left our organisation	

Part 3: I only want to delete some services on my account?

Go to Part 5 of this Deletion request (on page 2 of 2) to select the relevant services you no longer need.

Part 4: Authoriser's confirmation

To be completed by your organisation's Education Sector Authoriser or Delegated Authoriser.

- I authorise the removal of access to the online services requested in Part 2 or Part 5 of this form for our organisation.

Education Sector Authoriser or Delegated Authoriser's Signature

Date

Education Sector Authoriser or Delegated Authoriser's Name (please print full name)

Contact for further assistance

If you require any assistance completing this form please contact the **Education Service Desk**

Phone:	0800 422 599	Email:	service.desk@education.govt.nz
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Part 5: Which services do you wish to delete access to?		MoE
Attendance Service (ASA)	<input type="checkbox"/> School <input type="checkbox"/> Service Provider	
e-asTTle - Assessment Tool for Teaching and Learning	<input type="checkbox"/> External Co-ordinator	
Delegated Authoriser	<input type="checkbox"/> School <input type="checkbox"/> Tertiary	
Literacy and Numeracy Adult Assessment Tool	<input type="checkbox"/> Organisation Administrator <input type="checkbox"/> Educator	
National Student Index (NSI)	<input type="checkbox"/> User <input type="checkbox"/> I need to make changes to NSI	
New Zealand Qualifications Authority (NZQA) Tertiary Education Organisation Extranet (TEOE)	<input type="checkbox"/> Basic Learner Record User <input type="checkbox"/> Learner Details Administrator <input type="checkbox"/> Learner Results Administrator	
New Zealand Qualifications Authority (NZQA) Tertiary Education Organisation Extranet (TEOE)	<input type="checkbox"/> TEO Profile View User <input type="checkbox"/> TEO Profile & Application Admin. <input type="checkbox"/> TEO Management Representative	
New Zealand Qualifications Authority (NZQA) Tertiary Education Organisation Extranet (TEOE)	<input type="checkbox"/> TEO View Only <input type="checkbox"/> TEO Administration <input type="checkbox"/> TEO Management Authoriser <input type="checkbox"/> TEO Management View Only	
Services for Tertiary Education Organisations (STEO)	<input type="checkbox"/> My organisation submits an SDR <input type="checkbox"/> My organisation submits an RS20 or EEL return	
STEO Tertiary Data Warehouse (TDW)	<input type="checkbox"/> User	
Tertiary Education Commission (TEC) Shared Workspaces	<input type="checkbox"/> User <input type="checkbox"/> Approver	
Tertiary Education Commission (TEC) Ngā Kete	<input type="checkbox"/> User	
Tertiary Education Commission (TEC) PBRF (2018)	<input type="checkbox"/> Panellist <input type="checkbox"/> TEC Administrator <input type="checkbox"/> TEO Administrator <input type="checkbox"/> TEO Auditor	
Part 6: Post or e-mail this completed form directly to the Education Service Desk		
Post:	Education Service Desk PO Box 1666 Wellington 6140	Email: service.desk@education.govt.nz